

Environmental Management Procedure (EMP) 4.4.6.7.4

Subject: E – Wastes and E - Recycling

1. Purpose: This EMP establishes the procedures for the proper handling and disposition of Electrical and Electronic Equipment (EEE) or E – Products; Waste Electrical and Electronic Equipment (WEEE) or E – Wastes; and E – Materials (magnetic, optical, smoke detectors, alarms, and solid state devices).
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

3. References:
 - A. JBLE-I 32-101, Environmental Management
 - B. EMP Dictionary
4. Scope: This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation.
5. Roles and Responsibilities:
 - A. CED/CEO operates the Solid Waste and Recycling Center (SWRC).
 - B. ASA manages the installation security program and oversees Activity Security Managers.
 - C. NEC manages the installation Information Technology (IT) and oversees Activity IT Managers.
 - D. LRD manages the installation supply system.
 - E. Installation Safety Office (ISO) will provide Radiation Safety Officer (RSO) oversight.
 - F. Activities will:
 - (1). Ensure all “Classified” materials are handled IAW the appropriate security regulations.
 - (2). Ensure all For Official Use Only (FOUO) information and Controlled Unclassified Information (CUI) materials are handled IAW the appropriate security regulations.
 - (3). Ensure all government owned surplus, obsolete, broken or to be discarded Electrical and Electronic Equipment (EEE) and E-Wastes are turned-in IAW this EMP.
 - (4). Ensure no disposal in trash or other unapproved means. Disposal of E - Products may be considered Hazardous Wastes Management.
 - (5). Ensure deconstruction of all equipment prior to turn-in when items must be deconstructed.
6. Procedures:

- A. All government owned surplus, obsolete, broken or to be discarded Electrical and Electronic Equipment (EEE) will be:
 - (1). Handled and managed for Reuse or as Recyclable Materials to the maximum extent practical.
 - (a). Items and containers will be labeled accordingly as Recyclable Materials.
 - (b). Turned-in within 60 days from the time it's taken out of service.
 - (2). Managed as Hazardous or Non Hazardous Wastes according to the E – Waste being discarded. E – Waste generation will be reduced to the minimum amount possible.
- B. Disposition of all government owned Electrical and Electronic Equipment (EEE) and ancillary devices (key boards, mice, monitors, hard drives, CD.DVD players, etc) will be turned-in to one of the following:
 - (1). LRD Supply IAW local supply procedures if your Activity is supported by either the DOL Installation Property Book or the Supply Support Activity (SAA).
 - (a). Hard Drives (HDs) must be removed.
 - (b). Turned-in separately IAW paragraphs C or D below.
 - (2). DLA.
 - (a). Hard Drives (HDs) must be removed.
 - (b). Turned-in separately IAW paragraphs C or D below.
 - (3). SWRC:
 - (a). Must be deconstructed prior to turn-in separating the components as follows:
 - i. Circuit boards
 - ii. Hard Drives (HDs)
 - iii. Metal
 - iv. Wiring harness and other wiring must be removed or cut from the device.
 - v. Any batteries must be removed.
 - vi. Plastic
 - vii. Glass including CRTs. CRTs must be turned-in to the HWAF IAW EMP 4.4.6.8.1.
 - viii. Wood
 - (b). Devices, such as Smoke detectors, alarms, etc:
 - i. Will not be deconstructed by the Activity turning-in the devices.
 - ii. May contain a radioactive source which must be separated from other devices. The RSO will make this determination.

