

## **RECYCLING UNUSABLE CITY COMPUTERS AND TELEVISIONS**

Usable computers and televisions – Surplus, usable computers (CPU's, monitors, printers) will continue to be transferred to City and other governmental agencies.

Unusable computers and televisions - In accordance with the City's recycling policy, unusable City computers and televisions must be recycled through a qualified company with a permit or ID from the State of Hawaii, Department of Health. Consequently, agencies must pay for recycling unusable computers and televisions as follows:

### **A. Procure a vendor to recycle your unusable computers and televisions**

1. Follow normal procurement procedures to pay the vendor, which include:
  - a. For services totaling under \$2000 within a 2-month period, contact a vendor whose price is fair and reasonable.
  - b. For services totaling \$2000 to under \$5000 within a 2-month period, obtain 3 quotes.
2. Select a vendor from page 3 to recycle your unusable computers and televisions.
  - a. Procure the services of only qualified vendors, so call the Department of Health at 586-4226 to verify that the company you select is "fully permitted to recycle or to manage e-waste". Repeat this procedure if more than a week has passed since your last verification.
  - b. Use the following as a guide to determine the weight of computers: laser printers and monitors weigh 30 lbs., CPU weighs 15 lbs.
  - c. See page 3, "Minimum Required for P/U", for the minimum requirements.
    - i. If you meet the minimum that is required for pickup, contact the company and make your own arrangements.
    - ii. If you don't meet the minimum that is required for pickup, contact the Purchasing Division at 523-4795 or 523-4869. Your items will be consolidated with other agencies' items to meet the minimum for pickup.
  - d. Request for a hazardous or non-hazardous waste manifest
    - i. Inform the recycler that you require a hazardous or non-hazardous waste manifest. It states that the recycler will dispose the equipment in accordance with all County and State environmental laws. The manifest should be transmitted to you within 45 days.
    - ii. Attach the manifest to your agency's approved disposal request and keep it in your agency files.
  - e. Serial numbers, City identifications and logos
    - i. Do not deface the serial number.
    - ii. Remove all City identifications and logos.

3. To recycle Dell and non-Dell computers, and in addition to the vendors on Page 3, you may contact Rachael Rambo of Dell at [Rachael\\_Rambo@Dell.com](mailto:Rachael_Rambo@Dell.com) (underscore between "Rachael" and "Rambo") or at 1-512-728-2500. The City's Customer No. is 7902826 and Contract No. is 70137.
  - a. Dell charges a flat fee of \$37.50 per item, for Hawaii customers.
  - b. Their service includes a certificate of disposal, a detailed report of processed items, inventory and record of identification numbers (serial, model, ID, etc.), and the removal of ID numbers.
  - c. If it has value, it will be sold and you will receive 90% of the sale price. The hard drive will be erased.
    - i. For 10 or more items, on-site packing and shipping is included.
    - ii. For less than 10 items, Dell will dispatch a shipping label and you must pack and call for pickup.

**B. Alternatives that may be pursued for computer recycling are:**

1. DIT participating in a recycling program, which means the surplus computers will be removed by the vendor when new computers are purchased.
2. DIT establishing a fund that may pay for recycling computers.
3. Dell implementing a recycling program. Call Suzanne Jones of the Refuse Division Recycling Office at 692-5409 for information.
  - a. Dell will take back Dell computers without a purchase.
  - b. Dell will take back non-Dell computers with a purchase.
  - c. The agency must box the equipment.

**C. Please contact Glen Teramoto at 523-4795 or Glenn Cruz at 523-4869 for assistance.**

## **VENDORS FOR RECYCLING COMPUTERS AND TELEVISIONS**

**For City Agencies**

Contact BFS-Purchasing at 523-4795 or 523-4869 for assistance.

<b>VENDORS</b>	<b>Recycling fee</b>	<b>Pickup fee</b>	<b>Minimum Required for P/U</b>	<b>Any Add'l fee?</b>
<b>Pacific Commercial Services</b> Contact: Winnie Yuen at 545-4599  5 Sand Island Access road, Bldg 931 Hours: 8 a.m. – 5 p.m.	\$1.00/lb for P/U  \$.85/lb for drop off	None	\$250	None
<b>Haztech Environmental Services</b> Contact: Scott Fraser at 671-1985  Does not accept drop offs	\$.98/lb for P/U	None for 30+ items  Up to \$150 for less than 30 items	\$500	None
<b>Enviroservices and Training Center</b> Contact: Curtis Laa, 839-7222  Drop off by appointment only	\$1.26/lb for P/U and for drop off	\$350	None	For disposal certificate