
PURPOSE

This information sheet is intended to help federal agencies and facilities prepare to transfer or donate their used electronic equipment to eligible recipients. This resource assumes that you have already found a recipient. Other Federal Electronics Challenge (FEC) resources provide information on finding and selecting donee.

PREPARING TO TRANSFER OR DONATE ELECTRONIC EQUIPMENT

The following includes some steps which are required, and some which the FEC encourages as best management practices. Check with your property management personnel to ensure you follow requirements specific to your organization.

1. All federal personal property must **go through your organization's personal property disposition process** in order to be transferred or donated.
 - An overview of the GSA disposition process is available in FEC's resource, *Overview of GSA Personal Property Disposal Process*, available at: http://www.federalectronicchallenge.net/resources/docs/gsa_eolfact.pdf.
 - A more detailed overview of reuse and donation options is available in FEC's resource, *Reuse of Electronic Equipment*, available at: <http://www.federalectronicchallenge.net/resources/docs/reuse.pdf>.
2. **Understand what federal, state and local regulations** may affect your transfers and donations, both when you still control the equipment, and once the recipient has received it. The National Center for Electronics Recycling provides a list of electronics recycling laws in effect at their website: <http://www.electronicrecycling.org/public/ContentPage.aspx?pageid=14>.
3. **Plan for a fast turn-around time** from when the equipment is removed from the user's desk, to the time that it goes out from your organization. The sooner that the equipment can be processed and made available, the more desirable it is for recipients.
4. **Ensure the data security** of the information on equipment hard drives and memory, as well as external media, such as disks, CDs/DVDs, USB (thumb) drives, paper and tapes. Utilize your facility's internal data security/media sanitization procedures, as well as your Agency's policies and procedures for addressing data security during media disposal. If hard drive or memory destruction is necessary, be sure that the recipient is aware that the equipment does not contain these components.

For additional information on media sanitization, please see FEC's resource, *Media Sanitization Considerations at Electronics End-of-Life*, available at: <http://www.federalectronicchallenge.net/resources/docs/sanitization.pdf> and the National Institute of Standards and Technology *Guidelines for Media Sanitization*

(NIST Special Publication 800-88), available at:
<http://csrc.nist.gov/publications/PubsSPs.html>.

5. **Document what equipment is being transferred or donated.** Contact your personal property personnel to find out about the procedures they have in place, and your organizational requirements. The following information may be required when sending equipment for transfer or donation:
 - Manufacturer and model numbers of the equipment
 - Serial numbers
 - Quantity sent to each recipient
 - Contact information for each recipient
 - Condition of equipment, working/non-working etc. (Make sure that only recipients that are able to refurbish non-working equipment receive such equipment.)
 - Date of transfer or donation

If you are going to transfer or donate special types of electronics, such as laboratory equipment, be sure to provide your personal property personnel with the documentation that came with the equipment, as well as a brief description of the equipment; how it is used; and any hazards that it, or the materials that it uses (i.e. gases, radioactive isotopes, chemicals), present.

6. **Remove all property decals** before the equipment is released from your organization.
7. **Properly package equipment** to preserve its value and reduce breakage in transit. See FEC's resource, *Packaging Used Electronics for Transportation*, available at: <http://www.federalelectronicschallenge.net/resources/docs/fecpack.pdf>. Check with the recipient to ensure they are able to accept equipment that packaged on a pallet or in Gaylord boxes before you use them.
8. **Provide the recipient with information about how to manage the equipment when they are done using it**, by providing FEC's *Fact Sheet for Recipients of Donated Electronics*, available at: http://www.federalelectronicschallenge.net/resources/docs/recpnt_factsheet.pdf, or an adhesive label with several key points about electronics recycling. Some key information to include:
 - Explain to the recipient the environmental challenges that scrap electronics can pose and how they should be properly managed at the next end-of-life.
 - Let the recipient know if they may return the equipment back to your organization for proper disposition.
 - Refer the recipient to the product manufacturer's website to learn if they take-back their own equipment for recycling.
 - Inform the recipient that some retailers and local governments may host used electronics collection events.

- Provide the recipient with a list of recyclers and e-waste collection facilities in your area, or provide contact information of those that sponsor collection events. Because recycling may not be needed for several years, it may be best to provide information about how the recipient can find recycling resources, instead of specific dates and locations of collection events.
 - Encourage the recipient to visit EPA's eCycling website; it has additional information on recycling and reuse: <http://www.epa.gov/ecycling/>.
9. **Identify sources of computer software** for the recipient. Some options include:
- Review software programs on a computer before you begin data security procedures to see if you can transfer the licenses of installed software programs.
 - Inform the recipient that they can easily find freeware on the Internet that will operate in place of standard operating system and office productivity software.
 - While all equipment that a facility sends out should be in working condition, refurbishers can help with installing additional software, or setting up the equipment for the recipient's network, for example. The decision to use a refurbisher is made by the recipient, and they will need to cover the cost of these services if they decide to use them.
10. **Contact your shipping and receiving personnel** for delivery to the loading dock. Have equipment packaged and ready for shipment on the loading dock when the recipient arrives. If you are able to provide the recipient with any support in loading their vehicle, ensure that it will be available when needed.
11. Consider **asking the recipient to sign a letter or form** indicating that they received the equipment. After the equipment is all loaded, wish them well, and let them know that in the future you may have more equipment available.
12. **Congratulate yourself** on the completion of a successful donation project!

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.asp>.

Partners may also request technical assistance via email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Website: <http://www.federalelectronicschallenge.net/>

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