

**OFFICE OF GENERAL SERVICES
PROCUREMENT SERVICES GROUP**

Guide for Recycling Electronics

A state or local government agency that wishes to recycle electronics needs to follow these steps:

1. **Contact OGS.** If you are a New York State agency under the Executive branch, OGS is responsible for the disposition of your assets. (If you do not fit in this category, you may go to step 2.)

If your equipment has resale value, contact OGS, Bureau of Surplus Personal Property Disposition at 518-457-6335; Fax: 518-457-4641; E-mail: State.Surplus@ogs.state.ny.us. Before sending equipment to OGS, you will have to complete the Report of Surplus Personal Property (CS-201, revised 4/05, attached). NOTE: You will need to wipe your data and remove asset tags before delivering your electronics to OGS.

If your electronic equipment has little or no value, you may fill out a Local Disposition Authorization (LDA) form as described in OGS Surplus Bulletin #97-01 (attached).

You may also choose to contract with New York State Industries for the Disabled (NYSID) to wipe your data and remove asset tags before sending your equipment to OGS. NYSID is the Procurement Council-approved New York State Preferred Source vendor for secure management (removal of asset tags, data wiping/hard drive destruction) and recycling of surplus computers and electronic equipment. NYSID recycles and provides data destruction services for surplus computers, monitors, cell phones, and a variety of other equipment (see NYSID's Acceptable Equipment and Components List, attached).

2. **Contact NYSID.** If your electronic equipment has little or no value, or if you are a government agency not under the NYS Executive branch, call the NYSID Account Representative associated with your region or market (see attached map). Your NYSID Representative will provide you with information regarding the specifics of your recycling job.
3. **Wait for a free quote.** In many cases, a NYSID representative will visit your site to examine the equipment. NYSID will then determine a price, based on the necessary services, which may include wiping data from hard drives or destroying hard drives completely, packing and shipping requirements, etc.
4. **Fill out a Purchase Order.** NYSID will then pick up the equipment and perform necessary security and recycling services as indicated in the quote and bill

accordingly. If the equipment has no asset recovery value, all of the equipment will be demanufactured and recycled. Each customer will receive documentation, certifying that NYSID has securely destroyed all computer data, and that the agency's equipment was properly recycled, with nothing going to a landfill.

NYSID guarantees customers security of their old hard drive information, privacy considerations from asset tags, and environmental integrity. This guarantee includes a certificate documenting the destruction of data either through a DOD standard datawiping process or physical destruction when customers request these services.

NOTE: Preferred Source status for these services applies when there is a cost for these services and requires government agencies to contact NYSID prior to initiating any other procurement activity and to use the services of NYSID, provided it meets the government agency's form, function and utility requirements. If the services result in revenue to the agency, NYSID is treated as any other vendor.

TO: Surplus Property Coordinators**Local Disposition Authorization (LDA) Update**

In an ongoing effort to streamline the Surplus Personal Property process, effective immediately, agencies will no longer be required to submit to the OGS Bureau of Surplus Personal Property requests for Local Disposition Authorization of property (other than Vehicle & Highway Equipment) having a condition description of poor or unusable, i.e., having little or no value and no potential for re-use by another agency. This applies to items not capable of generating measurable revenue. This procedure does not apply to items deemed "obsolete" or "no longer useful" by one agency, as these items may still be used by another agency. Vehicle & Highway Equipment disposition procedures remain in effect.

Consistent with the principles of accountability and internal controls, departments and agencies administering local dispositions will be responsible for ensuring timely and effective disposal, receipt and appropriate deposit of any revenue derived, including applicable sales tax. Additionally, agencies will now have responsibility for maintaining complete, accurate and auditable documents related to their disposal of surplus personal property. Local disposition transactions handled by State agencies are subject to audit by the Office of the State Comptroller.

Your assistance in notifying all facilities and programs within your agency of this change in procedure will be greatly appreciated. Please contact this office at (518) 457-6335, with any questions you may have regarding these changes.

NYSID Acceptable Equipment and Components List

NYSID accepts virtually any items associated with electronics, including:

Computers and Peripherals

CPUs, CD ROMs, communication hardware (e.g., modems), drives (hard drives, floppy), keyboards, laptops, mice, monitors, network hardware (e.g., servers), paper tape readers and punchers, plotters, printers, and tape drives.

Subassemblies and Components

Any subassemblies of the above: boards, cables, casters, circuit boards, computer chips, controllers, disk storage products, expansion products, fans (200/240v, 115v, 12v 24/48v), motors, PC cards, power supplies, and wire.

Central Office and Communication Room Equipment

Communication equipment, mainframe equipment, Motor Generator sets (MG sets), Power Distribution Units (PDU), and Uninterruptible Power Supplies (UPS systems).

