

Electronic Waste Recycling Program

A program managed by the Environmental and Conservation Services Department, coordinated with Purchasing, Accounting & IT departments for proper end-of-life e-waste management for District schools and facilities. August 2016

Electronic waste, or “e-waste” as it is commonly called, is generated on every school campus and at every District facility. The term “**e-waste**” encompasses many types of items, including computer CPUs and monitors, laptops/notebook computers, DVD players, VCRs, televisions, servers, desktop printer/copiers, and all of the many peripherals associated with electronics, including keyboards, mice, cables, modems, and switches. To assist in proper procedures once the items have reached the end of their useful life, this document is provided as guidance for managing e-waste in the District.



CONTACTS

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Warehouse.....Mark Moon PX 88500

E-waste Defined <https://www.palmbeachschools.org/accounting/capitalassets/> (See P&P pg. 15)

E-waste Box <https://gsrp.wufoo.com/forms/ewaste-collection-box-request/>

E-waste Pickup <https://gsrp.wufoo.com/forms/electronic-waste-pickup-request/>

E-waste Bulletin <https://www.palmbeachschools.org/ecs/wp-content/uploads/sites/61/2016/02/FinalE-wasteRecyclingBulletindatedAugust72015.pdf>

E-waste Website <https://www.palmbeachschools.org/ecs/ElectronicWasteRecycling2/>

“E-waste is the toxic legacy of our digital age; when handled improperly, e-waste can pose a serious threat to human health and the environment.”

U.S. Environmental Protection Agency; 2011 *Design for the Environment* report



STEP 1: COLLECTION

Collect e-waste in a centralized, dry, and secure location. Organize CPU's and monitors in separate stacks near (**not** in) the Gaylord Box. Miscellaneous e-waste may be stored in a Gaylord Box on a wooden pallet. To request a box, go to <https://gsrp.wufoo.com/forms/ewaste-collection-box-request/>



STEP 2: FORM 0082

If an e-waste item is labeled with an **asset tag**, the item and serial number **MUST** be listed on Form 0082. Generally, asset tags are found on CPUs, laptop/notebooks, projectors, and other large pieces of equipment. All other e-waste items without tags should be listed on a separate Form 0082. Send signed forms to Assets Management. If items are “surplus”, send forms to Property Redistribution.



STEP 3: REQUEST A PICK-UP

Complete an online Pickup Request form at <https://gsrp.wufoo.com/forms/electronic-waste-pickup-request/> and attach signed 0082 to the request. The District's vendor will complete the pickup within 20 business days and will set up a Gaylord box and pallet for all future e-waste. The ITSA or other school representative **MUST** remain present at all times during the pickup, and sign the vendor's pickup form.



Environmental and Conservation Services
Division of Facilities Management
www.palmbeachschools.org/ecs

