Surplus Electronic Equipment and Recycling Procedures

State agencies are required to reutilize electronic equipment for which the agency has no further use through the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) Surplus Personal Property Warehouse. Where an agency determines that electronic equipment to still be usable, the equipment should not be considered E-Waste and should be disposed of in accordance with SAM section 3520.

Where state agencies identify surplus electronic equipment (E-Waste) with no useful life remaining, agencies are required, to the maximum extent feasible, to recycle its E-Waste using the services of California Prison Industry Authority’s (CALPIA) certified E-Waste recycling and computer refurbishing program.

It is the responsibility of state agencies to determine which equipment meets the definition of E-Waste or reusable Electronic Equipment, per the definitions provided in this policy. OFAM will validate that equipment meets the appropriate definition when reviewing the submitted Property Survey Report (STD. 152).

Where an agency is granted an exemption to using CALPIA pursuant to subsection B, an agency is required to use the services of a California Department of Toxic Substances Control authorized E-Waste recycler.

Agencies with E-Waste that is located in the CALPIA pick up zone, as identified on the CALPIA E-Waste Disposal & Recycling Centers Map, must utilize CALPIA as their E-Waste recycler. Agencies utilizing CALPIA for E-Waste services shall complete a CALPIA E-Waste Checklist (EWR-F004) after the STD. 152 has been approved by OFAM in order to schedule a pick up or drop off with CALPIA.

A. Media Sanitization:
   Agencies are responsible for the sanitization of surplus electronic equipment regardless of whether the equipment is reusable or E-Waste. Agencies are responsible for sanitizing all surplus electronic equipment in accordance with SAM Section 5365.3, and submit a STD 152 electronically to the Office of Fleet and Asset Management (OFAM) for review.

B. Exemption:
   If an agency’s surplus E-Waste is located outside of CALPIA’s pickup zone, the agency shall determine if the E-Waste meets CALPIA’s pickup quantity threshold, pursuant to criteria and guidelines outlined in E-Waste Exemption Request Form EWR-F029. If the E-Waste meets the pick-up threshold agencies shall use CALPIA E-Waste services.

(Continued)
B. Exemption (Continued):

If the E-Waste does not meet CALPIA’s pickup threshold the agency shall either drop E-Waste off at one of CALPIA’s designated E-Waste drop-off locations or complete an E-Waste Exemption Request Form EWR-F029 located on the CALPIA E-Waste website at https://www.calpia.ca.gov/calpia/assets/File/ewaste/E-Waste%20Pick-up%20Packet.doc to get CALPIA approval to use an alternative Department of Toxic Substance Control (DTSC) approved E-Waste recycler.

CALPIA cannot accept cell phones. If an agency has cell phones that have been identified as E-Waste, the agency shall select a DTSC authorized E-Waste recycler other than CALPIA.

Definitions:

i. Reusable Electronic Equipment: any device that requires electric power to operate, is still usable, and retains value. Electric power is typically provided by either plugging the device into an electrical outlet with a cord or by battery for wireless devices. Common examples of reusable electronic equipment include working televisions, microwaves, telephones, computers, monitors, cell phones, printers, and copiers.

ii. E-Waste: electronic equipment that is no longer in working condition, irreparable or unusable, or past its agency identified useful life. Electronic equipment that is usable and still retains value is not considered E-Waste as it can be reutilized through the OFAM Surplus Warehouse.