

ENVIRONMENTAL MANAGEMENT INITIATIVE

1. Initiative Name:
Electronic Waste

1.a. Environmental Management Program(s) Supported:
Solid Waste Management

2. Initiative Lead:
Richard Sloane

3. Document Control Code:
EMI-2007-EWaste

4. Date:
October 22, 2007

5. Initiative Description:

The goal of this environmental initiative involves redirecting electronic waste from the NIEHS waste stream and promoting local reuse of outdated electronic equipment. The program involves the recycling of computer drives, UPS systems returned to manufacturer, and where possible, donating replaced laboratory electronic equipment for reuse. The program seeks to partner with area schools and community organizations that can utilize the donated computers or electronic goods. The program also supports regional Electronics Recycle Days to provide community awareness of electronics recycling and encourage the recovery of household electronics. Currently, two such events are held each year.

6. GOALS AND OBJECTIVES

2008 Objective(s):	Performance Indicator(s)	Resource requirements
<ul style="list-style-type: none"> ▪ Promote factory return to increase refurbishment and subsequent reuse of UPS systems and batteries that are not working or considered to be outdated 	<ul style="list-style-type: none"> ▪ 20% reduction in UPS systems and batteries managed as surplus by the NIEHS warehouse or as waste by the HSB using 2007 as a baseline. 	<ul style="list-style-type: none"> ▪ Current resources
<ul style="list-style-type: none"> ▪ Study potential to expand the electronics reuse program that directs outdated lab and office equipment to be reused locally rather than shipped to NIH for storage. 	<ul style="list-style-type: none"> ▪ Development of a surplus equipment baseline using 2007 data 	<ul style="list-style-type: none"> ▪ Current resources
<ul style="list-style-type: none"> ▪ Study the electronics purchase, reuse, and recycling requirements associated with the Federal Electronics Challenge 	<ul style="list-style-type: none"> ▪ Final determination is made as to whether the NIEHS should join the Federal Electronics Challenge 	<ul style="list-style-type: none"> ▪ Current resources

7. Significant Environmental Aspect(s):

Solid Waste
Toxics Releases

8. Reason(s) for Significance:

- a. Potential environmental impact
- b. Potential human health impact

9. Legal and Other Requirements:					
<i>Federal: Executive Order 13423</i>					
10. Potential Environmental Impacts:					
Potential for increased land impact thru additional landfill content Potential for soil and groundwater contamination					
11. ACTION PLAN:					
Targets/Milestones to Meet Initiative Objective(s)		Expected Frequency / Completion Date		Responsibility	
Distribute electronic newsletters and establish educational programs to promote the return of used UPS systems to the manufacturer for refurbishment and reuse.		Semiannual		ASAB Employee Services Support Specialist	
Promote laboratory participation in electronic waste donation program with local school systems		Semiannual		ASAB Employee Services Support Specialist	
12. OPERATIONAL CONTROLS					
Activity	Controls	Responsible Persons	Monitoring	Records	Comments
NIEHS processes generating Electronic Waste	Recycling Guide	ASAB Employee Services Support Specialist	E-waste program is promoted twice per year	Email, electronic newsletters and webpage postings	
Coordination of Electronics Recycling Program	Recycling Guide	ASAB Employee Services Support Specialist	Program is promoted twice per year	Email, electronic newsletters and webpage postings	
Recycling of circuit boards and plastic Casings	Recycling Contract	ORF/FOB Quality Assurance Specialist	Monitor number or weight of circuit boards	Shipping records, recycling	

			recycled	database	
Return of UPS systems to manufacturer	Manufacturer's Return Policy	ASAB Employee Services Support Specialist	Monitor number of UPS returns	Shipping records, recycling database	
Management and coordination of electronics donated to local schools/agencies	Pre-approved list of potential recipients	ASAB Employee Services Support Specialist	Reduction in shipments to NIH	Spreadsheet tracking e-waste donated to local schools	
Inventory, Delivery and tracking of property donated as recyclable electronics	NIEHS Property Management Guidelines	ASAB Property Disposal Supervisor	Electronic spreadsheet	Property transfer records Electronic database	

13. RELEVANT DOCUMENT(S)

Document Name	Location	Document Custodian
NIEHS Recycling Guide	Web-based/Electronic	ASAB Employee Services Support Specialist
NIEHS Waste Manual	Web-based / Electronic	Hazardous Waste Manager

14. EMS REVIEW

Name: William K. Steinmetz	Signature:	Date: 12/04/2007
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