

REPORT ON SJM 11
SJM 11 – A Joint Memorial Requesting the Secretary of Environment to Convene a
Task Force to Develop Guidelines for Environmentally Preferable Electronic
Procurement and Recycling by State Agencies and Make Recommendations for
Recycling and Disposal
2008

BACKGROUND

Senate Joint Memorial 11, passed in the 2008 legislative session, recognizes that electronic scrap (e-scrap) is increasing in volume and contains dangerous substances such as lead, mercury, brominated flame-retardants, and polyvinyl chlorides that can pollute air and water. The memorial also recognizes that state agencies represent one of the largest purchasers and disposers of electronics in New Mexico. Furthermore, it is known that environmentally preferable procurement, use, and recycling of electronics supports improved energy efficiency, reduces greenhouse gases, and promotes proper recycling.

Senate Joint Memorial 11 requests that the Secretary of the New Mexico Environment Department (NMED) convene a task force to assess the existing electronics procurement policy in New Mexico and other states and make recommendations for the development of a statewide procurement, use, and recycling program. The memorial requests that the task force be composed of representatives from the Environment Department, Department of Information Technology, State General Services Department, and Administrative Office of the Courts, Legislative Council Service, local governments, recycling coalitions, local solid waste authorities, the private computer industry, the New Mexico's colleges, and universities, and the National Laboratories.

Senate Joint Memorial 11 directs the task force to report its findings and make recommendations to the appropriate Legislative Committee by December 1, 2008.

NMED convened three meetings to review: 1) the current electronics procurement, 2) electronics use, and 3) electronics disposal policies in New Mexico, as well as those from other states and the federal program. During the three meetings, eight presentations were provided to the task force on the following subjects:

- Federal Electronic Challenge (FEC)
- Northeastern Recycling Council, Inc. (NERC), State Electronic Challenge (SEC), including Electronic Product Environmental Assessment Tool (EPEAT)
- New Mexico's Energy Efficiency Lead by Example Program
- VMware and Green Compliance at LANL
- Energy Star Program
- Climate Saver's Initiative
- Administrative Office of the Courts Procurement Procedures
- Due Diligence in Selecting a Recycling Company

The task force officially convened on April 24, 2008, with 19 attending (see attached task force roster). At the second meeting, on June 12, 2008 14 members participated (three via telephone conference). The task force held its final meeting on August 27, 2008, where the 13 participating members approved this report.

TASK FORCE FINDINGS

1.) A REVIEW OF EXISTING ELECTRONICS PROCUREMENT IN NEW MEXICO

Executive Agencies

SJM 11 directed the task force to document the actual amount of electronics used in state agencies. According to the September 1, 2008 accounting by DoIT, the executive agencies throughout the state reported an inventory of 1,683 servers, 27,359 desktop computers, 7,300 laptop computers, and 26,449 computer monitors. As of June 19, 2008, there were 25,691 statewide positions in all branches of the New Mexico government. The task force did not ascertain the number of computers and monitors used by the judicial and legislative agencies.

The State executive agencies are required to choose and purchase Information Technology (IT) equipment itemized in the Save Smart contract-a statewide pricing agreement. Save Smart contracts are awarded through a competitive procurement process. The current four-year-old contract offers a limited number of units in order to facilitate cost effective maintenance, support, and repair by the Department of Information Technology (DoIT). (In 2004, when this contract was awarded, energy efficiency and recycling options were not integral parts of the request for proposal package.) The list is updated on an annual basis to provide comparable electronic equipment if some models are discontinued.

Currently, desktops, laptops, servers, and monitors from the following computer companies are listed on the statewide pricing agreement: Hewlett-Packard, Dell, Gateway, Samsung, KDS, J & J, Viewsonic, and Princeton. The following local vendors are fulfilling the contracts: Abba Technologies, Inc., Computer Corner, Document Solutions Inc., Integrity Networking Systems, and HP.

The General Services Department is in the process of revising the statewide pricing agreement for electronic equipment. It is anticipated that a request for proposal will be posted in late 2008 or early 2009.

Administrative Office of the Courts

A representative of the Administrative Office of the Courts (AOC) provided the task force with a presentation explaining the AOC computer purchasing and take-back policy. Currently, the Judiciary is on a four-year Personal Computer (PC) replacement cycle (25% per year).