Office Equipment

Barcode equipment, beepers, copy machines, fax machines, telephone systems (cordless, cellular, desk), and security equipment.

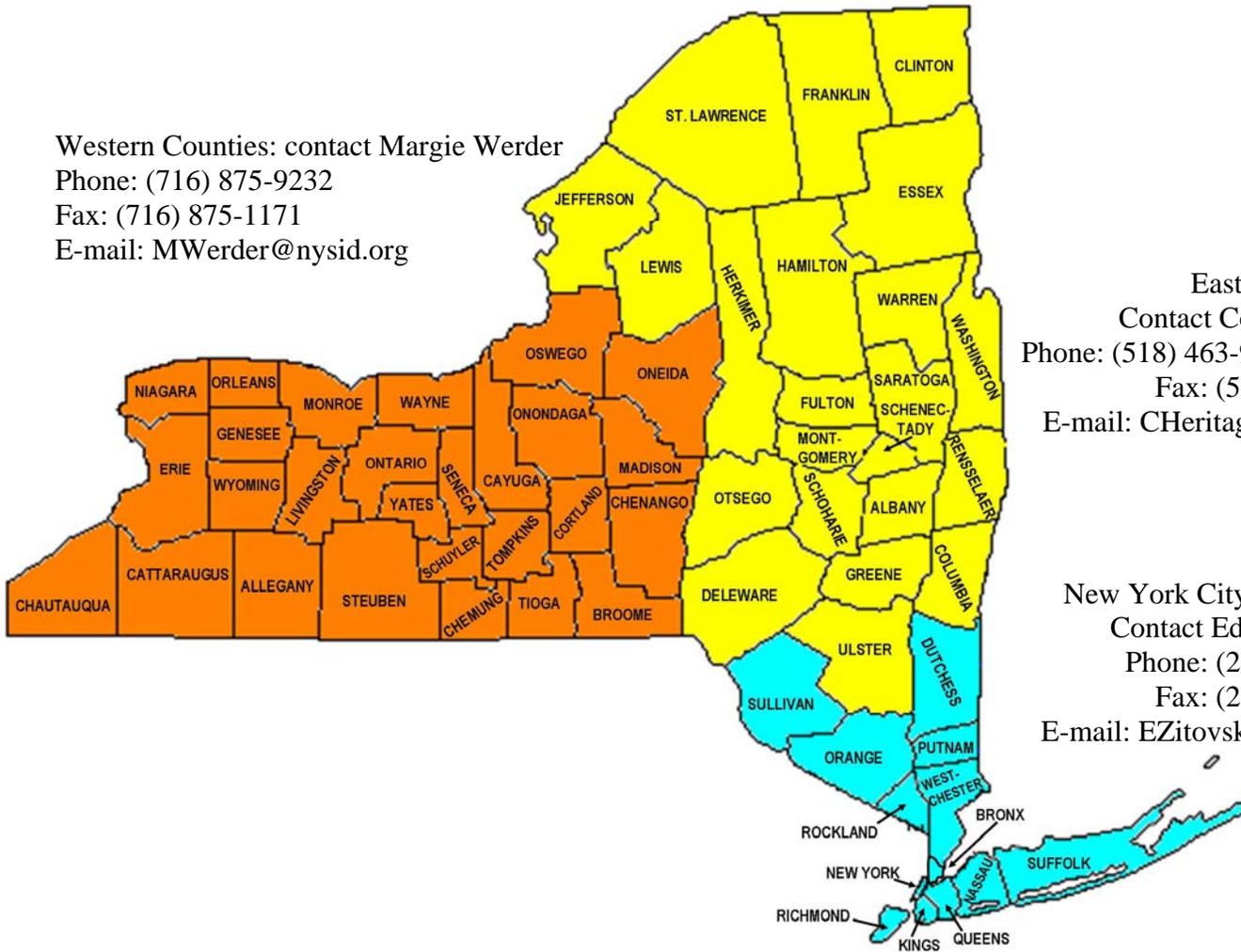
Other

CATV, cable transformers, water meters, medical equipment, etc.

If your equipment is not listed above, contact NYSID for further information and a free quote.

NYSID Regions for Electronics Recycling

Western Counties: contact Margie Werder
Phone: (716) 875-9232
Fax: (716) 875-1171
E-mail: MWerder@nysid.org



Eastern Counties:
Contact Corey Heritage
Phone: (518) 463-9706 ext. 293
Fax: (518) 455-0393
E-mail: CHeritage@nysid.org

New York City Metro Area:
Contact Edwin Zitovsky
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For SUNY, CUNY or community college customers, contact Meredith Hartman
Phone: (518) 463-9706 ext. 294
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For local municipality customers, contact Joe Messina
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