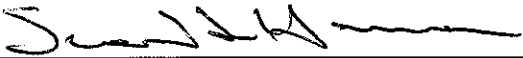


SUBJECT: Sustainable Acquisition and Disposal of Electronic Equipment (E-waste/Recovery Policy)	NUMBER: 107-009-0050
DIVISION: State Services Division State Procurement Office and State Surplus Property	EFFECTIVE DATE: 12-10-08
APPROVED: 	

**POLICY/
PURPOSE:**

In support of the Governor's Sustainability Executive Order 06-02, this policy adopts the Electronic Products and Acquisition Technology (EPEAT) standards for the acquisition and disposal of electronic equipment to attain these objectives:

- a. Prevent hazardous materials from entering the waste stream.
- b. Consider the "end-of-life" cost in the overall costs of electronic equipment acquisition.
- c. Maximize re-utilization of all universal waste and materials contained or used in electronic equipment.
- d. Encourage design and manufacture of new electronic equipment for re-use.
- e. Refurbish existing electronic equipment for reuse with minimal consumption of energy.
- f. Prevent release of sensitive or protected information from the state's control.

This policy defines all surplus and excess electronic equipment as "e-waste" and directs state agencies to return the e-waste to any manufacturer or vendor meeting criteria for disposal of hardware and data or to DAS Surplus.

AUTHORITY:

Governor's Executive Order # 06-02; ORS 279 and ORS 279A.075, 279A.250 through 279A.280; OAR 125-050 and OAR 125-246-0800; EPEAT Criteria, <http://www.epeat.net/Criteria.aspx>.

APPLICABILITY:

This policy applies to all state agencies subject to Department of Administrative Services authority under ORS 279 and 279A. State agencies with independent authority may voluntarily apply the standards of this policy.

ATTACHMENTS:

Exhibit A – Property Disposal Request (PDR)
Exhibit B – Data Clearing/Sanitization Standards

DEFINITIONS:

Authorized E-waste Vendor/Manufacturer: A state contracted vendor for the disposal of e-waste that provides certificates of destruction and meets disposal criteria set forth in this policy.

Authorized Supplier: A supplier with a price agreement or contract awarded by DAS State Procurement Office to sell appropriate IT goods to state agencies and local governments.

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Certificate of Destruction: A document from any manufacturer or vendor that all data, existing operating system software, information, or formatting was irretrievably destroyed following the approved sanitization methods in the US Defense Security Service Clearing and Sanitization Matrix (Exhibit B).

Disposal Criteria for E-waste:

1. **Data/Information** – complete removal and absolute destruction of all data, information, operating system software, firmware or non-writeable read-only media and formatting to US Defense Security Service Clearing standards (Exhibit B).
2. **Hardware** – third-tier accountability that:
 - a) All hazardous material safely transferred for re-use or to an EPA-approved hazardous waste site
 - b) All materials re-used in existing or elemental form
 - c) No hazardous materials deposited in any landfill
 - d) No transfer of hardware or components to another country without disassembly or de-manufacture.

Electronic Waste (E-waste):

1. Excess or surplus, obsolete or non-working electronic equipment including, but not limited to Information Technology equipment, televisions, copiers, facsimile machines, oscilloscopes, telephones, radios and electronic test equipment.
2. Other equipment that is primarily made of circuit boards, and or CRT monitors, plasma monitors, and liquid crystal displays.

End-Of-Life (EOL) Management: design, acquisition, shipping, configuration and programming standards that maximizes safe re-use of all materials, at the lowest cost and energy consumption.

EPEAT: a procurement tool to help institutional purchasers evaluate, compare and select desktop computers, notebooks and monitors based on environmental attributes. EPEAT provides a clear and consistent set of performance criteria for the design of products. EPEAT also provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of their products.

Excess or Surplus IT Equipment: Equipment no longer needed by a state agency.

Garten Services Inc.: A Qualified Rehabilitation Facility (QRF) with a state price agreement to refurbish and recycle e-waste within an eight-county service area. Under ORS 279, a QRF has protected status and publically funded entities within its service area must use the QRF services to meet their needs.

Manufacturer's Buy Back/Take Back Program: usually offered as a "green" or an "environmentally preferred purchase" item within state price agreements. The manufacturer must certify the sustainable disposal of all returned components and the destruction of all data to Defense Security Service standards. Manufacturers must supply a Manufacturers Disposal Receipt and a Certificate of Destruction to the state agency using these provisions.

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Manufacturer's Disposal Receipt (MDR): documentation for the transfer of e-waste from a state agency to an Authorized Supplier.

Obsolete IT Equipment:

1. IT equipment that no longer supports software used by the agency
2. Is not interoperable with other required IT equipment
3. Is not cost effective to make interoperable with other required IT equipment used by the agency

Property Disposition Request (PDR), Exhibit A: The form used to transfer personal property ownership from one state agency to another. State agencies also use PDRs to identify excess personal property for surplus disposal. A management representative must sign all PDRs in addition to the employee who completed the form.