In fiscal year 2008, the AOC replaced 470 desktop computers with new Dell computers. The price agreement with Dell Inc. included the purchase price, plus a \$25 charge for data

destruction and recycling for old computers. The agreement requires that Dell Inc. deliver the new computers, plus take back and recycle up to the same number of old computers. Dell certifies the data destruction and environmentally safe recycling of the old computers. The AOC does keep some of the better computers for back-ups and spare parts.

The Judiciary plans to continue dealing with PC vendors who offer responsible recycling. They also plan to configure all new and existing PCs in such a way as to minimize the carbon footprint.

2.) A REVIEW OF EXISTING PROGRAMS IN THE FEDERAL GOVERNMENT AND OTHER STATES

The task force looked at two very comprehensive governmental programs, the Federal Electronics Challenge (FEC) and the State Electronics Challenge (SEC). Both programs provide tools to assist the participant in making informed decision regarding the procurement, use and end-of-life management of electronic equipment.

Federal Electronics Challenge

At the first task force meeting, a representative from Sandia National Laboratories (SNL) gave a presentation regarding the FEC. SNL is a committed participant in the FEC and enjoyed a \$41,000 saving in their electric bill in the first year. The FEC is a program that encourages and assists the federal facilities and agencies to:

- Purchase greener electronic products
- Reduce impacts of electronic products during use
- Manage obsolete electronics in an environmentally safe way

The FEC national program goals focus on desktop computers, laptops, and monitors. However, computer peripherals, televisions, printers, fax and copy machines, and mobile telephones are also included in the challenge.

Participants in the FEC are expected to purchase electronic products that have been designated as energy efficient and considered environmentally preferable because they have been manufactured with less toxic and more recycled/recyclable materials. Additionally, the life cycle use of electronic products is to be extended when possible through software upgrades, and obsolete electronic products are to be reused and recycled versus disposed of in landfills.

The FEC encourages purchasers to consider and include the following environmental attributes in their specifications for non-EPEAT (Electronic Product Environmental Assessment Tool that is discussed later in this report) registered electronics:

- Reduced Toxics Constituents
- Increased Recycled or Biobased Content
- Energy Efficiency
- Reduced Materials Use
- Reduced Consumables Use
- Extendable Product Life

Designed for Upgrade and Recycling
Take Back Options
Environmentally Preferable Packaging
Positive Corporate Environmental Policy

The Environmental Protection Agency (EPA) and the Office of Federal Environmental Executive manage the FEC. The Federal Electronics Stewardship Working Group acts as an advisory board for the FEC.

State Electronics Challenge-Northeast Pilot

The task force also reviewed the State Electronics Challenge-Northeast Pilot (SEC). This pilot project, funded by an EPA grant, is a collaborative effort between the EPA and the Northeastern Recycling Council, Inc. (NERC). It was adapted from the FEC for state, regional, and local governments and promotes environmental stewardship of electronic equipment. SEC is a voluntary program that challenges the public sector to lead the way by using their purchasing dollars to promote environmentally responsible electronic equipment procurement, use, and end-of-life management. This goal is accomplished by focusing on the following activities:

- Acquisition and procurement of electronic equipment
 - Modify procurement practices to give preference to EPEAT registered electronic
 - Ensure that 95% of desktops, laptops, and monitors are EPEAT registered
- Operations and maintenance of electronic equipment
 - Ensure that ENERGY STAR® “sleep” functions are enabled
 - Promote power management through education
- End-of-life-management of electronic equipment
 - Track units reused internally, transferred, donated, or sent for reuse/recycling
 - Establish directives to require environmentally sound management (ESM)
 - Use recyclers that adhere to ESM practices

The SEC provides on-line resources such as: Acquisition and Procurement Checklist, Sample contract Language, links to FEC Checklists, Total Cost of Ownership calculators, Environmental Benefit Calculators, etc.

Currently, only public entities in the ten northeastern states (Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Pennsylvania, and Vermont), may participate fully in the SEC. As of September 2008, the following agencies have become a SEC partner:

- State of Maine
- State of New Hampshire
- New Jersey Department of Environmental Protection
- Vermont Agency of Natural Resources
- Rhode Island Department of Environmental Protection
- Northeast Kingdom Waste Management District
- City of Providence, Rhode Island
 - City Hall;

- Public Safety Complex; and
- Public Schools
- Centre County Solid Waste Authority (Pennsylvania)
- Franklin County Solid Waste Authority (Massachusetts)
- New York Department Environmental Conservancy
- State University of New York (SUNY), Fredonia, New York
- City of Keene, New Hampshire
- Buffalo State College, Buffalo, New York
- Town of Gill, Massachusetts
- Town of Windsor, Connecticut
- Town of Warwick, Massachusetts

Once the pilot project is completed, EPA anticipates the program will be available to all interested parties. At this time, the tentative date for nationwide rollout of the SEC is scheduled for January 2010. However, the tools and information are available on the internet and were a great resource for the task force.

