

MANAGEMENT MEMO

NUMBER:

MM 17-06

SUBJECT:

DATE ISSUED:

NOVEMBER 27, 2017

E-Waste Disposal

EXPIRES:

UPON INCORPORATION
INTO SAM OR MAY 1,
2018

REFERENCES:

ISSUING AGENCY:

STATE ADMINISTRATIVE MANUAL (SAM): CHAPTER 3500, SECTION 3520; CHAPTER 5300, SECTIONS 5315, 5320, 5330, 5335, 5365.3; CHAPTER 5900, SECTIONS 5951-5953; PUBLIC CONTRACT CODE SECTION 10389.1, 10389.2, 12153; GOVERNMENT CODE SECTION 14674; PUBLIC UTILITY CODE SECTION 709.

DEPARTMENT OF
GENERAL SERVICES

Purpose

This Management Memo provides state agencies with the appropriate procedures for disposing of surplus useful computer equipment and E-Waste, and adds Section 3520.10, *Surplus Electronic Equipment*, to State Administrative Manual (SAM).

Policy

State agencies are required to recycle state owned surplus electronic equipment that has no useful life remaining (E-Waste), to the maximum extent possible. Effective January 1, 2018, state agencies shall dispose of E-Waste using the services of the California Prison Industry Authority (CALPIA), unless the agency meets the pickup quantity and location exemption criteria detailed in SAM Section 3520.10. Electronic equipment that is usable and still retains value is not considered E-Waste and must be reutilized through the DGS, Office of Fleet and Asset Management (OFAM) Surplus Personal Property Warehouse. State agencies shall determine which equipment meets the definition of E-Waste or reusable Electronic Equipment, per the definitions provided below. OFAM will validate that equipment meets the appropriate definition when reviewing the submitted Property Survey Report ([STD. 152](#)).

Please see SAM Section [3520.10](#) for more information on this policy.

Background

The State of California is committed to establishing policies and programs that promote the reutilization and recycling of state owned personal property, help bridge the digital divide for rural or disadvantaged populations, and reduce recidivism rates among California's youth offender population. To further these initiatives the Department of General Services (DGS) makes reusable surplus electronic equipment, disposed of by state agencies and delivered to DGS, available to public schools and qualified non-profits. However, while many state agencies send their reusable electronic equipment to DGS for reutilization, most irreparable or unusable electronic equipment is disposed of and sent to private E-Waste recycling facilities. With the proper refurbishing expertise, much of the electronic equipment sent to private E-Waste recycling facilities could be repaired and re-utilized through [CALPIA's E-Waste program](#).

CALPIA administers a certified E-Waste program, staffed by youth offenders, that provides certified recycling and refurbishing services. Offenders participating in CALPIA's E-Waste program learn valuable recycling and refurbishing skills and have a 26 to 30 percent lower recidivism rate than other offenders. For more information on the program and how refurbished E-Waste is used, please refer to [CALPIA's E-Waste brochure](#).

Accordingly, this management memo establishes CALPIA as the state's primary E-Waste provider and strengthens the state's efforts to bridge the digital divide, ensure responsible recycling of state equipment, and provide programs that help reduce recidivism rates amongst youth offenders.

Definitions

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.

E-Waste: Electronic equipment that is no longer in working condition, is irreparable or unusable, or past its 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.

Digital Divide: the economic, educational, and social inequalities between those who have computers and online access and those who do not.

Authority

Government Code §14674 establishes DGS as the authority to determine the method of disposal of state surplus personal property that is in the best interest of the state.

Public Utilities Code (PUC) §709 establishes telecommunication policy to: (1) assure the continued affordability and widespread availability of high-quality telecommunications services to all Californians, (2) focus efforts on providing educational institutions, health care institutions, community-based organizations, and governmental institutions with access to advanced telecommunications services, and (3) assist in bridging the “digital divide” by encouraging expanded access to state-of-the-art technologies for rural, inner-city, low-income, and disabled Californians.

Public Contract Code §10389.2 requires DGS to facilitate the disposition of state surplus computers to further the state policy to bridge the “digital divide” and ensure that surplus state computers are properly disposed of.

Public Contract Code §12153 establishes that it is in the best interest of the state to view surplus state personal property as assets that can be recovered and reused and to use these recycled resources in the performance of a service or project for the state.

SAM Section 3520 requires state agency’s to obtain approval from the State and Federal Property Reuse Program for the disposition of state-owned personal property other than vehicles and mobile equipment which shall be approved by OFAM.

Additional Resources

Information for submitting a STD 152 can be found on the DGS OFAM surplus property website:

<http://www.dgs.ca.gov/ofam/Programs/StSurplus/Reutilization/CSPS.aspx>

Information on the CALPIA E-Waste Program can be found at:

<https://www.calpia.ca.gov/products-services/e-waste-recycling-computer-refurbishing/>

The E-Waste Exemption Request Form EWR-F029 can be found at:

https://www.calpia.ca.gov/calpia/assets/File/ewaste/E-Waste%20Exemption_EWR-F029.pdf

STATE ADMINISTRATIVE MANUAL

DGS Contact:

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Signature



Daniel C. Kim, Director
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11/03/2017

Date