



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street,  
Suite 300  
Little Rock, Arkansas 72201-4223  
Phone: (501) 324-9316  
Fax: (501) 324-9311  
<http://www.arkansas.gov>

## Memorandum

**To:** State Agency, College and University, Chief Information Officers

**From:** Joseph A. Giddis

**Date:** January 27, 2006

**Subject:** **Recycling of Electronic Equipment**

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The Office of State Procurement, its Marketing and Redistribution Center and the Federal Bureau of Prisons recycling division (UNICOR) in Texarkana, Texas, have entered into an agreement for the recycling of computers and related electronic equipment for use by State of Arkansas agencies, Colleges and Universities and members of the state's Cooperative Purchasing Program (CPP) which includes registered counties, municipalities and school districts. The agreement specifies that "UNICOR will provide the materials, personnel and facility to process electronic equipment for recycling or reuse in a secondary market. The storage, treatment or disposal of any electronic equipment shall be done in accordance with all applicable local, state and federal regulations. UNICOR will provide written certification of recycling or destruction (whichever is appropriate) to the Customer upon request". The State is responsible for coordinating the collecting, packaging and transportation of all recyclables to the UNICOR facility.

State agencies, Colleges and Universities and Cooperative Purchasing Program participants are responsible for making transportation arrangements, loading of vehicles and compliance with applicable State of Arkansas policies on the disposal of Computer and Electronic Solid Waste, (see [http://www.arkansas.gov/dfa/procurement/pro\\_agency.html#recycling](http://www.arkansas.gov/dfa/procurement/pro_agency.html#recycling) ). M&R is responsible for processing the documents required to relieve State agency inventories. State agencies will provide to M&R the necessary inventory documents.

Those agencies that wish to continue sending surplus computer and electronic solid waste to M&R for disposal may do so.

Please review the UNICOR/Arkansas contract, ECIO policy and Letter of Instruction on the OSP web site at [http://www.arkansas.gov/dfa/procurement/pro\\_agency.html#recycling](http://www.arkansas.gov/dfa/procurement/pro_agency.html#recycling).