3.) PRIVATE INITIATIVE

Climate Savers Computing Initiative

In addition to the FEC and SEC, there is a private challenge called Climate Savers Computing Initiative. As members of the Climate Savers Computing Initiative, companies and individuals commit to reducing energy consumption from a majority of their computing equipment by:

- Pledging to purchase high-efficiency computer equipment
- Optimizing existing computer systems to use power management capabilities, such as hibernation and sleep modes
- Ensuring in subsequent years they purchase computing equipment with increasing levels of efficiency

As participants in the Climate Savers Computing Initiative, computer and component manufacturers commit to producing products that meet specified power-efficiency targets, and corporate participants commit to purchasing power-efficient computing products.

Any government, business, or individual may sign up to be a member of the Climate Savers Computing Initiative and pledge to follow the principals of the initiatives.

4.) GREEN PROCUREMENT AND USE TOOLS

Electronic Product Environmental Assessment Tool

Electronic Product Environmental Assessment Tool (EPEAT) was developed in a three-year multi-stakeholder process, which achieved consensus among environmental groups, manufacturers, private and public purchasers, technical experts, and recyclers.

EPEAT is a system to help purchasers in the public and private sectors evaluate, compare, and select desktop computers, notebooks, and monitors based on their environmental attributes. EPEAT also provides a clear and consistent set of performance criteria for the design of products, and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products.

The EPEAT system set standards comprised of 51 environmental performance criteria for personal computer products. The system also contains an Electronics Environmental Benefits Calculator, as well as a means to continuously identify and verify that products meet the criteria. EPEAT addresses seven environmental performance categories: Environmentally Sensitive Materials; Materials Selection; Design for End-of-Life; Product Longevity/Life Cycle Extension; Energy Conservation; End-of-Life Management; Corporate Performance; and Packaging.

EPEAT segregates the registered products into three tiers of performance standards: Bronze (meets all 23 mandatory criteria), Silver (meets all 23 mandatory criteria and at least 50% of the optional criteria), and Gold (meets all 23 mandatory criteria and at least 75% of the optional criteria). The registered products and product information are listed on the internet at www.epeat.net.

The University of Tennessee Clean Products/Clean Technologies Center with funding from the EPA developed the Electronics Environmental Benefits Calculator. The calculator measures the benefit of specific EPEAT-registered product purchases compared to electronic equipment not registered with EPEAT.

ENERGY STAR® Program

Another tool that is available to purchasers of electronics is the ENERGY STAR Program. The EPA created the ENERGY STAR program in 1992 in an attempt to reduce energy consumption and greenhouse gas emission by identifying, promoting and labeling energy efficient products. ENERGY STAR specifications differ with each product category, and are established by EPA and the Department of Energy (DOE). EPA and DOE consider the following criteria when determining whether to develop or revise ENERGY STAR product specifications:

- Significant energy savings will be realized on a national basis
- Product energy consumption and performance can be measured and verified with testing
- Product performance will be maintained or enhanced
- Purchasers of the product will recover any cost difference within a reasonable time
- Specifications do not unjustly favor any one technology
- Labeling will effectively differentiate products to purchasers

Current ENERGY STAR specifications for computers became effective on July 20, 2007. Qualified products must meet energy use guidelines in three distinct operating modes: standby, sleep mode, and while computers are being used. This approach ensures energy savings when a computer is active and performing a range of tasks, as well as when standing

by. According to information on the ENERGY STAR website, the computer specifications are expected to save consumers and businesses more than \$1.8 billion in energy costs over the next five years and prevent greenhouse gas emissions equal to the annual emissions of 2.7 million vehicles.

The ENERGY STAR program focus is on reduced energy consumption and greenhouse gases. While EPEAT incorporates the ENERGY STAR program, it also looks at the toxicity of materials used, ease of recycling, etc. All EPEAT registered products meet the ENERGY STAR criteria.

On January 24, 2007, President George W. Bush signed Executive Order (EO) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management.” This EO incorporates the use of EPEAT and ENERGY STAR for the purchase, use, and end-of-life management of electronic equipment.

