



Digital Swap Shop

Division: Administration & Finance
Department: Procurement
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Effective Date: (When the Practice Directive was enforced.)
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Authority:

[ICSUAM 5000.00 Contracts and Procurement](#)

[ICSUAM 5201.00 Fair and Open Competition](#)

Objective:

This Practice Directive concerns the Digital Swap Shop, an online platform for faculty and staff to exchange unwanted or surplus items at no cost. This initiative will support cost savings, efficiency, and sustainability.

Statement:

The University leverages a government web platform, Public Surplus, to allow campus community members to post items for auction that are available at no cost to other campus members. Campus community members should safeguard University resources by obtaining office supplies, equipment, furniture, and other items through the Public Surplus website rather than purchasing new items.

If items must be purchased, campus community members shall utilize Campus Marketplace and master contract vendor agreements to ensure the prudent use of public funds.

Campus community members shall ensure that any auction items posted on Public Surplus are in *excellent, good, or fair condition*. Public Surplus *must not be used for unsafe, broken, or hazardous items*.

Ergonomic Furniture

Furniture purchased for employees who sit at a desk for *four or more hours a day* must be ergonomic.

- Anyone wishing to purchase furniture must visit the Public Surplus website to see if any of the available auction items meet their needs. Campus community members should look for the ergonomic designation on auction postings.
- If not, the campus community member must purchase approved items. See SF State's Environment, Health, and Safety [Ergonomic Chairs and Equipment Recommendations](#).
- For questions relating to ergonomic furniture, contact sfehs@sfsu.edu or (415) 338-2565.

Transportation/Pick-up of Auction Items

The campus community member who creates the auction must specify a pick-up location, as detailed in the [Procedure for Creating Internal Auctions in Public Surplus](#). Item pick-up will vary depending on the size of the auction item. For smaller items that can easily be transported, the campus community member who is receiving the item is responsible for picking it up. For larger items, the campus community member should contact Procurement at (415) 338-1833 to determine a moving solution for the item. See associated procedures for details.

Items with Asset Tags

For items with asset tags, the campus community member creating an auction must complete a [Property Relocation or Transfer Form](#) once the auction closes. Any items that were originally purchased with Federal grant money may be swapped via the Digital Swap Shop.

Electronic Items

All campus community members intending to swap electronic items must follow the ITS policies on [Secure E-Waste and Paper Disposal](#) and [Safeguarding Information](#).

Items Not Swapped May Be Put Up for Public Auction

If an item does not get swapped to another campus community member within the time frame selected, it may be put up for public auction. To sell an item on Public Surplus' public auction platform, campus community members must follow the [Public Auction Practice Directive](#) and [Public Auction Procedure](#).

Disposal of Unsafe or Broken Items

Departments are responsible for disposing of any unsafe or broken furniture or other items. For disposal of large items, contact Procurement at (415) 338-1833 to determine a moving solution.

Disposal of Hazardous Materials and Universal Waste

- To organize disposal of hazardous materials, contact the Environmental Compliance Manager from Environment, Health, and Safety (EH&S) at (415) 338-2565.
- A hazardous waste is any item (expired, outdated, contaminated, or unwanted item) with properties that make it potentially dangerous or harmful to human health or the environment. See EH&S' page on [Hazardous Waste](#).

- Universal waste is a subset of hazardous waste. It includes wastes that are widely produced by households and many different types of businesses and academic institutions. See EH&S' page on [Universal Waste](#).
- For more information on management and disposal of hazardous and universal waste, see EH&S' [Hazardous Waste Management Procedure](#).

Procedures:

Procedure for Viewing and Bidding on Auctions on Public Surplus

Procedure for Creating Internal Auctions on Public Surplus

Procedure for Administration of Public Surplus Account

Reporting Procedure

Searchable Words:

Digital Swap Shop, Public Surplus, internal reallocation, internal auction, public auction