State Agency:

1. Every state officer, board, commission, department, institution, branch or agency of state government whose costs are paid wholly or in part from funds held in the State Treasury,
2. The Legislative Assembly and the courts, including the officers and committees of both,
3. The Secretary of State and the State Treasurer in the performance of the duties of their constitutional offices.

State Procurement Office, State Services Division, Department of Administrative Services (SPO): The state program responsible for developing contracts and price agreements for the e-waste disposal and IT equipment purchases with Authorized Suppliers. This program is responsible for the management and facilitation of the manufacturer's Buy Back/Take Back Program.

State Surplus Property, State Services Division, Department of Administrative Services (DAS Surplus): The state program responsible for policy guiding the disposal of excess and surplus property. The program operates the Property Distribution Center for the purpose of receiving excess and surplus agency property and disposing of the property including e-waste.

GUIDELINES:

State agencies will acquire, identify, and manage all IT equipment to maximize investments and opportunities to plan for end of life management. State agencies will use the following options to transfer ownership of all e-waste.

I. OPTION 1 – Vendor or Manufacturer Buy-Back/Take-Back Program

State agencies may return e-waste to a manufacturer or vendor with a current state price agreement that contains Buy-Back or Take Back provisions.

II. OPTION 2 – DAS Surplus Property E-waste Refurbishing and Recycling Program

If Option 1 is not used, state agencies will transfer all e-waste directly to Garten Services Inc. or to DAS Surplus under existing procedures for disposal of surplus property.

PROCEDURES:

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OPTION 1 – Vendor or Manufacturer Buy-Back/Take-Back Program

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
	DAS State Procurement Office	Maintain Manufacturer's Buy Back/Take Back programs in all contracts, price agreements, intergovernmental agreements, and cooperative price agreements. Currently, all contracts for desktop and laptop computers have these programs. The costs to the state agencies for use of these programs vary by manufacturer. The cost of disposal may be included in the acquisition pricing or charged as a fee depending on vendor. Vendors must certify destruction of sensitive and confidential information to Defense Security Services standards and dispose of hardware items according to Oregon Department of Environmental Quality and US Environmental Protection Agency hazardous waste rules. The State Procurement Office requires a supplier with an authorized Manufacturer's Buy Back/Take Back Program to furnish a Manufacturer's Disposal Receipt and a Certificate of Destruction to the agency that disposed of e-waste.
2.	State Agencies	May use any vendor with current state price agreement Buy-Back/Take Back provisions only for one-to-one replacement of existing equipment within the Garten Services Inc. eight-county service area. Outside the service area, state agencies may use any vendor under current state price agreement and meeting the Disposal Criteria for E-waste for Buy-Back/Take Back or e-waste recycling services.
3	DAS Surplus	Delegates its authority to dispose of e-waste under ORS 279A.280(C) to state agencies for the return of e-waste to an electronic product manufacturer or to a vendor who meets data sanitization/clearing and disposal requirements set forth in Exhibit B in this policy.

OPTION 2 – DAS Surplus Property E-waste Refurbishing and Recycling Program

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	State Agencies	Within the Garten Services eight-county service area, agencies should contact Garten directly to arrange pick-ups or drop offs of e-waste. Agencies must use a PDR to document the removal of the items from their possession. Agencies must send the white copy, or an electronic copy to DAS Surplus and a copy to Garten as a record of the transfer. Garten Services will supply a disposal receipt. Garten provides certificate of destructions upon request.
2.	DAS Surplus	Will continue to pick up and accept e-waste, but the items will be transferred to Garten for processing. DAS Surplus will send a copy of the PDR form back to the submitting agencies for property management purposes. Garten Services will send an invoice to the originating agency for any e-waste disposal charges.

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3. DAS Surplus, E-waste Processing Vendors (Garten, Ecolights, etc.)

Ensure all hard-drives are cleared to US Defense Security Services standards or destroyed. E-waste Processing Vendors will document the data removal and system specifications for all e-waste items refurbished and sold or transferred.
4. DAS Surplus,
DAS Enterprise Information Strategy and Policy Division

DAS EISPD will conduct quarterly security and data sanitization audits with DAS Surplus assistance.
5. DAS Surplus, Garten Services

Recover costs for ultimate disposal and information security/data removal through a disposal fee. DAS Surplus and Garten Services will use revenue from the sale of refurbished e-waste to offset costs and keep the fees for e-waste disposal at a minimum. Current disposal fee information is found under E-waste Management at www.oregonsurplus.com.
6. DAS Surplus

Offer a Take-Back option for all refurbished items sold or transferred. To invoke the free take-back, purchasers must produce a receipt or record of the original sale must be within the DAS Surplus database.