

APD Personal Property Alert Staples® Vendor Take-Back Recycling Program



that was easy:



Background

Per [FMR Bulletin, B-34, Disposal of Federal Electronic Assets](#), when authorizing abandonment and destruction for disposal of electronic assets, **agencies should use certified recyclers.** (See [APD Alert 2012-P05, Disposal of Federal Electronic Asset](#), for details)

Information

Staples® retail stores partners with a certified e-Stewards recycler, Electronic Recyclers International (ERI) to offer free office technology recycling programs. Staples® will accept all brands, in any condition, regardless of where the customer purchased the item. **Staples® accepts only the following equipment:**

- Desktop computers
- Laptops, tablets, eReaders
- Monitors
- Desktop printers, copiers, scanners, faxes, all-in-ones
- Shredders
- UPS/battery backup devices
- Peripherals including mice, keyboards, modems, routers and PC speakers
- Small electronics including GPS devices, digital cameras, MP3 players, mobile phones and cordless phones
- External hard drives and small servers

There is a limit of 6 items per customer per day. This program does not have an outside drop-box, customers must take equipment inside the store. Staples® Copy & Print Shops do not accept electronics for recycling, but all other locations accept electronics for recycling. For details, refer to <http://www.staples.com/sbd/cre/marketing/easy-on-the-planet/recycling-and-eco-services.html>

Action

Property Management Officers (PMOs) will ensure all excess/unserviceable requirements have been met. When authorizing abandonment and destruction, PMOs should determine if there is a Staples® in the general location and provide the accountable property officer (APO) with this disposal option. Ensure the APO completes the AD-112 indicating the name, city, state, and zip code of the Staples® or any other vendor take-back program authorized for disposal.

Contact

For questions, please contact your Business Service Center's Property Office. For policy questions, property officers may contact a member of the Acquisition and Property Division (APD), Property and Support Services Branch, Perry.Williams@ars.usda.gov - 301-504-1047; Renee.Utt@ars.usda.gov 301-504-1745; or Cheryl.Brumback@ars.usda.gov - 301-504-1096.

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