

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20417

February 29, 2012

GSA BULLETIN FMR B-34  
Disposal of Federal Electronic Assets

TO: Heads of Executive Agencies

SUBJECT: Disposal of Federal Electronic Assets

1. What is the purpose of this Bulletin? The following guidance is being provided to protect human health and the environment from the potentially harmful effects associated with the unsafe disposal of Federal Electronic Assets (FEA).
2. When does this Bulletin expire? This Bulletin remains in effect until canceled.
3. Who do “I,” “we,” “you,” and “your” refer to in this Bulletin? “I,” “we,” “you,” and “your” refer to all Executive agencies.
4. What is the background? On October 5, 2009, President Obama signed Executive Order (E.O.) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, to “create a clean energy economy that will increase the nation’s prosperity, promote energy security, protect the interests of taxpayers, and safeguard the health of our environment.” In order to accomplish these goals, the E.O. stated that the Federal Government must lead by example.

To fulfill the requirements of the E.O., an Interagency Task Force on Electronics Stewardship was formed; co-chaired by the White House Council on Environmental Quality, the Environmental Protection Agency, and the General Services Administration (GSA). On July 20, 2011, the Task Force issued its report, *National Strategy for Electronic Stewardship*, which provided recommendations to Federal agencies regarding meeting the objectives of E.O. 13514 for the reuse and disposal of FEA. The recommendations included one that tasked GSA with developing the guidance in this Bulletin.

5. What is the scope of “electronics” in this Bulletin? Generally, electronics may be defined as any item powered by electricity that has logic circuitry enabling the item to perform its intended function. For the purposes of this Bulletin, FEA are those targeted commodities listed on the attachment to this Bulletin. GSA will work collaboratively with customers and stakeholders to clarify and expand the list of targeted commodities as necessary.
  
6. What should I do as a result of this Bulletin? You are strongly encouraged to do the following:

A. Disposal

- (1) Use every opportunity to reuse functional FEA in condition codes 1, 4, and 7 (refer to Federal Management Regulation (FMR) § 102-36.240 and the attached disposal condition code descriptions) through the Federal disposal program, including (in sequence):
  - (a) Reuse within your agency, including replacement through exchange or sale under the exchange/sale authority (FMR Part 102-39);
  
  - (b) Transfers to other Federal agencies requesting the property (FMR Part 102-36); or transfers to schools and educational organizations under E.O. 12999, *Educational Technology: Ensuring Opportunity for All Children in the Next Century*, and the Stevenson-Wydler Technology Innovation Act (15 U.S.C. § 3701);
  
  - (c) Donations (through GSA) to states and eligible nonprofit organizations;
  
  - (d) Sales to the public (FMR Part 102-38). FEA sold to the public under this subparagraph would normally be in condition codes 1, 4, or 7 where any needed repairs minimally impact asset performance or repairs can reasonably be performed by a non-technical buyer (such as assets with cosmetic damage, missing keyboard characters, or missing plug-in components). If your agency decides that FEA in condition code 7 may be sold (rather than abandoned or destroyed in accordance with subparagraph 6.A.(2), herein), such FEA should be sold only as individual assets or as individual workstations to facilitate bidder inspection in the interest of encouraging continued use of the FEA after the sale; or
  
  - (e) Under your agency’s abandonment/destruction authority (FMR § 102-36.305, *et seq.*), return FEA to a manufacturer or vendor under a take-

back program that uses a certified recycler. See subparagraph 6.A.(3) for information on which recyclers are certified.

- (2) Direct FEA disposed of under your agency's abandonment/destruction authority to authorized certified recyclers or refurbishers through -
  - (a) Manufacturer or vendor take-back programs that use certified recyclers or refurbishers; or
  - (b) Disposal contracts or agreements with certified recyclers or refurbishers.
- (3) GSA will periodically review certification programs in collaboration with its stakeholders to determine which programs meet the needs of the Federal Government. In the interim, the only certification programs currently recognized for disposal of FEA are the Responsible Recycling (R2) program and the e-Stewards program.
- (4) Each recipient of usable FEA should be guided towards the preferred disposal methods. Agencies should use the following statement in documentation transferring ownership or custody of FEA, and the statement should also be apparent in any listing or advertisement of the FEA planned for disposal under any option listed in subparagraph 6.A.(1):

"The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws.

The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at

<http://www.federalelectronicschallenge.net/resources/links.htm#five>."

- (5) Following the recommendations of National Institute of Standards and Technology (NIST) 800-88, Guidelines for Media Sanitization, develop consistent agency practices to clean hard drives and other storage devices in order to protect sensitive data and maximize reuse potential by using the least destructive sanitization procedures wherever appropriate.
- (6) FEA should not be disposed of in landfill or incinerators.

- (7) FEA located overseas and designated as foreign excess must follow FMR § 102-36.390. However, any abandonment/destruction action should give preference to disposition through a certified recycler, when permissible under relevant foreign laws and regulations. All disposal actions for foreign excess must comply with the laws and environmental regulations of the host country.

## B. Reporting

- (1) In accordance with GSA FMR Bulletin B-27 (July 22, 2010), submit an annual report of personal property furnished to non-Federal recipients (*Non-Federal Recipients Report*). The reporting tool has been updated to capture disposal information regarding property provided or conveyed to a much wider range of non-Federal entities, including, but not limited to, schools, state and local governments, contractors, grantees, donees, vendors (under either the exchange/sale provisions or under vendor take-back provisions), sales recipients, certified recyclers and refurbishers, landfills, incinerators, and trash disposal companies.
- (2) Submit annual reports online at <https://gsa.inl.gov/property> by October 15th of each year for the fiscal year (FY) just concluded beginning with reporting of FY2012 activity in FY2013. GSA will plan to post all data provided on [www.data.gov](http://www.data.gov) for transparency and public information.

7. Whom may I contact for further information? Further information regarding this Bulletin may be obtained by sending an e-mail message to [robert.holcombe@gsa.gov](mailto:robert.holcombe@gsa.gov).

By delegation of the Administrator of General Services.

/s/

Kathleen M. Turco

Associate Administrator

Office of Government-wide Policy

Attachments

## Attachment 1

### **Property items designated as FEA**

- Copiers (Federal Supply Class (FSC) 3610).
- Telephones, fax machines, and communication equipment (Federal Supply Group (FSG) 58).
- Electronic Equipment Components (within FSG 59).
- Electrical and Electronic Properties Measuring and Testing Instruments (FSC 6625).
- Digital Cameras (within FSC 6720).
- Desktop and laptop/portable computers, computer monitors, displays, printers, peripherals, and electronic components (most of FSG 70).
- Televisions and other displays (e.g., FSC 7730).
- Other items that clearly utilize solid-state electronics technology or vacuum tubes to perform.

This list does not identify all electronic assets, only those assets specifically targeted as FEA for disposal under the provisions of this Bulletin. However, you are encouraged to dispose of all your electronic supplies, equipment, components, end items, and parts in accordance with the principles contained in this Bulletin. The list of assets specifically identified as FEA will be updated periodically.

Attachment 2

Disposal Condition Codes

<b>Disposal Condition Code</b>	<b>Description</b>
<b>1</b>	New. Property which is in new condition or unused condition and can be used immediately without modification or repairs.
<b>4</b>	Usable. Property which shows some wear, but can be used without significant repair.
<b>7</b>	Repairable. Property which is unusable in its current condition but can be economically repaired.
<b>X</b>	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
<b>S</b>	Scrap. Property which has no value except for its basic material content.