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|  STATEWIDE PROCEDURE | NUMBER 107-011-050_PR | SUPERSEDES Policy #107-009-0050 July 1, 2012 |
| | EFFECTIVE DATE March 9, 2017 | PAGE NUMBER Pages 1 of 4 |
| Division Enterprise Asset Management | REFERENCE/AUTHORITY Governor's Executive Order 06-02 ; ORS 279, 279A.075, 279A.250-279A.280; OAR 125-050 and OAR 125-246-0800; EPEAT Criteria: http://www.epeat.net | |
| Procedure Owner Surplus Property | | |
| SUBJECT Sustainable Acquisition and Disposal of Electronic Equipment (e-waste/recovery) | APPROVED SIGNATURE Katy Coba, COO & DAS Director <i>Signature on file with DAS Business Services</i> | |

PURPOSE

This procedure directs state agencies in acquiring and disposing of electronic equipment; it supports the Governor's Executive Order 06-02, Sustainability for the 21st Century, and adopts the Electronic Products and Acquisition Technology (EPEAT) standards. Procedure objectives:

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

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 procedure.

REFERENCE

U.S. Department of Commerce National Institute of Standards and Technology Special Publication 800-88 found at: <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>; referred to within this procedure as federal publication 800-88.

DEFINITIONS

Electronic waste (e-waste):

1. Obsolete or non-working electronic equipment and electronics that have memory that could contain sensitive or confidential data. Examples: information technology equipment, televisions, copiers, facsimile machines, medical equipment, telephones, radios, electronic test equipment, etc.
2. Other equipment primarily made of circuit boards, CRT monitors, plasma monitors, and liquid crystal displays.

Please contact the DAS Surplus Property Program with any questions: 503-378-6020

Authorized e-waste contractor: A vendor under state contract for the disposal of e-waste. The vendor's operation meets the disposal criteria set forth in this procedure, and for a fee provides agencies with Certificates of Destruction.

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

Certificate of Destruction: A document from a manufacturer or vendor or Authorized e-waste contractor that certifies all data, operating system software, information, or formatting was irretrievably destroyed following the approved sanitization methods in federal publication 800-88.

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 per federal publication 800-88.
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.

Vendor or Manufacturer's Buy Back/Take Back Program: Usually offered as "green" or "environmentally preferred" purchases within state price agreements. The vendor or manufacturer must certify the sustainable disposal of all returned components and the destruction of all data per federal publication 800-88. Manufacturers must supply the originating state agency with a Manufacturer's Disposal Receipt and a Certificate of Destruction.

Manufacturer's Disposal Receipt: Documentation of the transfer of e-waste from a state agency to an authorized IT supply vendor.

Obsolete IT equipment: IT equipment that is no longer commonly used by the agency or the public.

DAS 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.

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

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 plan for end-of-life management. State agencies will use one of 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 - E-waste Refurbishing and Recycling Program

State agencies will transfer all e-waste directly to the state's Authorized E-waste Contractor.

III. OPTION 3 – Interagency Sale or Transfer

State agencies may transfer computers or other technology devices with memory (i.e., cell phones, printers, etc.) to another state agency.

PROCEDURE

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

| <u>RESPONSIBILITY</u> | <u>STEP</u> | <u>ACTION</u> |
|------------------------------|--------------------|--|
| DAS Procurement Services | 1 | Maintains 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 per federal publication 800-88 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. |
| State Agency | 2 | Uses any vendor with a current state price agreement that contains Buy-Back/Take Back provisions, but only for one-to-one replacement of existing equipment. |
| DAS Surplus Property | 3 | 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 per federal publication 800-88. |

OPTION 2 - E-waste Refurbishing and Recycling Program

| <u>RESPONSIBILITY</u> | <u>STEP</u> | <u>ACTION</u> |
|-------------------------------|--------------------|--|
| State Agency | 1 | Contacts the Authorized E-waste Contractor directly to arrange transfer of e-waste. Agencies must document the removal of the items from their possession. |
| Authorized E-waste Contractor | 2 | Sends invoice to the originating agency for any e-waste disposal charges. If requested, provides a Certificate of Destruction for a fee. |
| | 3 | Maintains R2/RIOS certification and ensures all hard-drives are cleared as per federal publication 800-88. Authorized E-waste Contractor will document the data removal and system specifications for all e-waste items refurbished and sold or transferred. |
| | 4 | Recovers costs for ultimate disposal and information security/data removal through a disposal fee. 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: http://www.oregon.gov/das/Surplus/Pages/E-waste.aspx |

OPTION 3 – Interagency Sale or Transfer

| <u>RESPONSIBILITY</u> | <u>STEP</u> | <u>ACTION</u> |
|-------------------------------------|--------------------|--|
| State Agency with Items to Transfer | 1 | The agency making computers available must ensure that all data is removed according to federal publication 800-88 prior to the transfer. Failure to adhere to proper handling of sensitive or confidential data could result in personal or agency liability. |
| | 2 | Make the transfer through the current DAS Surplus Property Program inventory tracking system. The system's name at the time of this writing is "Reuse." |
| State Agency Receiving Items | 3 | The receiving agency is responsible for adhering to software licensing laws and software manufacturer requirements. |
| | 4 | When the items are obsolete or no longer functional, the receiving agency must dispose of the items following the guidelines in this procedure. |