

EWAs "Surplus Technology Management System"

Jim Guzelian - EH&S Assistant at Bates College says:

"This is the most sustainable recycling program I've used. The bins meet all Maine DEP requirements, provides secure storage, and greatly reduces the time we spend handling equipment."



**Call for more information
(207) 872-2615
or visit www.ewastealternatives.org.**

- ★ A unique, highly efficient and complete electronic waste management solution;
- ★ Equipment is secured throughout the process - data is contained until destroyed;
- ★ Turn-Key compliance with D.E.P. Universal Waste Storage and Recording rules*;
- ★ Reduced equipment handling = increased staff efficiency and higher reuse rates;
- ★ Higher reuse rates result in the lowest possible processing fees;
- ★ Designed to roll quietly and fit easily through standard commercial doors;
- ★ When your containers are full - just call us for a pickup and fresh replacements!

*Maine businesses are subject to DEP 'Universal Waste Management Rules'. This includes specific accumulation, handling, storage, recording and reporting requirements for all surplus/unwanted electronic devices. These containers can be dropped off at your facility for a low rental fee. Recycling and transportation fees for processing the contents will also apply. Universal Waste Storage Logs and usage instructions are included.



eWaste Alternatives (EWA) is a program of Skills' Inc, a 501(C)3 Non Profit organization that provides supports and employment opportunities for people with disabilities. EWAs technology reuse system reduces recycling costs for business while recovering technology for use in a variety of technology access, employment and educational programs throughout the Northeast US. EWA is a DEP licensed Universal Waste Consolidator, Transporter and Electronics Demanufacturing and Recycling facility located in Waterville, Maine - ME DEP ID# MER0000506055.



eWa Management System

Best Practices and Usage Recommendations

Description:

This system is a comprehensive materials handling, storage, compliance and security solution for IS/IT departments who regularly pull IT assets from service for sanitization and recycling.

These containers are designed to minimize handling and increase the likelihood of asset reuse. Increased reuse and handling efficiency always result in significant reductions in end-of-life asset management costs.

Here is some guidance on how to get the best results from these containers:

- The large lockable wheels allow fully loaded containers to roll over most office and warehouse surfaces with ease – including door thresholds. These containers were also designed to fit through any commercial doorway. Our most effective users use the bins when pulling assets from user desks as a ‘done-in-one’ handling system.
- Record item descriptions and asset tag numbers as you load the container in the log conveniently attached to the container lid. This reduces handling.
- The forward facing drop down door makes placing heavy items in the container significantly safer than a Gaylord/triwall container.
- When possible, high volume IT departments should keep homogeneous materials/items of similar construction, shape and size in each container – eg:
 - flat panel displays – on their feet face to face in layers separated with a sheet of cardboard. The key here is to minimize the possibility of scratching screens...
 - desktop PCs – also on their feet to reduce damage and dislodging of internal components. The neater the stacking – the more will fit in the container;
 - servers and other rack mount devices such as UPS’s and network gear should be put in on their sides which is safer for the user ergonomically as these items tend to be very heavy – related cabling can be placed on top and in voids wherever it fits best
 - printers should always remain upright – not on their sides stacked in columns separated by cardboard whenever possible;
 - miscellaneous devices such as wires cables, access points, components, keyboards and mice can be put in containers on top of any of the previously described material EXCEPT flat panel displays;
 - Notebooks should never be placed in the bottom of a container due to the likely hood of crushing and breakage. They do fit well when stacked within an almost full container of



desktops. They also store and transport well when placed in bankers boxes on the hinged side – lid latch facing up – as long as they fit snugly within the box. If stacking on their feet (pancaking) avoid stacking more than 5 high. Keep AC adapters with notebooks whenever possible.

- Hard drives that are loose or have been separated from host devices should be boxed on their edges – NOT pancaked – to avoid head/platter chattering. Like notebooks – these should also fit snugly within their cardboard or plastic containers.
- The key to maximizing reuse, which minimizes disposal fees, is to
 - Use the eWa Management System Containers as part of your process of removing assets from service. This significantly reduces staff labor costs and minimizes handling and damage.
 - Think of these containers as a shipper would – if stuff can move within the container there is a good chance something inside will be damaged. Use void fill whenever possible – eWa recycles any cardboard or plastic it receives with materials at no additional cost to you.
 - Remember that part of the eWa process is to provide an extraordinary level of materials documentation. Use the log to describe the containers' materials (for DEP compliance), but only take time to record asset tags and serial numbers if your internal systems require this information BEFORE materials can leave your facility.
 - If storage devices must be removed from host devices for sanitization BEFORE materials can leave your facility – strip them from hosts prior to placing them in the container and place drives in a separate container. This allows you to put bulky non-sensitive host devices (notebooks, desktops, servers) in the container so you don't have to store all the material in your facility until drive-wiping has occurred. Just place 'sanitized' drives in boxes as described above and when full – place these boxes in the next eWa container for reuse.
 - Related components that sometimes become separated from host devices – such as hard drive caddies and AC adapters – should be re-joined as they enter the container.
- Remember – eWa prides itself on its service quality, social and environmental practices and depth of work with our client/partners – if you have any questions about this system or need further guidance, you can always ask the eWa Site Collection team when they visit your facility or you can call/email Chris Martin or Ray Buker.
 - Chris Martin
 - Cell: (207) 322-6257
 - eMail: cmartin@itec3.org
 - Ray Buker
 - Cell: (207) 341-3921
 - eMail: super@ewastealternatives.org

Live updates to this and more are made available at www.ewastealternatives.org