Electronics Recycling in the Federal Community

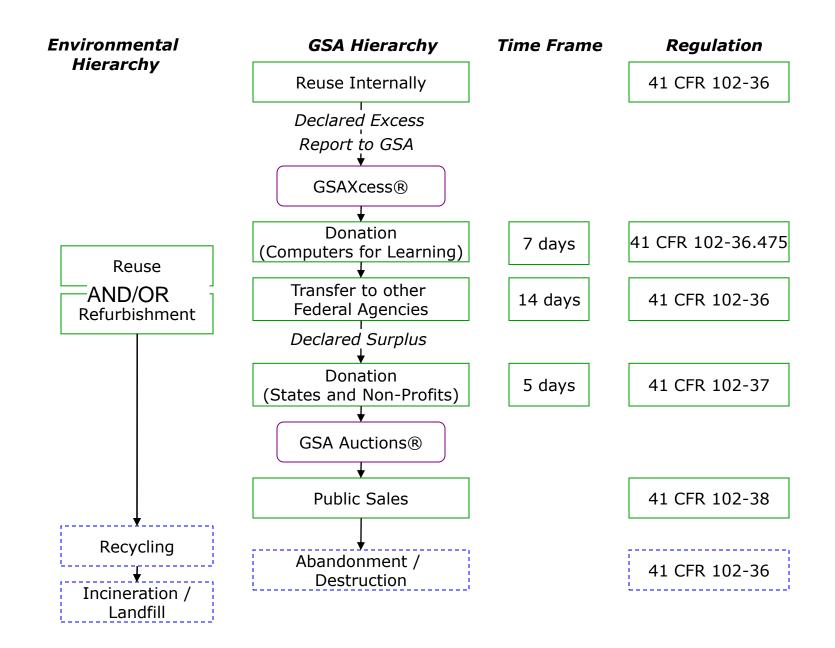FEC Partner Teleconference
September 8, 2011

Overview

- Federal requirements
- Property disposition requirements
- Finding and selecting a recycler
- Preparing equipment
- Recording and reporting
- Upcoming changes to federal recycling requirements
- Resources
- Case study
- Q&A

Federal Recycling Requirements

- Executive Order 13514
  - Federal agencies must ensure they are "employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products"

- Federal agencies and facilities must reuse and recycle electronics to the maximum extent possible

Environmental Hierarchy	GSA Hierarchy	Time Frame	Regulation
	Reuse Internally		41 CFR 102-36
	Declared Excess *Report to GSA*		
	GSAXcess®		
Reuse AND/OR Refurbishment	Donation (Computers for Learning)	7 days	41 CFR 102-36.475
	Transfer to other Federal Agencies	14 days	41 CFR 102-36
	Declared Surplus		
	Donation (States and Non-Profits)	5 days	41 CFR 102-37
	GSA Auctions®		
	Public Sales		41 CFR 102-38
Recycling	Abandonment / Destruction		41 CFR 102-36
Incineration / Landfill			

Property Disposition Requirements

- Must adhere to Federal Management Regulations for property disposal
  - Property must go through the GSA disposition process
  - Obsolete or broken property with no value may be labeled for abandonment and destruction without going through the complete GSA process

- After following the proper procedures, you can select any recycler you choose

Finding an Electronics Recycler

- Use an *Responsible Recycling (R2)* or *e-Stewards* certified electronics recycler
- Use manufacturer take-back services for electronics recycling
- Select and use another environmentally responsible electronics recycler

Finding a Certified Recycler

- R2 Certified
  - http://www.r2solutions.org/
  - Please follow along on the webinar or in your own browser

- e-Stewards Certified
  - http://e-stewards.org/
  - Please follow along on the webinar or in your own browser

- Ensure the specific location you are using is certified

Find a Manufacturer Take-Back Program

- Check with your vendor
  - Contact your sales representative
  - Check a manufacturer's website

- Confirm that the manufacturer is following environmentally responsible practices and utilizing responsible recyclers
  - Take-back of EPEAT registered equipment

- Remember requirements for exchange sales!

