

APPENDIX H

ELECTRONIC WASTE SOP

THIS PAGE INTENTIONALLY LEFT BLANK

H.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish processes for the proper management of electronic waste at Naval Construction Battalion Center (NCBC) Gulfport.

H.2 Definitions

Electronic Waste:

- a. All computers and accessories including monitors, keyboards, mouse/mice, printers, external devices, etc.;
- b. Cell phones, smart phones, and home phones;
- c. Answering machines, tapes and accessories;
- d. Office equipment (faxes, copiers);
- e. Digital cameras and associated storage devices;
- f. Televisions, digital video recorders, cable boxes, and video equipment;
- g. Audio equipment and accessories;
- h. Navigation devices;
- i. Any electronic devices and storage media;
- j. Plotters (toner cartridges must be removed); and
- k. Any other electronic device that is not classified or hazardous waste (HW).

Defense Logistics Agency (DLA): DLA is the lead agent for end-of-life management of Department of Defense (DoD) electronics. DoD agencies are mandated to fully utilize the capability of DLA Disposition Services.

Clearing: Clearing is the process of eradicating the data on media before reusing the media in an environment that provides an acceptable level of protection for the data that was on the media before clearing. All internal memory, buffer, or other reusable memory shall be cleared to effectively deny access to previously stored information.

Sanitization: Sanitization is the process of removing the data from media before reusing the media in an environment that does not provide an acceptable level of protection for the data that was in the media before sanitizing. Resources shall be sanitized before they are released from classified information controls or released for use at a lower classification level. Classified material shall be handled per National Security Agency requirements.

H.3 Responsibilities

H.3.1 NCBC Gulfport HW Program Manager (HWPM)

The NCBC Gulfport HWPM shall provide guidance for compliance with this HWMP for electronic waste management.

H.3.2 Morale, Welfare, and Recreation Department (MWR) Qualified Recycling Program (QRP) Personnel

The MWR QRP personnel shall avoid accepting electronic waste.

H.3.3 Originators

Originators shall manage electronic waste in accordance with this HWMP and SOP. Electronic waste shall not be disposed in dumpsters or other solid waste receptacles.

H.4 Electronic Waste Management – Personal Property

DLA Disposition cannot accept property that is not owned by the government. Recycling or disposal of personal electronic equipment should be done by utilizing outside community programs.

H.5 Electronic Waste Management – DoD Property

DLA Guidance

The disposal of electronics (computers, printers, computer peripherals, stereos, televisions, etc.) that are government property is to be performed by DLA Disposition Services. DLA Disposition may offer the electronics for reuse or recycling. **Electronics are not materials/wastes to be sent through the Qualified Recycling Program or other installation recycling/disposal contracts.** Usable properties are coordinated for the Reutilization, Transfer, Donation, and Sales program, and scrap properties are transported to the registered recycling facility.

DLA Disposition Services is the DoD's preferred choice for disposal services. The DLA Disposition Services Office is equipped with disposal regulation knowledge and logistics to accommodate the large quantities of collected items from the events.

Disposal Service Representatives from DLA Disposition Services verify all items received, advise personnel in the proper receipt requirements, transport sorted items to the proper facility, and arrange the final disposal.

The shop or office that declares the electronics as excess is responsible for all required DLA turn-in documentation (i.e. DD Form 1348) and coordination. If an installation or activity

anticipates a large surge in electronic items to DLA Disposition Services, it should make prior arrangements for DLA Disposition Services to take custody of the items.

Computer media and cards shall be removed from all turn-in computer equipment: Compact Disc Media, Zip Media, Smart Card Media, Compact Flash Cards, Memory Sticks, Floppy Diskettes, Personal Computer Memory Card International Association Cards, Multi-media Cards, Secure Data Cards, Micro-drives, and Back-up Tapes. The material shall be properly sanitized, to assure the destruction of classified/personally identifiable information (on hard drives, etc.) before the equipment leaves DoD control per the Department of the Navy Chief Information Officer rules and guidelines.

Receipt, storage, and transportation procedures are referenced in the **Defense Materiel Disposition Manual, DoD 4160.21M**. Items requiring special handling in the manual are excluded for receipt in the events.