

Electronics Reuse and Donation

FEC Partner Teleconference
October 6, 2011

Overview

- Overview of current federal reuse requirements
- Property disposition requirements
- Opportunities for reuse
- Preparing equipment for reuse
- Recording and reporting reuse information
- Upcoming changes to federal reuse requirements
- Resources
- Q&A

Federal Reuse Requirements

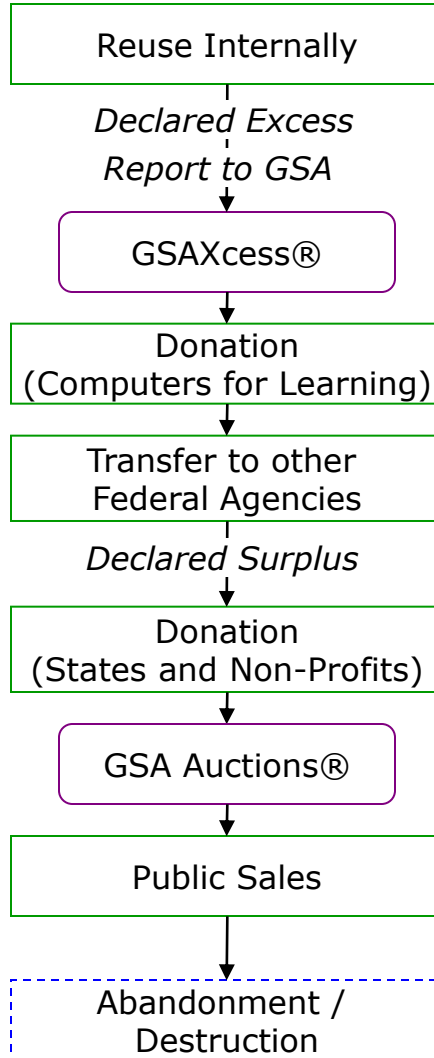
- Federal Management Regulation (FMR) Subchapter B - Personal Property, 41 Code of Federal Regulations (CFR) 102
- 15 U.S. Code (USC) 3710(i), commonly known as the Stevenson-Wydler Act (amended by Public Law 102-245), and Executive Order 12999
- Executive Orders 13514 and 13423

Environmental Hierarchy

Reuse
AND/OR
Refurbishment

Recycling
Incineration /
Landfill

GSA Hierarchy



Time Frame

7 days

+14 days

+5 days

Regulation

41 CFR 102-36

41 CFR 102-36.475

41 CFR 102-36

41 CFR 102-37

41 CFR 102-38

41 CFR 102-36

Internal Reuse

- Extend the life of electronics in use
 - Maintain existing hardware and software
 - Upgrade software as needed
 - Upgrade hardware to improve performance
 - Educate employees on basic equipment maintenance
- More information:
<http://www.epa.gov/fec/resources/extend.pdf>

Internal Reuse

- Understand how property is acquired, inventoried and deployed
- Keep an accurate inventory of electronic assets
- Utilize property/asset management software to find available equipment
- Implement a “bumping” or “trickle-down” policy for electronics

Excess Equipment

- Report unneeded equipment to your Property Utilization Officer (PUO)
- PUO declares property “excess”
- Excess property can be directly transferred to eligible recipients or handled through GSAXcess[®]
- Work with your PUO to complete necessary documentation

Computers for Learning (CFL)

- CFL matches the computer needs of schools and educational nonprofits with federal excess equipment
- Assists federal agencies in meeting the requirements of Executive Order 12999, “Educational Technology: Ensuring Opportunity for All Children in the Next Century”
- Allows transfer of “educationally useful federal equipment”
 - Computers and related peripheral equipment
- Results in title transfer
 - Recipients gain ownership of the property upon receipt

Computers for Learning

GSAXcess[®]

- Federal agencies report electronics as excess property
- Electronics are automatically offered through CFL for seven days
- Electronics revert to remainder of excess property process after seven days

Post Transaction Module

- Federal agencies may directly transfer excess electronics without reporting it through GSAXcess[®]
- Must report through the Post Transaction Module on the CFL web site
- Recorded transfers entered in the agency's Annual Non Federal Recipient's Report

Federal Reuse of Excess Equipment

- Excess equipment may be:
 - Reported to GSA and offered through GSAXcess[®]
 - Directly transferred to other federal agencies if certain conditions are met
- Federal Agencies must use excess property as the first source of supply
- Care, handling, and transportation are paid by the receiving Agency
- Unneeded excess equipment is declared surplus

Non-federal Reuse of Surplus Equipment

- Non-federal organizations may obtain surplus property through State Agencies for Surplus Property (SASPs)
- Includes non-federal public agencies (state and local governments) and private nonprofit organizations and institutions
- Clear title to donated property is only granted:
 - After a specified period of time has elapsed
 - Donee has fulfilled all federal and state restrictions imposed on the property

Sale of Surplus Equipment

- Used electronics may be sold for reuse, remanufacturing or recycling through GSA Auctions[®]
- Environmentally sound disposition of sold electronics is currently not guaranteed
 - FEC recommends that you do not put broken or obsolete equipment through the reuse process; declare it for abandonment and destruction and send it to a responsible recycler

Leftover Electronic Equipment

- Equipment that is not reused, donated or sold must be disposed of by the federal owner
- Electronics should be declared for abandonment and destruction and sent to a reputable recycler
 - See FEC fact sheet on Recycling of Electronic Equipment (<http://www.epa.gov/fec/resources/recycling.pdf>)

Special Note for Defense Facilities

- The Defense Logistics Agency (DLA) manages all electronic equipment end-of-life activities for DoD
- DoD-owned electronic equipment, when excess to an organization's needs, must be reported as excess to DLA
- Equipment in the DLA inventory is available for any school registered for the DLA application of the CFL program

Assess Used Equipment

- Future use
 - Internet browsing, e-mail, word processing, spreadsheets, presentations, and finances
 - Educational software
- Condition
 - Operational
 - Safe
- Age
 - Less than five years old
 - Exceptions: laptops, laser printers, flat panel monitors

Know When to Recycle

- Obsolete or broken equipment should be recycled
- Excess equipment that may not be donated or sold can be labeled for abandonment and destruction and subsequently recycled
- Agencies can donate to a public body in lieu of abandonment
 - UNICOR is a public body and provides electronics remanufacturing and recycling

Preparing to Donate

- Collect all peripherals, cables, manuals, and any transferring software media and documentation
- Complete media sanitization of internal and external media
 - <http://www.epa.gov/fec/resources/sanitization.pdf>
- Remove property decals (if recipient takes ownership)
- Remove external media (disks, CDs, DVDs, USB drives, paper)

Preparing to Donate

- Properly package equipment to reduce breakage
 - <http://www.epa.gov/fec/resources/fecpack.pdf>
- Include fact sheet on end-of-life options for the recipient
 - http://www.epa.gov/fec/resources/recpnt_factsheet.pdf
- Complete necessary documentation
- More information:
 - <http://www.epa.gov/fec/resources/donation.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 management resources)
 - <http://www.epa.gov/fec/publications.html#eol>
- GSA (Federal Personal Property Disposal)
 - <http://www.gsa.gov/portal/category/21260>
- CFL
 - <http://computersforlearning.gov/>

Resources

- GSAXcess[®] and GSA Auctions[®]
 - <http://gsaxcess.gov/>
 - <http://gsaauctions.gov/>
- DLA
 - <https://www.dispositionservices.dla.mil/index.shtml>
 - <https://www.dispositionservices.dla.mil/rtdo3/cfl/index.shtml> (CFL)

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