Finding Another Electronics Recycler

- GSA's Environmental Services Schedule (GSA 899-5), a multiple award schedule of electronic waste or hazardous material recycling contractors
  - GSA contractors are not evaluated for their environmental practices

- EPA's eCycling Web site includes links to donation, recycling and manufacturer take-back websites
  - http://www.epa.gov/epawaste/conserve/materials/ecycling/donate.htm#mftr

Finding Another Electronics Recycler

- Check within your agency or with other federal facilities in your area
  - FEC Message Board, Partner Services Contact List

- Contact your local or state environmental or solid waste agency
  - Local collection programs or databases of vendors

- DoD facilities must use the Defense Reutilization and Marketing Service (DRMS)

Evaluating an Electronics Recycler

- If you opt to not use, or can not use, a certified recycler or appropriate take-back program, you must perform due diligence!

- Perform an on-site review or rely on an on-site review completed by another federal entity

FEC Tools for Due Diligence

- Checklist for Selection of Electronics Reuse and Recycling Services
  - http://www.epa.gov/fec/resources/select.pdf

- Guidelines for On-Site Reviews of Electronics Recyclers
  - http://www.epa.gov/fec/resources/onsite_review.pdf

Checklist for the Selection of Electronic Reuse and Recycling Services

- Checklist to help make a first cut when conducting a market survey of potential recyclers

  - Can be completed over the phone or via email

- Check boxes make for easy comparisons between companies

- Even if using a responsible recycler this can help you to decide what services to request when asking for cost estimates

Guidelines for On-Site Reviews of Electronics Recyclers

- Tool for documenting a detailed on-site visit
  - Provides questions and important considerations
  - Provides a worksheet to record answers and observations
- Review information can be shared among FEC Partners
  - Tool contains Confidentiality Notice and addresses use of Confidential Business Information (CBI)
- Required for FEC Award activities when using a recycler that is not certified

Preparing to Recycle

- Collect all peripherals and cables
- Complete media sanitization of internal and external media
- Remove property decals
- Remove external media (disks, CDs, DVDs, USB drives, paper)
- Properly package equipment to reduce breakage
- Complete necessary property disposal documentation

- Complete checklist at http://www.epa.gov/fec/resources/prepare_recycle.pdf

Recording and Reporting

- Keep a record of either the number of units, or the weight of equipment, sent for reuse or recycling
  - Reuse generally recorded by unit
  - Recycling generally recorded by weight

- For FEC reporting
  - Required: Desktops, laptops, LCD and CRT monitors
  - Optional: Imaging equipment, TVs, mobile devices, servers

Recording and Reporting

- *Reused*: includes anything reused internally, donated through Computers for Learning, reused in the federal government, or donated to States or non-profits

- *Recycled*: includes anything sent to an electronics recycler or returned to an electronics vendor or manufacturer, even if it may be refurbished and reused

- *Landfilled/Incinerated*: includes anything sent to a landfill or waste-to-energy facility

- *Unknown (including sales)*: includes anything sold at auction, sold through other government sales, or otherwise has an unknown final disposition

Upcoming Changes

- National Strategy on Electronics Stewardship
  - Establish a comprehensive and transparent government-wide policy on used Federal electronics
  - Encourage electronics manufacturers to expand their product take-back programs
  - Require and enable recipients of former Federal equipment to follow environmentally sound practices
  - Improve tracking of used Federal electronics throughout the lifecycle

Resources

- FEC (End-of-life)
  - http://www.epa.gov/fec/publications.html#eol
- GSA (Personal Property Disposal)
  - http://www.gsa.gov/portal/content/105049
- EPA eCycling
  - http://www.epa.gov/epawaste/conserve/materials/ecycling/index.htm

Contact Us

- Regional Champions
  - http://www.epa.gov/fec/technical.html

- E-mail
  - fec@epa.gov

- Cate Berard
  - berard.cate@epa.gov
  - 202-564-8847