

E-waste Instruction Sheet or

What should I do with my electronic waste? **Updated January 2010**

State agencies

Follow Oregon Accounting Manual (OAM) 10.50.00.PR for instruction on proper asset accounting. The OAM describes the proper steps and documentation for disposition of non-capital assets. The same documentation is required for capital assets. Complete a Property Disposition Request (PDR) when disposing of state e-waste assets.

Garten Services, Inc. is the contractor for e-waste recycling and refurbishment. When DAS Surplus Property picks up a load of items, we will separate the e-waste and deliver it directly to Garten's facility.

There are fees charged for e-waste disposal. When DAS Surplus drops off e-waste at Garten, Garten will apply charges to the items and send a bill to the agency that generated the e-waste.

For e-waste dropped off to or picked up by Garten:

1. Complete the PDR according to the OAM instructions using the "Salvage or Scrap" check-box for "Type of Request." Give the yellow copy to Garten.
2. To arrange for transfer of the items, contact Garten by calling (503) 581-4472, ext. 3198, or e-mailing a request to pickup@garten.org.
3. After transfer of the items, Garten will provide a receipt. An agency may remove any e-waste assets from its property ledger once the physical transfer of the items is complete.
4. Mail the white copy of the PDR to State Surplus Property, 1655 Salem Industrial Drive NE, Salem, OR 97301, attention Bob LaDuke.
5. Garten will send an invoice by category and weight.
6. A certificate of destruction for data storage devices is available for \$5.00 per device or \$25.00 per lot.
7. Retain the blue and pink copies of the PDR with copies of the Garten receipt and invoice, for audit purposes.

For drop off to or pick-up by Surplus:

1. Complete the PDR according to the OAM instructions using the “Salvage or Scrap” check-box for “Type of Request”.
2. Contact Bob LaDuke at Surplus (503-378-4077 or bob.w.laduke@das.state.or.us) for transfer of the items; Surplus staff will sign the PDR as proof of receipt. State Surplus will retain the white and yellow copy of the PDR.
3. Surplus will transport the items to Garten and Garten will bill the agency for disposal of the items.
4. An agency may remove any e-waste assets from its property ledger once the items are physically transferred to DAS Surplus.
5. Surplus will send an invoice by PDR number, weight received and the net charges.
6. The agency retains the blue and pink copies of the PDR as documentation for audit purposes.

II. Local Governments:

Any unit of Local Government as defined by ORS 190.003 and/or any Oregon Cooperative Purchasing Program (OCPP) participants may use the contract and prices established with Garten Services by Oregon DAS Surplus to procure e-waste services. Local Governments subject to ORS 279.850(1) **must** utilize Garten for e-waste services. Please contact Patty Beans at DAS State Procurement Office at 503-373-0975 or patty.beans@das.state.or.us for any questions.

Contact Garten by calling 503-581-4472 x3198 or emailing a request to pickup@garten.org. Garten will provide a receipt for the items picked up and will send an invoice by category of e-waste, the weight received and the charges (if any). A certificate of destruction for data storage devices is available free of charge upon request.

For drop off to or pick-up by Surplus:

Local governments with Intergovernmental Agreements (IGA) with DAS Surplus may contact Bob LaDuke at 503-378-4077 or bob.w.laduke@das.state.or.us for services.

III Related Links:

[Map to Garten Facility](#)
[State Price Agreement with Garten, PA 7572](#)
[Map of Garten Service Area](#)
[Oregon Accounting Manual \(OAM\) 10.50.00.PR](#)
[Oregon Cooperative Purchasing Program, ORCPP](#)