

E-waste Instruction Sheet, for the Disposal of Electronic Waste

Updated September, 2019

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 capital and non-capital assets. Follow your agencies guidelines for documentation when disposing of state e-waste assets.

Do not send e-waste, mixed or sorted, to Surplus Property.

Local Governments

Any unit of Local Government as defined by ORS 190.003 and/or any Oregon Cooperative Procurement Program (ORCPP) 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 John Anglemier at DAS State Procurement Office at 503- 378-4650 or john.anglemier@das.oregon.gov for any questions.

Contact Garten by calling 503-581-4472 ext. 3198 or emailing a request to recyclepickup@garten.org. Garten will provide a receipt for the items picked up, and will send an invoice by category of e-waste, with the weight received and the charges (if any). A "Certificate of Destruction" can be provided for an additional fee.

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

1. Complete your agencies documentation, or use the Surplus Property “Reuse” online software, to document the items to be turned in. Include the Price Agreement number (Contract #8272), and provide a copy to Garten Services.
2. To arrange for transfer of the items, contact Garten by calling (503) 581-4472, ext. 3198, or e-mailing a request to recyclepickup@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. Garten will send an invoice indicating the costs of disposal, along with the category and weight of items turned in. An optional “Certificate of Destruction” for data storage devices is available for \$5.00 per device or \$25.00 per lot. Please see the “State Price Agreement with Garten, Contract #8272” below for current price per pound information (page 20, Exhibit B, Schedule of Prices)
5. Retain a copy of the documentation, with copies of the Garten receipt and invoice, for audit purposes.

Related Links:

[Map to Garten Facility](#)

[State Price Agreement with Garten, Contract #8272 \(OregonBuys\)](#)

[Oregon Accounting Manual \(OAM\) 10.50.00.PR](#)

[Oregon Cooperative Procurement Program \(ORCPP\)](#)