



Standard Operating Procedure

Public Works Department

TITLE: Electronics Recycling and Surplus Disposition
GROUP: Environmental Services, Facilities, and Information Technology
DATED: November 10, 2009

Scope and Application

This procedure provides information pertaining to the disposition of surplus electronic materials and universal electronic waste handling.

The Electronics Recycling and Surplus Disposition (ER&SD) Standard Operating Procedure (SOP) includes procedures for disposition of electronic items after it becomes surplus material. The ER&SD SOP applies to the following City and County departments:

1. Any department that classifies electronic materials as surplus;
2. Any department that transfers or stores electronic material as surplus materials;
3. Any department that manages the electronic storage area and ships the materials; and
4. Any department that maintains records for the electronics materials generated by City and County of Broomfield.

Overview

The City and County of Broomfield Universal Electronic Waste and Recycling Program applies to electronic waste items regulated by the Colorado Department of Public Health and the Environment (CDPHE) per Colorado Hazardous Waste Regulation [6CCR 1007-3] Parts 260-268, 99, and 100. CDPHE identifies criteria for managing electronic materials in the same manner product equipment is being managed.

Definition of Electronic Equipment as it pertains to this SOP: Any electronic equipment that contains one or more electronic circuit boards or other complex circuitry, including but not limited to computer monitors, televisions, central processing units (CPUs), laptops, printers, terminals and mainframes.

I. Reclassification of Surplus Electronic Equipment to Excess Material:

- A. Information Technology (IT) will determine when electronic equipment becomes excess electronic material.
- B. IT will complete the "Excess Material" tag, Attachment A, when equipment is taken out of service and reclassified as excess electronic material. This tag consists of a sticker that adheres to the electronic material with a duplicate tear off copy.
- C. IT will attach both portions of the completed "Excess Material" tag (sticker and duplicate copy) to the reclassified electronic material.
- D. IT will notify Facilities at extension 5866 on the same day when electronic equipment has been reclassified and properly tagged as excess material. The notification to Facilities will include:

1. The location of the excess materials for pick-up.
 2. The total number of items and approximate weight of each so Facilities can determine the type of equipment needed to move the excess materials to storage.
- E. IT will also inform the employee that the electronic materials will be picked-up by Facilities within a week of reclassification.

II. Transfer of Excess Materials:

- A. Facilities will pick-up tagged materials within one week of IT's notification of the reclassification of surplus electronic equipment to excess materials.
- B. Facilities will inform Environmental Services of any inconsistencies between the Excess Material Tags and the materials identified for pick-up, and/or any other issues with the material. Any issues or discrepancies will be resolved before Facilities transfers the materials to storage.
- C. Facilities will transfer material to the designated storage area at the Broomfield Recycling Center.
- D. Facilities will collect the duplicate copy of the Excess Material tag from each piece of material and deliver it to Environmental Services to document the transfer of materials and maintain an accurate inventory in the storage area. The original adhesive tag will remain on the material.
- E. Proper handling of materials should be taken to prevent breakage or any spill. Any spills or residues from releases of the electronic materials will be considered a newly generated hazardous waste and a hazardous waste determination will need to be made by Environmental Services. Environmental Services will ensure the released material or residue is managed in accordance with the hazardous waste regulations and not the Universal Waste requirements, [6CCR 1007-3 Section 273.17(b), 273.37(b)]. In the event of a breakage or spill, the following actions will be taken:
 1. Facilities will notify Environmental Services, 6329, of the spill or release to ensure it is being properly managed as hazardous waste.
 2. Environmental Services will characterize, label, package, and arrange for shipment of the hazardous waste.
 3. Facilities, if needed, will assist Environmental Services with loading and/or transporting the waste to the regulated storage area at the Broomfield Recycling Center.

III. Management and Shipment of Electronic Materials

- A. Environmental Services will periodically inspect the excess materials in the storage area to ensure the following:
 1. Excess materials are stored in the same manner as electronic equipment.
 2. Posted dates in the storage area are consistent with the dates on the excess material tags.
 3. Excess materials are not stored longer than one year.
 4. Excess materials within the storage area correspond to the items on the inventory sheet.
 5. The storage area is secured and there are no potential for spills or releases.
- B. Environmental Services will be responsible for the shipment of the materials, which includes the following steps:

1. Environmental Services will contact the recycler, GRX, to schedule shipment of the electronic materials.
2. Environmental Services will provide the recycler, GRX, with an inventory of the materials.
3. Environmental Services will contact Facilities, 5866, and inform them of the scheduled pick-up date.
4. Facilities will assist with shipments as needed.

IV. Compliance Application for Electronic Materials and Recyclers

- A. The Recycler, Guaranteed Recycling Experts (GRX), will review the inventory of excess electronic material and will determine whether an electronic device or component is reusable or is a waste that will be recycled. They must maintain documentation that describes how recycling is occurring and demonstrate that an appropriate waste determination has been made by them or by a subsequent recycler.
- B. Electronic materials that are recycled are not considered hazardous waste and are not subject to US Department of Transportation regulations.

Management of Records and Payment to Recycler:

- A. Environmental Services will be responsible for maintaining records associated with electronic materials shipments.
 1. Environmental Services will maintain as a minimum the following information pertaining to shipments:
 - a. Date of shipment
 - b. Inventory of shipment
 - c. Copy of signed "Electronics Disposal Compliance Certificate"
 - d. Weight in tons of shipment
 2. Once shipment weight and the "Electronics Disposal Compliance Certificate" are received Environmental Services will forward the invoice to Facilities for payment to the recycler, GRX.
- B. Facilities will be responsible for payment to the recycler, GRX, for recycling or reuse of the materials.

VI. Review of Electronics Recycling and Surplus Disposition SOP:

- A. Environmental Services will be responsible for reviewing and revising the Electronics Recycling and Surplus Disposition SOP on an annual basis with input from Facilities and IT.
- B. When a change to [6CCR 1007-3] requires a revision to the management of electronic materials, the ER&SD SOP will be revised to maintain compliance with CDPHE.

Effective – November 10, 2009

Attachment A

10-0001-IT	
City and County of Broomfield Excess Material Tag	
Date taken out of service: _____ <small>(DD/MM/YYYY)</small>	By: _____ <small>(Please Print)</small>
Item Description:	

<small>(Identify piece by product name and type such as Pentium 4, DELL CRT, etc)</small>	
<p>Once facilities had been notified of the tagged equipment, item(s) will be picked up the within one week. Each piece of equipment must have a completed tag attached to it before it is transported to the Universal Waste Storage area.</p>	
Date Environmental Services Notified (x6329): _____	By: _____
Date transferred to storage: _____	By: _____