



Citywide Administrative Services


Edna Wells Handy
Commissioner

MEMORANDUM

Sergio Paneque
Chief Acquisition and
Re-Engineering Officer

To: Agency Chief Contracting Officers
Agency Salvage Officers

**Bureau of Materials
Management**

From: Don Lepore, Director 
Office of Surplus Activities

66-26 Metropolitan Ave. –
2nd Floor
Middle Village, NY 11379

Date: August 15, 2011

Subject: Electronic Waste Relinquishment/Disposal Procedure

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On November 22, 2010, an e-mail was sent to your agency from Robert Lange, Director of the Department of Sanitation’s (DSNY) Bureau of Waste Prevention, Reuse and Recycling, informing you of the award of a DSNY Agency Safe Handling Contract (ASHC - Title: “Contract to Remove, Handle, and Process Agency-Generated Electronic, Lighting and Mercury Waste, and Sharp Waste”). For information about the contract and its use visit: http://www.nyc.gov/html/nycwasteless/html/stuff/disposal_agency_disposal_options_ash.shtml and http://cityshare.nycnet/html/cityshare/html/nycwasteless/infofor_agencies_ci_tyshare_ashcontract.html

As a result of the implementation of this contract, the Department of Citywide Administrative Services’, Office of Surplus Activities (DCAS/OSA), no longer accepts relinquishment paperwork (Form 23-S-154) for electronic items covered under the contract. These items are as follows:

Electronic Waste:

- Used electronic equipment such as televisions, computers and associated hardware, facsimile machines, printers, etc.

NOTE: Electronic equipment may be defined as any item having a cathode ray tube, display or circuit board.

In accordance with DCAS Commissioner Handy's December 7, 2010 memo (attached), your agency Information Technology Officer (IT Officer) shall make a “hazardous waste determination” for electronic items covered under the contract. Generally, electronic items no longer needed by your agency and deemed to have no reuse or sale value, will not be accepted on relinquishment by DCAS/OSA. Such items are to be disposed of via the DSNY-ASHC.

Mayoral agencies only have access to the DSNY-ASHC. Since non-mayoral agencies do not have access to DSNY-ASHC, disposal of surplus electronic items must be done via a third-party vendor knowledgeable in local, state and federal laws for such materials. DSNY provides a list of such vendors at the following site: www.nyc.gov/wasteless/vendors

With regard to mayoral agencies, unique or significant value electronic items deemed by your IT Officer to have reuse or sale value, may be submitted to DCAS/OSA via relinquishment for inter-agency transfer and/or sale offering. In the event that no inter-agency transfer or sale is accomplished for such unique or significant value items, DCAS/OSA will send a Relinquishment Cancellation Letter to your agency instructing disposal to take place via the DSNY-ASHC. In the case of non-mayoral agencies, unique or significant value electronic items deemed by your IT Officer or appropriate personnel (e.g., Community Board District Manager) to have reuse or sale value, may be submitted to DCAS/OSA via relinquishment for inter-agency transfer and/or sale offering. In the event that no inter-agency transfer or sale is accomplished for such unique or significant value items, DCAS/OSA will send a Relinquishment Cancellation Letter to your agency instructing disposal to take place via a third party vendor knowledgeable in local, state and federal laws for such materials. It is imperative that all determinations as to whether or not items have reuse or sale value be accurate to avoid unnecessary relinquishment processing and cancellations.

Please note, donation may be an alternative disposal option for electronic items. This may be accomplished by using the NYC WasteMatch program (<http://www.wastematch.org/>). This is a citywide reusable materials exchange program.

Another disposal option worth considering is transfer of useable electronic equipment to the Department of Cultural Affairs, Materials for the Arts - MFTA (<http://www.nyc.gov/html/dcla/html/materials/materials.shtml>) for redistribution to NYC schools and nonprofit arts and cultural organizations.

