

PROCEDURE FOR DISPOSAL OF GENERAL LISTING ITEMS

OVERVIEW:

This procedure is to define the process by which VATP (Vermont Assistive Technology Program) carries out the removal of general listing inventory items.

POLICY

VATP maintains retired or discontinued inventory no longer needed for loans at our tryout centers. This inventory is listed as free under General Listing in AT4All.

On an annual basis the AT Director, AT Service Coordinator (ATSC) and an AT Specialist (ATS) will review items that have been on the list for more than one year to decide if the item should be retained or disposed of.

After review, the AT Services Coordinator will send a list of these items to the reuse newsletter audience offering a last chance opportunity to receive these items for free. Items that are not claimed within 5 business days will follow the disposal process.

PROCEDURE

1. AT Director will choose date for a General Listing item review meeting.
2. ATSC will schedule a Teams meeting with the AT Director, ATSC and an ATS.
3. Before the meeting, the ATSC will send a PDF printed from AT4All of the items to be reviewed. The group can use this list for culling or an AT4All screenshare to determine items to be removed.



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4. ATSC will highlight items on the PDF list of items to be removed.
5. AT Director will email this PDF list to the tryout center location where the removed items are residing. AT Tryout Center will then mail physical items to ATSC at Waterbury Tryout Center, within 10 business days.
6. ATSC will email a newsletter to the reuse audience for one last chance opportunity to receive the items for free.
7. After 5 business days, ATSC will recycle or dispose of inventory and remove it from AT4All.