



# Oregon

Tina Kotek, Governor

## Department of Administrative Services

Enterprise Asset Management - Surplus Property Distribution Center

1655 Salem Industrial Drive NE

Salem, Oregon 97301

PHONE: 503-378-6020

FAX: 503-378-3398

To: State Agencies

From: Sven Anderson  
Surplus Property Program Manager

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Re: e-waste guidelines

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The DAS Surplus Property Program provides the following guidance and clarification for state agencies regarding the disposal of e-waste:

Items that **MUST** be disposed of via the state's e-waste contractor (Garten Industries) or through a 'Manufacturer's Buy Back/Take Back Program' in order to ensure the security & confidentiality of information as well as environmentally responsible disposal:

- Obsolete\* or non-working electronic items; computer related cables; used keyboards & mice and items that have a memory that potentially stores or has stored sensitive or confidential data.
  - Examples of obsolete items include but are not limited to: CRT monitors or televisions, obsolete radios, VCRs, reel-to-reel or cassette players
  - Examples of non-working electronic items include but are not limited to: non-working traffic signal switches, non-working uninterruptable power, supply (UPS) units, non-working radios
  - Examples of items that potentially stores or has stored sensitive or confidential data include but are not limited to: computers, cell phones, copiers, printers, etc.

Items that **MUST** be handled via the standard guidelines for disposal of surplus property include but are not limited to the following:

- Working and not obsolete radios
- Working and not obsolete traffic signal switches
- Working and not obsolete flat screen televisions or monitors
- Working and not obsolete electric power tools

\* no longer commonly used by Agencies OR the Public and/or supported by current technology