

CMS State Surplus Electronics Receiving and Processing Procedure

Until further notice, most excess/surplus electronics (**except cell phones**) will be sent from your agency, directly to CMS authorized electronics recycling vendors identified below. In certain instances, electronic items (with CMS approval) may be received at the State Surplus warehouse, 1924 S. 10 ½ Street, Springfield, and 9511 West Harrison St, DesPlaines, IL. **Receiving will be by appointment only.**

Four Step Procedure to Surplus Electronics

1. Decide what to send to surplus

We ask that you separate electronics from other surplus. In addition, you must separate computer monitors and TVs. Electronics are defined as:

1. PCs and other devices containing data storage.
 - a. Copiers
 - b. Tablets and PDA Devices
 - c. Network servers and desktop computers of all types
 - d. Data storage tapes and devices
 - e. Cell Phones (**ALL cell phones, PDAs, iPads, iPhones, etc., must be delivered to Springfield warehouse for disposal unless returned to issuing vendor.**)
2. Monitors
3. Network based printers
4. Switching devices
5. Misc scrap including wires, electronics cabinets, etc

2. Enter your items online

All items must be recorded in the State Surplus online surplus inventory system (Assetworks) prior to scheduling a surplus delivery. To create an online transfer request browse to:
<http://www.cms.illinois.gov/inventory>

HELP us Identify Good Equipment!

By Administrative Rule, CMS provides electronics to other state agencies (priority) as well as local governments, schools, and other non-profit groups. CMS relies on you to accurately describe your items. Please try to be as descriptive as possible.

Example:

Description: **Tower PC** (this does not help)
Description: **PC HP DC5800** (this helps a great deal)

3. Contact CMS

You must contact CMS for an appointment for delivery to the state's recycling vendors or the state warehouse--but only after you have completed the online Transfer Request.

Contact Information

Online Surplus System Help

Kent Guthrie
kent.guthrie@illinois.gov
217-557-8620

Appointment scheduling

Springfield

Primary: Kent Guthrie
kent.guthrie@illinois.gov
217-557-8620

Backup: Tom Whitehead
thomas.whitehead@illinois.gov
217-557-8620

Chicago

Raja Banerjee
Raja.banerjee@illinois.gov
847-294-4188

Authorized Electronics Recycling Vendors

Secure Processors
Flora, IL
618-662-4823
Chris Dickey
cdickey@clayrhab.com
Cheri James
cjames@clayindustries.com

New Star
Chicago Heights, IL
708-518-9935
Cyoung@newstarservices.org

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4. Deliver to CMS or authorized recycling vendor

CMS may ask you to deliver to the state warehouse. Deliveries are not considered or coded "received" until the recycler verifies the contents of the delivery against the listing on the Transfer Order form. After this verification, the transfer forms will be electronically dated and marked as received. Forms can be accessed at any time using the online system.

Computer Monitors and TVs

In accordance with recycling contracts, all computer monitors (CRT and flat screen) and all TVs will be accepted with a fee of \$.30 per pound to defray the cost for these items only. It is imperative that the agencies provide an accurate inventory transfer sheet to the vendor upon pickup. These items must be palletized separately from all other items and have a detailed transfer form provided to the driver upon pickup.

Data Storage Devices - Data Wiping Data Destruction Procedures

Please note: With exception of state universities, all state entities are required to comply with Illinois Public Act 93-0306 and Public Act 97-0390. These "Acts" compel state agencies to create their own data wiping policies in accordance with the acts. P.A. 97-0390 provides that agencies shall perform data wiping with a minimum of three (3) passes and certify the process.

Data wiping must be done **before** a PC or other data collection devices are transferred, donated, or otherwise **leaves custody of the original agency**.

After your electronics items are delivered to Surplus, they will be processed as follows:

1. PCs may be reutilized or sold. All hard drives will be removed and sent to recycler prior to sale.
2. Older technology PCs are recycled as scrap.
3. CMS' authorized electronics recycling vendors will data wipe or de-manufacture and destroy the data storage devices that they receive. The vendors will provide documentation of this data wiping or destruction as outlined in their contracts and Public Act 93-0306, Public Act 97-0390, and Public Act 96-0045. Certificates of destruction will be uploaded to the online inventory system and will available for download and printing at any time.

CMS Property Control will ensure vendors' compliance with all Public Acts, Federal and State environmental disposal processes. Reusable items will be wiped for reuse and obsolete items will be destroyed.

Useful Links:

CMS Online Surplus Inventory system (report available surplus here)
<http://www.cms.illinois.gov/inventory>

CMS State and Federal Surplus Warehouse (program information)
<http://www2.illinois.gov/cms/business/surplus>

Public Act 93-0306 (Data on State Computer Act)
<http://www.ilga.gov/legislation/publicacts/93/093-0306.htm>

Public Act 97-0390 (Amendment to Public Act 93-0306 to allow for 3 pass wipe and physical destruction)
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=097-0390>