Note: Transfer to MFTA requires that your agency confirm MFTA's interest in the subject items and your agency's submission of the subject items on a Relinquishment Form (23-S-154) to DCAS/OSA.

Please note the following electronic item disposition guidelines that pertain to all agencies:

- All cathode ray tube monitors are deemed to have no reuse/sale value and therefore are not accepted on relinquishment by OSA. Such items are to be disposed of via the DSNY Agency Safe Handling Contract (ASHC) or in the case of non-mayoral agencies, a third-party vendor knowledgeable in local, state, and federal laws for such materials.
- LCD monitors smaller than 17" are deemed to have no reuse/sale value and therefore are not accepted on relinquishment by OSA. Such items are to be disposed of via the DSNY Agency Safe Handling Contract (ASHC) or in the case of non-mayoral agencies, a third-party vendor knowledgeable in local, state, and federal laws for such materials.
- Central processing units (CPUs) older than Core-2-Duo/Core Dual generation are deemed to have no reuse/sale value and therefore are not accepted on relinquishment by OSA. Such items are to be disposed of via the DSNY Agency Safe Handling Contract (ASHC) or in the case of non-mayoral agencies, a third-party vendor knowledgeable in local, state, and federal laws for such materials.

If you have any questions or wish to discuss further your agency's surplus property disposal needs, please feel free to contact me at (718) 417-2152, or Adrian Lyon, Deputy Director of OSA, at (718) 417-2154.



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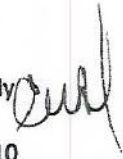
Edna Wells Handy
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MEMORANDUM

TO: Agency Heads

FROM: Edna Wells Handy 

DATE: December 7, 2010

SUBJECT: New Relinquishment Process for Electronic Waste

In this my first Agency Head communiqué, I am pleased to announce a new, streamlined relinquishment process for electronic waste¹. The existing DCAS relinquishment process for electronic waste will no longer apply. Instead, agency Information Technology Officers will be responsible for determining the disposition of spent or damaged electronic equipment which they have deemed to have no sale value or use to City agencies. Once a determination is made that electronic equipment owned by the agency has exhausted its useful life and now requires disposal, the agency will be required to use the new Department of Sanitation ("DSNY") Citywide contract with Veolia Environmental Services Technical Solutions, LLC (contract number MMA1 20116200271) in order to ensure responsible and environmentally sound handling, recycling and disposal of electronic waste.

This new procedure should not impact agency operations, as agency personnel following the current DCAS process have already been making this determination. In addition, the new contract will enable agencies to comply with all environmental regulations for the disposition of electronic waste. Finally, the new contract will provide the benefit of allowing all users to access their individual agency's usage information over the potential twenty year life of the contract through the service portal provided. The agency's contract usage records, along with their corresponding determinations, will suffice as evidence that the equipment was disposed of properly and should be retained by the agency for a period of 6 years.

¹ The contract defines electronic waste as: "Solid waste that contains one or more of the following: a cathode ray tube, a digital display, a circuit board, or a rechargeable battery.

(a) The term "Electronic Waste" includes, without limitation, computer monitors, computer central processing units (CPUs), laptops, handheld computers, servers, computer accessories (such as external drives, keyboards, mice, and speakers), printers, electric typewriters, printing plotters, photocopiers, scanners, fax machines, global positioning system (GPS) devices, uninterruptible power supply (UPS) systems, televisions, audiovisual devices, cell phones, and the product of Sanitization of Electronic Data Storage Hardware.

(b) The term "Electronic Waste" does not include any automobile or any part thereof, power tools, household appliances such as clothes washers, clothes dryers, refrigerators, freezers, microwave ovens, ovens, ranges or dishwashers.



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For further information on this procedure, please contact the DSNY Agency Safe Handling Hotline at 917-237-5752
or agencySAFEhandling@dsnyc.gov.

- C: Agency Salvage Officers
- Agency Information Technology Officers
- Agency Chief Contracting Officers