

Effective Date: June 5, 2012
Date Updated: September 21, 2015
Policy Name: **Electronic Equipment Recycle Policy (e-Waste)**

Division: Commercial Services
Branch: Procurement Services
Contact: Victor Zimmer

POLICY

This policy authorizes ministries and agencies to recycle electronic equipment or e-Waste through facilities approved by the Saskatchewan Electronics Products Recycling Association (epra).

Electronic equipment that is included in this policy is defined under definitions below.

Electronic storage media (hard drives, memory cards, etc.) is not covered under this policy and must be disposed of (shredded) in accordance with the *Electronic Storage Media Disposal Policy*. Electronic storage media should be removed from equipment prior to recycling to ensure personal information security.

DEFINITIONS

Electronic equipment that has been defined as e-Waste is as follows:

- CRT or tube type monitors;
- CRT or tube type televisions and combo TV/VCR units;
- pocket film cameras (NOT including single-lens reflex cameras or SLR);
- instant film cameras;
- VHS/Beta video recorders/players;
- audio cassette players/recorders;
- ribbon type printers;
- ink jet printers with a manufacturing date older than 7 years;
- desktop laser printers with a manufacturing date older than 10 years;
- desktop facsimile machines including small multi-functional devices (print/fax/scan);
- typewriters (only electronic typewriters are accepted by epra, all other typewriters should be recycled as scrap metal)

Authorization to recycle other electronic equipment as e-Waste under this policy will be granted on a case by case basis after the equipment has gone through a Central Services disposal program and received no interest.

Electronic equipment that is NOT included:

For further clarification, some common items that are **not** defined as e-Waste includes the following items:

- computers - desktops, laptops, servers or tablets;
- single-lens reflex cameras (SLR);
- large commercial/industrial printers;
- photocopiers or large stand alone multi-function devices (primarily a photocopier);
- computer main frame equipment; switches, routers, hubs, UPS, cabinets or any other networking equipment.

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PROCEDURES

Ministries and agencies are responsible for the appropriate security, storage, handling and disposal of all electronic equipment containing electronic storage media and the information in their care.

Electronic storage media and devices are to be disposed of in accordance with the *Electronic Storage Media Disposal Policy*.

All material including and labels containing government identification or information is also to be removed and destroyed.

Individual ministries and agencies are responsible for recording and retaining adequate records for audit purposes of equipment disposed of by this policy. Adequate records should include but is not limited to:

- date of disposal;
- item, make, model and serial number of equipment;
- an authorized ministry or agency signature authorizing the disposal;
- name of the epra approved recycler.

Authorized recycler locations and information on the equipment accepted by epra is available at www.recyclemyelectronics.ca/sk

Equipment that is not included in this policy is to be disposed in the normal disposal process.

If an approved epra facility is not available in your location or will not accept your e-Waste contact:

Central Services, Disposal Program,
500 McLeod Street, Regina, Sask. S4N 4Y1
Phone: (306) 787-2238 or (306) 798-3300
Email: SaskSurplus@gov.sk.ca

AUTHORITY AND REFERENCE

[The Purchasing Act, 2004](#)
[The Purchasing Regulations](#)
Electronic Storage Media Disposal Policy

Saskatchewan Electronics Products Recycling Association (epra)
www.recyclemyelectronics.ca/sk