- Section 2 (h) of E.O. 13423 requires that Federal agencies:
 - (i) when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic product, unless there is no EPEAT standard for such product,*
 - (ii) enables the Energy Star feature on agency computers and monitors,*
 - (iii) establishes and implements policies to extend the useful life of agency electronic equipment, and*
 - (iv) uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life.*

Both the FEC and SEC use the ENERGY STAR program and EPEAT to address environmental concerns in the purchasing of desktop computers, laptops, integrated systems, and monitors.

5.) ENVIRONMENTALLY SOUND MANAGEMENT FOR END-OF-LIFE ELECTRONIC EQUIPMENT

Many electronics recyclers do not actually recycle the electronics they collect. They can make more money by sending e-scrap to third party processors, both in the US and overseas, for disassembly and recovery of precious metals. Some e-scrap is sent to developing countries, like China, India, Pakistan, and western African countries, where workers may make only pennies an hour.

In these countries, the e-scrap often ends up in backyard recycling operations where they dismantle the electronics mostly to get to the metals, which have value. Adults and children are often directly exposed to lead and other hazardous materials, such as dioxins and furans created by the burning of plastics. These backyard-recycling operations have negative impacts on the health of the people and the environment.

Consequently, the task force was extremely concerned about environmentally sound management of old or obsolete electronics. Currently, there are no official governmental standards or certifications for electronic recyclers. As a result, all responsible parties attempting to manage computer equipment ethically are searching for guidance to evaluate electronics recyclers and refurbishers.

In 2007, the New Mexico Environment Department authored guidelines for recycling obsolete computer components, including Central Processing Units (CPU's), CRTs (monitors), and peripherals (keyboards, printers, mouse units, external drives, scanners, etc.), as well as selected other electronic items including copiers, scanners, plotters, servers, telecommunication equipment, VCRs, Fax machines, desk phones, and cell phones. The document offers guidance to state agencies regarding the environmentally safe and regulatory compliant methods of managing the obsolete e-scrap (also known as e-waste) generated by agency staff. (See Appendix B)

Plug-In To eCYCLING Campaign

The campaign was briefly referenced in a presentation. The task force members were directed to the Plug-In To eCycling website. The Plug-In To eCycling Campaign is a partnership between EPA and consumer electronics manufacturers, retailers, and service providers that offer consumers more opportunities to donate or recycle ("eCycle") used electronics. The EPA web page shows the partners logo and establishes a link to each partners' web site. Partners take different approaches to give customers several options to eCycle. Partners' approaches may be national or regional in scope and may:

- Offer take-back, mail-in, or trade-in programs
- Support local organizations that collect equipment
- Host collection events at retail locations
- Support local recycling events with cities and municipalities

The Campaign developed guidelines intended to be used as a framework for the acceptance of partners to the Plug-in Campaign.

International Association of Electronics Recyclers

In the absence of a government lead electronics recycling certification program, the International Association of Electronics Recyclers (IAER) developed a certification process for electronics recyclers. The certification process is detailed and on-site audits of the facility are included. Successful completion of the certification process results in a designation of Certified Electronics Recycler®. As of June 2008, seven companies with eighteen locations in the US and one location in Canada have received the Certified Electronics Recycler® designation and none are located in New Mexico.

In addition to the IAER certification process there are a number of guidance documents available to help the responsible parties find an environmentally sound recycler and recycling processes.

Institute of Scrap Recycling Industries, Inc.

Quoting from their website, “(t) he Institute of Scrap Recycling Industries, Inc. (ISRI) is the private, non-profit trade association that is the Voice of the Recycling Industry. Based in Washington, D.C., ISRI represents more than 1,350 private, for-profit companies that process, broker, and industrially consume scrap commodities, including ferrous and nonferrous metals, paper, electronics, rubber, plastics, glass, and textiles.”

ISRI produced a guidance document titled *ISRI Electronics Recycling Operating Practices* that helps to “ensure that obsolete electronic products and materials (EPM’s) are recycled in compliance with environmental, health and safety regulations and in a manner that protects the global environment and the health and safety of workers in the United States and other countries.”

Other Electronics End-of-Life Management Guidance

The FEC website provides checklists designed to complete an initial evaluation of electronics recyclers, which may include any or all of the following: the collection /haulers; repair shops; electronic de-manufacturers; and private asset recovery operations.

The SEC refers participants to the Certified Electronics Recycler® list, the ISRI guidance documents or the FEC checklists.

