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### PURPOSE

This information sheet is intended to help federal agencies and facilities prepare to recycle their used electronic equipment. This resource assumes that you have already selected a recycler. Other Federal Electronics Challenge (FEC) resources provide information on finding and selecting a recycler.

### PREPARING TO RECYCLE FEDERAL ELECTRONIC EQUIPMENT

The following includes some steps which are required, and some steps which the FEC encourages as best management practices. Check with your property management personnel to ensure you follow requirements specific to your organization.

1. All federal personal property must **go through your organization's personal property disposition process** in order to be recycled.
  - An overview of the U.S. General Services Administration (GSA) personal property disposition process is available in the FEC resource, *Overview of GSA Personal Property Disposal Process for Federal Electronics*, available at: <http://www2.epa.gov/fec/overview-gsa-personal-property-disposal-process-federal-electronics-6262012>.
  - A more detailed overview of recycling options is available in the FEC resource, *Recycling of Federal Electronic Equipment*, available at: <http://www2.epa.gov/fec/recycling-federal-electronic-equipment-722012>.
2. **Understand what federal, state and local regulations** may affect electronics recycling, both when you still control the equipment, and once the recycler has received it. The National Center for Electronics Recycling provides a list of electronics recycling laws in effect at their website: <http://www.electronicrecycling.org/public/ContentPage.aspx?pageid=14>.
3. **Ensure the data security** of the information on equipment hard drives and memory, as well as external media, such as disks, CDs/DVDs, USB (thumb) drives, paper and tapes. Utilize your facility's internal data security/media sanitization procedures, as well as your Agency's policies and procedures for addressing data security during media disposal.

For additional information on media sanitization, please see the FEC resource, *Media Sanitization Considerations for Federal Electronics at End-of-Life*, available at: <http://www2.epa.gov/fec/media-sanitization-considerations-federal-electronics-end-life-6282012> and the National Institute of Standards and Technology *Guidelines for Media Sanitization* (NIST Special Publication 800-88), available at: <http://csrc.nist.gov/publications/PubsSPs.html>.

4. **Document what equipment is being recycled.** Contact your personal property personnel to find out about the procedures they have in place, and your organizational requirements. The following information may be required when sending equipment for recycling:
  - Manufacturer and model numbers of the equipment
  - Serial numbers
  - Quantity sent to each recycler
  - Contact information for each recycler
  - Condition of equipment, working/non-working etc.
  - Date of pick-up

If you are going to recycle special types of electronics, such as laboratory equipment, be sure to provide your personal property personnel with the documentation that came with the equipment, as well as a brief description of the equipment and any hazards that it, or the materials that it uses (i.e. gases, radioactive isotopes, chemicals), presents.



## Preparing to Recycle Used Federal Electronic Equipment

Updated: 7/2/2012

5. **Remove all property decals** before the equipment is released from your organization.
6. **Properly package equipment** to preserve its value and reduce breakage in transit. Some recyclers may reuse or refurbish equipment that you send for recycling. See the FEC resource, *Packaging Used Electronics for Transportation*, available at: <http://www2.epa.gov/fec/packaging-used-electronics-transportation-6272012>. Check with the recycler to ensure they are able to accept equipment that is palletized or in Gaylord boxes before you use them.
7. **Contact your shipping and receiving personnel** for delivery to the loading dock. Have equipment packaged and ready for shipment on the loading dock when the recycler arrives. If you are able to provide the recycler with any support in loading their vehicle, ensure that it will be available when needed.
8. Consider **asking the recycler to sign a letter or form** indicating that they received the equipment.
9. **Congratulate yourself** on the completion of a successful recycling project!

### CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion: <http://www2.epa.gov/fec/technical-assistance>.

Visit the FEC online: <http://www2.epa.gov/fec/>

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