- iii. Will be collected in a DOT approved container. When the container is full or on a periodic basis, the SWRC will coordinate with the RSO.
- C. Disposition of (Classified) Hard Drives (HDs): Hard drives containing "Classified" information, removed from "Classified" systems, or abandoned will be turned-in to SWRC with the assistance of the NEC as follows:
- (1). The Unit's Security Manager or authorized IMO must schedule an appointment with the NEC COMSEC Office (878-5908) for degaussing of "classified" equipment/media.
 - (2). The Unit's Security Manager or authorized IMO must complete the following forms prior to appointment:
 - (a). Memorandum for Record Degaussing, EMP 4.4.6.7.4 Tab 1.
 - (b). Certification of Hard Drive Disposition Form, EMP 4.4.6.7.4 Tab 2.
 - (3). Unit Security Manager or authorized IMO with the assistance of the NEC will process HDs as follows:
 - (a). Degauss the HD using approved degausser for "Classified" equipment. (Note: Once the HD is degaussed, it is considered "Unclassified" and ready for turn-in at the SWRRPC. HDs previously used in a classified environment cannot be reused as UNCLASSIFIED media outside the DoD. Degaussing of HDs causes permanent damage that prohibits their continued use. **Do Not Attempt To Reuse The HD.**)
 - (b). Once the HD is degaussed, it is considered "Unclassified" and ready for turn-in at the SWRRPC.
 - (c). Affix "Certification of Hard Drive Disposition" form to each degaussed HD.
 - (d). The Unit Security Manager or authorized IMO is responsible for transporting and turning in HD(s) along with a copy of the "Memorandum for Record Degaussing" to SWRC.
- D. Disposition of HDs containing "Unclassified", FOUO or other CUI information will be turned-in to the SWRC as follows:
- (1). The IT Manager or Security Manager will complete the HD Turn-in document (EMP 4.4.6.7.4 Tab 3) and certify that all information is accurate.
 - (2). The Activity Environmental Coordinator (AEC) will check all information and certify that all information is accurate.
 - (3). The IT Manager, Security Manager, AEC, Unit Environmental Coordinator (UEC), or Hazardous Waste Coordinator (HWC) will schedule a turn-in or degaussing appointment with the SWRRPC.
 - (a). The IT Manager, Security Manager, AEC, UEC, or HWC will need to be trained on the proper use of the degaussing or HD punch if this is their first turn-in.
 - (b). The IT Manager, Security Manager, AEC, UEC, or HWC will sign a wavier stating that they have received training and understand the potential hazards associated with the equipment.
 - (c). The IT Manager or Security Manager will have to provide orders or other documentation that they are the authorized IT Manager or Security Manager for the Activity.
 - (d). The IT Manager, Security Manager, AEC, UEC, or HWC will process (degauss or punch) the HDs. Degaussing of HDs causes permanent damage that prohibits their continued use.

- (e). HDs must be deconstructed prior to turn-in separating the components as follows (See Figure 1):
 - i. Metal cases.
 - ii. Other loose metal parts, screws, etc.
- (f). The IT Manager or Security Manager will keep the copy for 3 years.
- (g). **Abandoned, mishandled, or otherwise orphaned hard drives will be reported to the appropriate authorities for investigation. This includes hard drives not being handled IAW the procedures in this EPM. Abandoned or orphaned hard drives will be handled as “Classified” IAW paragraph C above.**



1. Figure 1

- (4). The SWRC will:
 - (a). Schedule the turn-in appointment during normal business hours depending on the SWRC work load and the number of HDs to be processed.
 - (b). First time (IT Manager, Security Manager, AEC, UEC, or HWC) users of the equipment will be trained on its proper use and safety precautions.
 - (c). At the scheduled appointment, the original and one copy of the HD Turn-in document will be required.
 - (d). The SWRC will keep the original for 3 years.
 - (e). The copy will be signed by the SWRC staff acknowledging receipt of the total number of HDs. The SWRC will not verify the accuracy of the information other than the total quantity.
 - (f). The SWRC will package and store the processed HDs for final disposition which is normally recycling.
- E. Disposition of E – Materials (magnetic, optical, and solid state devices).
 - (1). Activities must:

- (a). Turn-in to the SWRC all:
 - i. Magnetic storage devices
 - ii. Optical Storage Devices (CDs, DVDs Etc.)
 - (b). Be turned-in within 90 days from the time it's taken out of service.
- (2). Disposition of Magnetic Storage Devices:
- (a). Magnetic Storage Devices including disks, tapes, etc. will be processed by degaussing.
 - (b). Large quantities of magnetic storage devices will have to be degaussed by the IT Manager, Security Manager, AEC, UEC, or HWC. If VCR type tapes contain no "classified", "FOUO" or "CUI" data, then they should be so marked. The certification form used for Unclassified HDs can be used to so document this fact.
 - (c). All packaging including cases, advertizing inserts, cardboard or plastic jackets, and other protective materials must be removed or the SWRC will not pickup or accept.
 - (d). The above packaging will still be turned-in but has to be separated into various components.
- (3). Disposition of Optical Storage Devices:
- (a). Optical Storage Devices including CDs, DVDs, etc. will be processed by shredding by the customer.
 - (b). All packaging including jewel cases, sleeves, advertizing inserts, and other protective materials must be removed or the SWRC will not pickup or accept.
 - (c). The above packaging will still be turned-in but has to be separated into various components.
- (4). Disposition of Solid Storage Devices:
- (a). Solid State Storage Devices including Thumb or Jump drives, Random Access Memory (RAM), Read Only Memory (ROM), etc. will be processed by shredding.
 - (b). All packaging including jewel cases, sleeves, advertizing inserts, and other protective materials must be removed or the SWRC will not pickup or accept.
 - (c). The above packaging will still be turned-in but has to be separated into various components.
- (5). Disposition of Smoke detectors, alarms, etc:
- (a). Containing a radioactive source will be removed from the SWRC by the RSO and placed into storage pending final disposition.
 - (b). Non-radioactive containing devices will be deconstructed by SWRC staff. The deconstructed devices will be separated and recycled or disposed as required.
- F. Disposition of Other E – Materials (Printer, toner, and Ink jet cartridges, etc.): Activities must turn-in these materials to the SWRC.