Hewlett-Packard and Dell, Inc, two private computer companies that served on the task force, provided an overview of their due diligence regarding computer recyclers. Both companies have extensive written vendor requirements for computer hardware recycling which emphasizes ethical business practices for the handling, storage, transporting and processing of electronics.

In addition, the task force also received a brief explanation from three private recycling companies regarding their policies and procedures for the deconstruction and recycling of e-scrap. The private recycling companies, also task force members, make concerted efforts to ensure that their e-recycling complies with environmental, health and safety regulations.

SJM 11 TASK FORCE RECOMMENDATIONS

The task force recommends that the Department of Information Technology (DoIT) and the Purchasing Division of General Services Department (GSD) adopt written policies pertaining to the procurement, use, and recycling of electronics for all state agencies.

More specifically, DoIT and GSD, using principles created by the FEC and the SEC, should mandate that all electronic procurement by state agencies must give preference to EPEAT registered electronics. Furthermore, the goal for GSD and DoIT is to make certain that 95 percent of desktops, laptops, and monitors used by New Mexico state agencies are at least EPEAT “Bronze” registered products.

In addition, DoIT and GSD should mandate that all agencies undertake an employee education program regarding proper power management of the electronic systems controlled by the user. All departments, with guidance from DoIT, shall have instructions to the users on powering-up and shutting down desktop/laptop computer equipment. This effort will include the ability of all systems to utilize the Energy Star “sleep” functions for monitors.

Finally, DoIT, with input from GSD, shall create written policies or directives that state agencies must follow regarding the disposition of electronic scrap. These policies shall adhere to the principles established by the FEC, SEC, and EPEAT. Furthermore, the disposition shall address the tracking of units transferred, donated, reused, or recycled...similar to a program created by the New Mexico Environment Department, “*Eight Easy Steps to Recycle Electronic Scrap*.” The directive shall also outline the requirement by recyclers to adhere to environmentally sound management practices.

The task force recommends that once the above policies/directives are established, DoIT and the Chief Information Officers for each agency, with input from GSD, will be responsible for tracking the agencies’ compliance with these directives. After two years, should it be determined that a significant number of agencies – or significant percent of New Mexico employees using desktop/laptop/notebook computers – are not adhering to these policies, then the task force recommends other directives, including Executive Orders or legislative action, be undertaken to garner compliance.

Website References:

<http://www.climatesaverscomputing.org/> Climate Savers Computing Initiative

<http://www.ecyclingcentral.org/> Plug-in To eCycling Campaign

<http://www.eia.org/> Electronic Industries Alliance

<http://www.energystar.gov/> ENERGY STAR® Program

<http://www.epeat.net/> Electronic Products Environmental Assessment Tool

<http://www.federalelectronicchallenge.net/> The Federal Electronics Challenge

<http://www.isri.org//AM/Template.cfm?Section=Home1> The Institute of Scrap Recycling Industries, Inc.

<http://www.ofee.gov/> Office of the Federal Environmental Executive

http://ofee.gov/eo/eo13423_main.asp Executive Order 13423

<http://www.stateelectronicschallenge.net/> The State Electronics Challenge-Pilot Project

<http://www.dell.com/recycling> Dell Inc. Recycling

<http://www.hp.com/hpinfo/globalcitizenship/environment/return/index.html> Hewlett Packard Recycling

<http://www.enchantmentrecycling.com> Enchantment Recycling

<http://www.naturalevolution.com/main.htm> Natural Evolution, Inc. An Electronics Recycling Company

<http://www.recyclenewmexico.org/search/> New Mexico Recycling Coalition

Appendix A

Invited/or Attended SJM11 Task Force Members

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Appendix B

Eight Easy Steps to Recycle Electronic Scrap*

This document is intended to guide NMED staff on procedures for recycling obsolete computer components, including CPUs, CRTs (monitors), and peripherals (keyboards, printers, mouse units, external drives, scanners, etc.), as well as selected other electronic items including copiers, scanners, plotters, servers, telecommunication equipment, VCRs, fax machines, desk phones, and cell phones. It is not meant for TVs, microwaves, or adding machines.

PLEASE NOTE - IT TAKES A MINIMUM OF 45 DAYS TO PROPERLY DISPOSE OF E-SCRAP BELONGING TO NMED.

Step 1: Read NMED Policy and Procedure 03-06, Internal Policies and Procedures for Fixed Assets. This document will guide you on the Department's procedures for disposing of any type of fixed asset.

