

E-waste Instruction Sheet or

What should I do with my electronic waste?

State agencies

Follow Oregon Accounting Manual (OAM) 10.50.00.PR for instruction on proper asset accounting. The OAM describes the proper steps and documentation for disposition of non-capital assets. The same documentation is required for capital assets. Complete a Property Disposition Request (PDR) when disposing of state e-waste assets.

To reduce costs sort e-waste into billable and non-billable categories as shown in 'Oregon E-waste Fees and Exemptions'. Example: if an agency has a big pile of mixed e-waste that includes 1,000 pounds of CRT monitors, 1,000 pounds of CPUs, and 500 pounds of servers, they can sort the items to reduce the charge. If the agency sorts the mixed pile into three separate piles by category, they will only pay \$.28 per pound for the CRT monitors. There is no charge for separated lots of CPUs and servers. The agency saves \$420!

For e-waste dropped off to or picked up by Garten:

1. Complete the PDR according to the OAM instructions using the "Salvage or Scrap" check-box for "Type of Request." Give the yellow copy to Garten.
2. To arrange for transfer of the items, contact Garten by calling (503) 581-4472, ext. 3198, or e-mailing a request to pickup@garten.org.
3. After transfer of the items, Garten will provide a receipt. An agency may remove any e-waste assets from its property ledger once the physical transfer of the items is complete.
4. Mail the white copy of the PDR to State Surplus Property, 1655 Salem Industrial Drive NE, Salem, OR 97301, attention Bob LaDuke.
5. Garten will send an invoice by category and weight.
6. A certificate of destruction for data storage devices is available for \$5.00 per device or \$25.00 for bulk lots.
7. Retain the blue and pink copies of the PDR with copies of the Garten receipt and invoice, for audit purposes.

For e-waste recycling outside the Garten service area:

1. Complete the PDR according to the OAM instructions using the "Salvage or Scrap" check-box for "Type of Request."

2. Contact Ecolights to arrange transfer of the items: insert phone or e-mail.
3. After transfer of the items, Ecolights will provide a receipt. An agency may remove any e-waste assets from its property ledger once the physical transfer of the items is complete.

4. Mail the white copy of the PDR to State Surplus Property at 1655 Salem Industrial Drive NE, Salem, OR 97301, attention Bob LaDuke.

5. Ecolights will send an invoice by category and weight.
6. A certificate of destruction for data storage devices is available for \$25 on request. There may be an additional charge for transport.
7. Retain the blue and pink copies of the PDR with the copies of the Ecolights receipt and invoice for audit purposes.
8. If Ecolights is unable to provide service, contact Bob LaDuke at State Surplus, (503) 378-4077 for other options.

For drop off to or pick-up by Surplus:

1. Complete the PDR according to the OAM instructions using the “Salvage or Scrap” check-box for “Type of Request”.
2. Contact Bob LaDuke at Surplus for transfer of the items; Surplus staff will sign the PDR as proof of receipt. State Surplus will retain the white and yellow copy of the PDR .
3. An agency may remove any e-waste assets from its property ledger once the items are physically transferred to DAS Surplus.
4. Surplus will send an invoice by PDR number, weight received and the net charges.
5. The agency retains the blue and pink copies of the PDR as documentation for audit purposes.

II. Local Governments:

The ability of local governments to use the above methods for procuring e-waste services can vary. Please read the sections below carefully to determine how your local government may take advantage of the different methods.

For e-waste dropped off at or picked up by Garten:

Any Unit of Local Government as defined by ORS 190.003 and/or any Oregon Cooperative Purchasing Program (OCPP) participants may use the contract and prices established with Garten Services by Oregon DAS Surplus to procure e-waste services. Local Governments subject to ORS 279.850(1) **must** utilize Garten for e-waste services if they fall within the service area established in the contract. Please contact Patty Beans at DAS State Procurement Office at 503-373-0975 or patty.bean@das.state.or.us for any questions.

1. Contact Garten by calling 503-581-4472 x3198 or emailing a request to pickup@garten.org. Garten will provide a receipt for the items picked up and will send an invoice by category of e-waste, the weight received and the charges (if

any). A certificate of destruction for data storage devices is available for \$5.00 per device or \$25.00 for bulk lots.

For e-waste recycling outside the Garten service area:

Oregon Cooperative Purchasing Program participants may use the State Price Agreement with Ecolights (PA4114) to recycle their e-waste.

For drop off to or pick-up by Surplus:

Local governments with Intergovernmental Agreements (IGA) with DAS Surplus may contact Bob LaDuke at 503-378-4077 or bob.w.laduke@das.state.or.us for services.

III Related Links:

[Map to Garten Facility](#)

[State Price Agreement with Garten, PA 7572](#)

[Map of Garten Service Area](#)

[State Price Agreement with Ecolights, PA 4114](#)

[Oregon Accounting Manual \(OAM\) 10.50.00.PR](#)

[Oregon Cooperative Purchasing Program, ORCPP](#)