

<b>SUBJECT:</b>	Electronic Equipment, Sustainable Acquisition And Disposal of (E-waste/Recovery)	<b>NUMBER:</b>	107-009-0050
<b>DIVISION:</b>	Enterprise Asset Management Surplus Property	<b>EFFECTIVE DATE:</b>	07/1/2012

**APPROVED: -- SIGNATURE ON FILE WITH DAS BUSINESS SERVICES --**

**POLICY/  
PURPOSE:**

This policy directs state agencies in acquiring and disposing of electronic equipment; it supports the Governor's Sustainability Executive Order 06-02, and adopts the Electronic Products and Acquisition Technology (EPEAT) standards. Policy objectives:

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

**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/resources/criteria>

**APPLICABILITY:**

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

**ATTACHMENTS:**

Exhibit A – Defense Security Service Clearing and Sanitization Matrix

**DEFINITIONS:**

**Electronic Waste (E-waste):**

1. Excess, surplus, obsolete or non-working electronic equipment. Examples (not an exhaustive list): information technology equipment, televisions, copiers, facsimile machines, medical equipment, telephones, radios and electronic test equipment.
2. Other equipment primarily made of circuit boards, CRT monitors, plasma monitors, and liquid crystal displays.

**Authorized E-waste Contractor:** A vendor under state contract for the disposal of e-waste; the vendor provides agencies with Certificates of Destruction and meets the disposal criteria set forth in this policy.

**Authorized IT Supply Vendor:** A supplier with a price agreement or contract awarded by Procurement Services to sell appropriate IT goods to state agencies and local governments.

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**Certificate of Destruction:** A document from a manufacturer or vendor Authorized E-waste Contractor that all data, 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 A).

### **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 and Sanitization Matrix (Exhibit A).
2. **Hardware:**
  - a) Safe transfer of all hazardous material to a re-use facility or an EPA-approved hazardous waste site
  - b) Re-use of all materials in their 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.

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

**EPEAT:** a procurement tool to help 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 and recognizes manufacturers for reducing the environmental impact of products.

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

**Manufacturer's Buy Back/Take Back Program:** usually offered as a "green" or an "environmentally preferred" purchase 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 originating state agency.

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

**Obsolete IT Equipment:** IT equipment that no longer supports software used by the agency, is not interoperable with other required IT equipment, or is not cost effective to make interoperable with other required IT equipment used by the agency.

**Procurement Services:** The Department of Administrative Services' program responsible for developing contracts and price agreements for e-waste disposal and IT equipment purchases; manages the manufacturer's Buy Back/Take Back Program.

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**DAS Surplus Property:** The Department of Administrative Services' program responsible for this policy and the disposal of excess and surplus property; operates the Property Distribution Center for receiving excess and surplus agency property including e-waste, and disposing of it.

**GUIDELINES:** All state agencies subject to the authority of the Department of Administrative Services under ORS 279 and 279A 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 the state's Authorized E-waste Contractor or to DAS Surplus Property.

**PROCEDURES:**

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

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
1.	Procurement Services	Maintain Manufacturer's Buy Back/Take Back programs in all contracts, price agreements, intergovernmental agreements, and cooperative price agreements. The cost of disposal may be included in the acquisition price or charged as a fee. An Authorized IT Supply Vendor 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. Procurement Services 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 the e-waste.
2.	State Agencies	May use any vendor with a current state price agreement that contains Buy-Back/Take Back provisions, but <b>only for one-to-one</b> replacement of existing equipment.
3.	DAS Surplus Property	Delegates its authority to dispose of e-waste (under ORS 279A.280(C)) to the state agencies that return e-waste to an electronic product manufacturer or a vendor that meets the data sanitization/clearing and disposal requirements set forth in Exhibit A.

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

<b><u>Step</u></b>	<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
1.	State Agencies	Agencies should contact the Authorized E-waste Contractor directly to arrange transfer of e-waste. Agencies must document the removal of the items from their possession.
2.	Authorized E-waste Contractor	Sends invoice to the originating agency for any e-waste disposal charges. If requested, provides a Certificate of Destruction for a fee.
3.	DAS Surplus Property, Authorized E-waste Contractor	Ensure all hard-drives are cleared to US Defense Security Services standards or destroyed. Authorized E-waste Contractor will document the data removal and system specifications for all e-waste items refurbished and sold or transferred.
4.	Office of the CIO, Enterprise Security Office	Conduct annual security and data sanitization audits with assistance from DAS Surplus Property.
5.	DAS Surplus Property, Authorized E-waste Contractor	Recover costs for ultimate disposal and information security/data removal through a disposal fee. DAS Surplus Property and the Authorized E-waste Contractor will use revenue from the sale of refurbished e-waste to offset costs for e-waste disposal. Current disposal fee information appears at <a href="http://www.oregonsurplus.com">www.oregonsurplus.com</a> , under E-waste Management.