Step 2: Contact IT to have all hard drives of CPUs you are disposing of wiped of data and certified as "Cleaned."

Step 3: Offer the equipment to other NMED bureaus. Do this via a global email distributed through NMED's Communications Director. (If another bureau wants the equipment, use the inventory control form found at the back of NMED Policy and Procedure 03-06.)

Step 4: If no one from NMED takes the equipment, you **MUST** email the General Services Department's (GSD) Surplus Property Bureau, attention Chris Barela (Christopher.Barela@state.nm.us), with a list of the equipment and location. Per Sections 13-6-1 and 13-6-2 NMSA, GSD has the "right of first refusal" for all surplus items. If GSD wants the e-scrap, fill out the inventory control form and attach the "Cleaned" certificate if the equipment is a CPU. Send the original form to ASD, give GSD a copy, and your bureau retains a copy, as well. Should GSD state they do not want the equipment, you must obtain the denial in writing (email is acceptable).

Step 5: If GSD does not take the e-scrap, send an email to NMED's Administrative Services Division (ASD), Fixed Asset Coordinator (Angie Alire at angie.alire@state.nm.us) with the following information:

- List of all e-scrap items to be disposed
- Copy of the NMED internal email memo (see Step 3)
- Copy of email from GSD refusing e-scrap
- If e-scrap includes a CPU, original "Cleaned" certificate from IT

Step 6: The ASD Fixed Asset Coordinator sends a letter to the State Auditor's Office requesting approval for the disposition of the equipment. The State Auditor's Office has 30 calendar days to reply.

Step 7: Once ASD secures approval from the State Auditor, you have two choices:

- If the e-scrap is in working condition, you may consider donating it to a 501(C)(3) organization such as a non-profit group, school, etc, or
- Recycle the e-scrap through an e-scrap vendor

Regardless of the option, you must fill out the inventory control form!

Step 8: Bureaus may procure any local available e-scrap vendor to recycle the equipment. For convenience, the New Mexico Environment Department has made special arrangements with the local transfer station in Santa Fe that accepts e-scrap for reuse and recycling. Known as BuRRT (Buckman Road Recycling and Transfer Station), the facility will accept all e-scrap, Monday-Friday, from 8 a.m. – 4 p.m. The procedures for using BuRRT are:

- Contact Angie Alire and request use of the BuRRT card (Hazardous Waste, Ground Water, Air Quality, and ASD have cards assigned to particular vehicles) and the map to BuRRT
- If using a pickup truck to transport the e-scrap, items should be secured. This means if you're taking just a few CPUs and monitors – and no other items in the bed of the pick-up – that's OK. However, if you're hauling e-scrap that goes to or above the sidewalls – or other less dense items that may move/fly about – you'll need to secure the load with rope or a tarp. Should you not secure such loads, you will either be fined or denied entry to BuRRT. (Obviously, if you use an automobile, van, SUV, or pick-up with a camper shell, these requirements do not apply.)
- When you arrive at the BuRRT facility scale house, show them your BuRRT-issued card, tell them you have e-scrap, unload your e-scrap where directed, and make certain to get a copy of the scale ticket before exiting
- Return the scale ticket and/or the BuRRT card to the ASD Fixed Asset Coordinator (Angie Alire), and make certain the ticket includes the name/phone of the person that took the equipment to BuRRT, the bureau name, the Department code, sub account number, and/or project name/# to which the disposal cost is to be charged
- Use of BuRRT is not free. While ASD will reimburse the agency that operates BuRRT, each bureau will be invoiced by ASD for the amount of e-scrap taken to the facility. BuRRT charges \$35/ton (1.75 cents per pound) for all e-scrap. The average monitor, CPU, and keyboard weigh approximately 71 pounds. It would cost approximately \$1.25 to recycle a desktop PC system. To facilitate the billing steps/requirements, each bureau will have a \$200 encumbrance/adjustment per fiscal year for disposal of e-scrap. Any unspent money will be returned to the bureau. For bureaus that have over \$200 in disposal costs, ASD will work with you individually to handle necessary budget adjustments.

For ASD-related questions, please contact Angie Alire at 476-371, angie.alire@state.nm.us . For general questions on e-scrap disposal, please contact E. Gifford Stack, Solid Waste Bureau, 827-2653, e.gifford.stack@state.nm.us.

*Electronic scrap (e-scrap) is sometimes referred to as electronic waste (e-waste).