

	<b>POLICY PROCEDURE GUIDELINES</b>	<b>POLICY NUMBER: 05.60.00.</b>	<b>PAGE NUMBER: 1 of 2</b>
		<b>SUBJECT: Salvage Disposal Policy</b>	Adopted: <b>04/15/2016</b> Latest Revision: Next Review:

**05.60.00. POLICY STATEMENT**

This policy is adopted in order to clarify the procedure for disposal of items illegally or legally dumped onto property managed by the Forest Preserve District of Cook County (the “District”).

**05.60.01. PURPOSE**

The purpose of this policy is to establish the conditions under which the District may dispose of salvage property.

**05.60.02. REFERENCES**

N/A

**05.60.03. DEFINITIONS**

**Salvage:** The term “salvage property,” as used in this policy, means personal property (whether or not affixed to real property) that, through use, time, or accident is so damaged, used, or consumed that it has no or little value for the purpose for which it was originally intended. This includes items dumped into the District legally or illegally.

**05.60.04. SCOPE**

This policy applies to all District employees and to all items dumped legally or illegally onto District property.

**05.60.05. RESPONSIBILITY**

**Department of Facilities & Fleet Maintenance:** The Department of Facilities & Fleet Maintenance shall manage the implementation and execution of this policy.

**05.60.06. PROCEDURE**

- A.** The Director of Facilities & Fleet Maintenance, and/or assigned designee, is authorized to dispose of salvage property for fair market value. All District proceeds from the sale of salvage materials are to be located in authorized District accounts as established by the Finance & Administration Department. If the salvage, as determined by the Director and/or assigned designee: **(1)** has no value, **(2)** has little value, and/or **(3)** is unsellable or unwanted by local processing companies, the Director of Facilities & Fleet Maintenance or assigned designee may dispose of such property without consideration of maximizing revenue.

- B. The Director of Facilities & Fleet Maintenance, and/or assigned designee, is also authorized to offer salvage property as a trade-in on new property of the same general type, if said exchange is considered to be in the District's best interests.
- C. If the Director of Facilities & Fleet Maintenance, and/or assigned designee, cannot sell or exchange such property for value, then the Director of Facilities & Fleet Maintenance or assigned designee is authorized to destroy, dispose, or give away salvage materials as described below.
- D. The Director of Facilities & Fleet Maintenance, and/or assigned designee, may only give away salvage materials to entities that volunteer or partner with the District, or entities that align with the District's mission, initiatives and/or programs (for example, the Next Century Conservation Plan).
  - In such situation:
    - The Director of Facilities & Fleet Maintenance, and/or assigned designee, must publicly post on its website, and/or other accounts, the availability of salvage for pick up at a time and place to be determined by the District.
- E. District employees (other than those described in this policy) are not authorized at any time to take any scrap, surplus or salvageable materials, equipment or any other item for personal use or to any private business and receive any type of cash, credit, or other compensation or exchange of any type for personal gain. Failure to adhere to this policy will result in discipline up to, and including, termination of employment with the District.
- F. Any materials collected on the properties of, owned or controlled by the District that are declared to be beyond useful life that may have residual value are to be delivered promptly to the Central Maintenance Facility.

**05.60.07. TRAINING REQUIREMENTS**

N/A

**05.60.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE**

1. This policy should be distributed to all relevant/necessary staff.
2. This policy should be added to the District shared drive, website, and intranet.

**If you have questions, comments, or suggestions concerning District policies, please contact:**

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