

Guide to Incorporating Extended Producer Responsibility (EPR) Principles into Purchasing and Procurement Documents

ELECTRONIC WASTE (E-Waste) INCLUDING CATHODE RAY TUBES

Overview

Why is E-Waste a Disposal Issue?

E-waste is a popular, informal name for electronic products nearing the end of their "useful life." Computers, televisions, CRT's (Cathode Ray Tube found in computers and TV's) VCRs, stereos, copiers, and fax machines are common electronic products. Many of these products can be reused, refurbished, or recycled. Unfortunately, electronic discard is one of the fastest growing segments of our nation's waste stream¹.

Due to ongoing technological advancement, electronic products have a very short useful life, creating a surplus of unwanted e-waste. Disposing of e-waste in landfills is expensive and has the potential to cause severe human and environmental health impacts. It is common for electronics to contain mercury, lead, cadmium, and other heavy metals. On average it costs a city \$1100 per ton to manage Household Hazardous Waste.

How do I Control E-Waste?

Follow the mantra "Reduce, Reuse, Recycle". First, reduce the amount of e-waste you generate through smart procurement. Establish Environmentally Preferable Procurement policies that include Extended Producer Responsibility (EPR), or "take back" language. Reuse functioning electronic equipment by donating or selling it. Lastly, recycle equipment that must be disposed of.

How do I Create Smart Procurement Policies?

- **Review procurement specifications** to remove any provisions that may exclude the procurement of products from vendors who support e-waste Extended Producer Responsibility.
- **Amend your specifications** by adding e-waste Extended Producer Responsibility language into your procurement policies.

Sample Policy Language

Producers must propose a program in which they agree to provide take-back and management services for end-of-life E-Waste at no additional cost to (INSERT COUNTY), as this cost should already be incorporated into the original product proposal. This can be accomplished through a variety of contractual provisions whereby the Producer agrees to be responsible for taking back the E-Waste and providing for appropriate reuse or recycling when Procurement no longer needs the E-Waste. Such take-back methods and parameters may include, but are not limited to:

- One-for-one exchange of end-of-life products offered by, or previously purchased from the Producer, upon purchase of new products from said Producer.
- Collection of any end-of-life products by Vendor (or subcontractor) for reuse or recycling, preferably to also include provisions that ensure Vendor will continue the program should a subcontractor no longer be able to perform such activities.
- Requirement that vendor must manage all end-of-life collection of their products at a collection facility provided or funded by Vendor.
- Coupon system for pre-paid take-back at permanent regional collection centers (at no additional cost to Procurement).

¹ <http://www.calrecycle.ca.gov/electronics/whatisewaste/>

- Requirement that vendor must provide information to the agency on available take-back and end-of-life product management options.
- Requirement that product packaging and containers must clearly display information on the Vendor's environmentally preferable end-of-life recycling and disposal options for the product and its packaging, as applicable.
- Requirement that vendor must post the aforementioned consumer information on at least one clearly visible sign at the point-of-purchase for the end user of the product.

Sample Proposal Language

End of Life Management 1 [Mandatory]: Proposers must propose a program in which they agree to provide take-back and management services for end-of-life electronic products at no cost to the City. This can be accomplished through a contractual provision whereby the seller agrees to be responsible for taking back the products and providing for appropriate re-use or recycling when the buyer no longer needs the products. Such take-back methods may include but are not limited to:

1. One-for-one exchange of equipment offered by, or previously purchased from the Vendor, upon purchase of new equipment from said Vendor.
2. Collection of any used computer equipment by Vendor or sub-contractor for reuse or recycling, preferably including provisions to continue recycling operations should a sub-contractor no longer be able to perform such activities.
3. Coupon system for pre-paid take-back at permanent regional collection centers, such as but not limited to, Goodwill Industries, Salvation Army, and Universities.

Any proposed programs must comply with the following:

1. Hazardous electronic waste will not be sent to landfills for disposal or incineration. Recycling will be handled by a responsible recycling operation with an environmental management system in place.
2. Any batteries containing heavy metals, such as lead, cadmium, lithium, or silver, will be properly removed and either recycled or managed as a hazardous waste before the unit is disposed.
3. Provide disclosure and documentation to the City upon request that demonstrates compliance with requirements 1-3 above.

If applicable, refund residual value of disposed assets to the City.

End of Life Management 2 [Desirable]: It is also desirable that Vendors:

1. Sign, or otherwise agree to provide take-back programs that comply with the requirements established in the Electronics Recycler's Pledge of True Stewardship. <http://e-stewards.org/certification-overview/e-stewards-pledge-program/>
2. Demonstrate that they are complying globally with the European Union's WEEE Directive, which requires manufacturers to recycle or reuse more than half of their old equipment. http://europa.eu/legislation_summaries/environment/waste_management/121210_en.htm

If take-back provisions are proposed, agencies must follow applicable laws, procedures and guidelines relating to disposing of equipment prior to invoking disposal procedures. The proposed programs shall continue for the life of the product; e.g., beyond the product contract period.

Proposer should also highlight if they are willing to take-back products other than their own.

Example incentive for vendors from Portland:

In January 2005, the City of Portland, Oregon issued a request for bids for personal computers, notebooks and servers that requires vendors to offer recycling services for computer equipment. It sets minimum environmental requirements for recyclers to follow and offers extra credit toward winning the bid to companies that follow the [Electronics Recycler's Pledge of True Stewardship](#).



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