

Computer Recycling for the Arkansas Department Of Environmental Quality

DEPARTMENT'S ENVIRONMENT

The Department's structural and financial environment differs from many agencies, therefore, our electronic recycling policy has been tuned to offer the Department the most flexibility possible and to guarantee that the Department will use its electronic equipment to the fullest. The Department is composed of thirteen separate divisions. Each division has its own area of responsibilities and varying technology needs. This diversity of responsibility and information needs within the Department means certain divisions or work areas need to be more aggressive in their technology purchases than other. The scientific nature of many of our jobs leads to a great difference in our desktop computing environment. The discrepancy in computer power within the Department led us to adopt a recycling/reuse program within the Department several years ago. As new equipment is purchased within our Department, the Computer Services Division reallocates the replaced equipment to individuals with older, less powerful equipment. A typical computer within the Department may be used on four or more desktops in its useful lifetime at the Department. Also, most of our laboratory instruments and monitoring equipment are controlled by PCs. Since most of these laboratory needs require only basic PCs, many of our retired PCs can be used to support these less-demanding laboratory applications.

The Department also uses the Internet to distribute information and to notify the regulated community and citizens of environmental matters in their areas; however, many citizens have little or no access to the Internet. The Department feels that municipalities and citizens would have better access to our information if a portion of our surplus could be transferred to local governments and libraries requesting such assistance.

DEFINITIONS

For purposes of this document, the following definitions apply:

AGENT - Responsibility for carrying out this policy rests with the Computer Services, Solid Waste, and Fiscal Divisions. Computer Services is the Agent responsible for the technical aspects of this policy, Solid Waste through the Recycling Section has administrative responsibility, and Fiscal is the Agent responsible for the financial aspect of this policy.

COMPUTER - a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information..

DEGAUSS – for this policy only, the Department is using the term degauss to mean the complete removal of information from a hard drive, not a specific technology for doing so.

DEMANUFACTURING - end-of -life disposition of electronic devices and computers; includes recovery of hard drives and chips with resale value, the removal of commodities, such as copper, aluminum, and gold for sale to scrap consumers, the removal and hazardous waste disposal of toxins and heavy metals, and the shredding or melting of materials that can be sold and manufactured into new products.

DEPARTMENT - the Arkansas Department of Environmental Quality.

DIRECTOR - the Director of the Arkansas Department of Environmental Quality.

ELECTRONICS - devices utilizing electrons and electric circuits including household appliances, televisions, recording and playing devices for music or video tapes, compact discs and digital technology.

FUND - the Computer and Electronic Equipment Recycling Fund established by Act 1410 of 2001.

MARKETING AND REDISTRIBUTION - the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration (M&R).

RECYCLE - the use of previously manufactured materials including metals, glass, and plastics in the manufacture of new products.

REUSE – the use of electronics, computers, and equipment for harvesting of spare parts, resale or donation.

SURPLUS COMPUTER EQUIPMENT - computer components no longer in use in the Department which have residual market value.

DEPARTMENT RECYCLING PROCEDURES

All new computer and computer-related equipment shall be approved for purchase and installed by the Computer Services Division. The Fiscal Division with assistance from the Computer Services Division is responsible for maintaining inventory control documentation of equipment purchased for Department use. The inventory will include the inventory tag number, purchase price, date of purchase, brand name, type of equipment, model number, serial number and any other identifying data. In addition, the inventory will contain the name of the user to whom the equipment is currently assigned and the current location of the equipment, until it leaves the Department.

All computer and electronic equipment not in active service within the Department shall be returned to the Computer Services Division for reassignment. The Computer Services Division will advise the Fiscal Division when the end of the equipment's useful life as an active desktop device on the Department's network has been reached.

After the computer equipment has been removed from the Department's network, it may:

- Be reassigned to the Technical Services Division to control analytical equipment or remote sampling devices.
- Be used in a training classroom or reserved for ad hoc training requirements.

- Be held to maintain a back stock of the used computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers in use by the Department. The back stock, whenever feasible, shall not exceed ten percent (10%) of the number of computers in active use within the Department.

SURPLUS COMPUTER OR ELECTRONIC EQUIPMENT

Computer Services will ensure the hard drives of surplus computer equipment are degaussed (cleared of all data and software), while ensuring the integrity of the hard drive. To increase the benefit to the receiving party, Computer Services may load the original operating system purchased with the computer and any subsequent enhancements that are allowed under the original software licensing agreement. In addition, Computer Services may also install copyrighted but freely available software, e.g., the Adobe Acrobat Reader and Microsoft file viewers, which would enhance the PC's perceived value. NO COPYRIGHTED MATERIAL except as noted here AND NO STATE INFORMATION WILL BE TRANSFERRED WITH ANY COMPUTER DESIGNATED AS SURPLUS UNDER THIS POLICY.

EMPLOYEE PURCHASE POLICY

The Department may offer surplus computer and electronic equipment for sale to Department employees. The Department shall establish a minimum acceptable price for each piece of equipment. Sales will be determined by the highest bid submitted at or above the minimum established price. Because equipment is frequently reassigned several times within the Department before being declared surplus, no individual employee will be provided any purchasing preference.

Equipment which is known to be unserviceable will not be offered for sale or donation. Instead, it will be transferred to M&R for recycling. In addition, specialized equipment such as servers, server-class peripherals, large plotters and printers, etc., may, at the Department's discretion, be donated, transferred to M&R or offered for sale via the M&R auction web site or other means.

Subject to the above reservations, computer or electronic equipment that has been determined by the Computer Services Division to be surplus may be offered for sale to any individual employee within the Department after preparation of the hard drive.

The Computer Services Division will distribute via e-mail to the entire Department staff a notice of the sale. Once the message is sent, computers will be sold to the highest bidders subject to the following restrictions:

- Employees may bid on up to two (2) computers per sale. Allocation of these units will start with the bidder who submitted the highest bid price and proceed down until all units have been taken or all bids have been satisfied.

- All equipment is offered “as is” with no actual or implied warranty. Department staff members are not permitted to provide any sort of technical support or assistance to the purchaser.

Remaining computers or electronics equipment may then be offered in the following priority:

- Offered to an Arkansas public school for no less than five percent (5%) above the sale price as offered to Department Staff.
- Donated to a city/county government body or library to support the environmental interest of the Department. The donation will not be made unless the government entity or library requests the electronic equipment. All requests will be accepted on a first-come, first-serve basis, based on date the request was received. Donation requests should be made to the Recycling Branch of the Solid Waste Management Division of the Department.
- Donated to an Arkansas public school district. Donations will not be made unless the school district requests the computer system or electronic equipment. The district has the right to accept or reject the computers. All requests are accepted on a first-come, first-serve basis, based on date the request was received. Donation requests should be made to the Recycling Branch of the Solid Waste Division of the Department.

Any remaining equipment will be sent to M&R for removal from the ADEQ inventory according to state procedures.

DISTRIBUTION OF REVENUES

Distribution of revenues will be in accordance with Act 1410 of 2001.

/signed/
Marcus C. Devine, Director

10-1-03
Date

(9-16-03)