

## **RECYCLING SERVICES FOR DISTRICTS**

Hello,

SCDE Regulation 43-71 Section 25 allows for the disposition of out-of- adoption materials. Out-of-adoption instructional materials are those for which the contracts with the publishers have expired and the SCDE Office of Instructional Materials has notified districts and schools that the materials are out-of-adoption and removed from statewide inventory.

Districts should attempt to dispose of out-of-adoption materials locally. Districts may dispose of those materials in any manner, including selling materials for the purpose of recycle or resale. Funds received by the sale of used materials must be used for the purchase of instructional materials or supplies.

The SC Department of Education's Office of Instructional Materials (OIM) has partnered with Fat Black Cat Books and Sonoco Recycling for Recycling Services for Out of Adoption Instructional Materials for all School Districts Statewide. This service is for textbook materials only. Textbooks can be picked-up or dropped-off depending on the services offered by the companies. Any other offers and/or services are not being requested by the Office of Instructional Materials. OIM is requesting Textbooks Recycling Services Only. If you have any questions about these services, please contact [textbookorder@ed.sc.gov](mailto:textbookorder@ed.sc.gov) or call (803) 832-8210.

Listed below is what each recycling provider will offer:

### **Sonoco**

#### **Contacts:**

**Sonoco Recycling – Columbia** (Jody Tobias or Theresa Wolfe 803-779-0500)

**Sonoco Recycling – Greenville** (Joe Grups or Pattiemarie 864-277-7722)

**Sonoco Recycling – Spartanburg** (Keonia Johnson or Stephanie Musselwhite 864-576-2441)

**Sonoco Recycling – Hartsville** (Quinn Bell 843-383-0273)

**Sonoco Recycling – Charleston** (Genesis Valdez 843-577-6840)

1. Out of Adoption and/or Used Textbooks may be **delivered** to Sonoco's facilities in Columbia, Hartsville, Spartanburg, Charleston, or Greenville. Sonoco does not pick-up used Textbooks. There is no charge for services for books that are boxed and dropped-off in Gaylord boxes.

- Sonoco Columbia – 1132 Idlewild Boulevard, Columbia 29201
- Sonoco Hartsville – 1 N. 2<sup>nd</sup> Street, Hartsville 29550
- Sonoco Spartanburg – 2111 Caldwell Road, Spartanburg 29303
- Sonoco Charleston – 2025 Tellico Road, North Charleston 29405

- Sonoco – Greenville - 1240 White Horse Road, Greenville 29605

**2. Operating/Delivery Hours**

- Monday through Friday / 7:00 am – 4:00 pm

**3. Textbooks** – must be contained in Gaylord Boxes. Sonoco will not provide boxes. **Note: All textbooks must be delivered in Gaylord boxes. Otherwise, Sonoco will not accept them.**

**Fat Black Cat Books**

**Contact: Joe Andrews**

**Email: [fatblackcatbooks@gmail.com](mailto:fatblackcatbooks@gmail.com)**

**Phone Number: 704.453.1624**

**1. Provides site to site pick-up for Out of Adoption Textbooks. The provider will:**

- Travel to each site coordinating the pickup with a school point of contact. Fat Black Cat Books staff will perform the loading/packing of the Out of Adoption Textbooks in conjunction with a school point of contact. No custodial and/or staff labor is required at the site level. Only a centralization location is needed for the convenient removal of Out of Adoption Textbooks. Textbooks should be unboxed – unless they are in the original publisher boxes; primarily workbooks, neatly stacked by an exit door with the center bar removed if possible. The site should only contain textbooks and workbooks.
- School staff and/or Textbook Coordinators should ensure that only Out of Adoption Textbooks are recycled. If Textbook Coordinators does not place the Out of Adoption Textbooks at the centralized, agreed upon locations, the pick-up should be rescheduled for another date.
- Out of Adoption Textbooks should be clearly labeled and separated from surplus/current inventory. If the Out of Adoption Textbooks are not separated from the surplus/current inventory, a pick-up should not be requested until the materials are separated and placed at the centralized, agreed upon location. Under no circumstances should Fat Black Cat Books be allowed to separate the textbooks on behalf of a District and/or District representative.

**2. District(s) can provide a warehouse pick-up for Out of Adoption Textbooks. The provider will:**

- Fat Black Cat Books will pick-up from a centralized location (usually a warehouse or storage facility) where the Districts take Out of Adoption Textbooks for pick-up. Fat Black Cat Books will provide the large Gaylord boxes and coordinate a no cost pick-up using a tractor trailer. This service will require at least twenty-six (26) Gaylord boxes, which is considered a full load.

**3. District Option:**

The Districts and Fat Black Cat Books will communicate the quantity or the number of books that is ready for pick-up or will be dropped-off at each District/location. Based on quantity, Fat Black Cat Books will travel to each site place the books in Gaylords and move the Gaylords to a “covered” area. The Gaylords will be removed from the “covered” area within one (1) week. The schools need to decide the location and materials criteria.

**4. Operating/Delivery Hours**

- To contact Fat Black Cat Book services, please email: [fatblackcatbooks@gmail.com](mailto:fatblackcatbooks@gmail.com) or call 704-453-1624.