

CITY OF LOS ANGELES

Department of General Services (GSD)

Salvage Services

Distribution:

Original Salvage Services
Copy 1 Releasing Dept.
Copy 2 ITA

Electronic Waste Salvage Certification Form

This form is to be completed by all Departments and attached to each Request for Sale/Reuse of Personal Property form used to transfer electronic waste, including: computer/cellular devices and accessories, PDAs, and all equipment or devices used to store information, to GSD Salvage Services. E-waste items should be listed separately from other types of items on the Sale/Reuse forms. (For example, furniture should not be listed on the same form as printers or computers; however, e-waste items can be combined on one Sale/Reuse form.)

By signing the Electronic Waste Salvage Certification Form, I am certifying the following:

- 1. Prior to transporting electronic waste, including all computer and cellular telephone/pager devices, to Salvage, all City of Los Angeles identification tags and other identifying information has been removed from the equipment.
2. All hard drives have been cleared following the procedures posted on the ITA Website for Information Systems Coordinators.
3. All telephones/pagers/other devices have been cleared of names, telephone numbers, and any other stored information.
4. All service agreements for applicable electronic waste items have been canceled.
5. All useable electronic equipment has been posted on CitiMAX for 30 days. (Attach a copy of the CitiMAX Listing webpage showing the date the item(s) were initially listed.)

Dept. Bureau Head or Authorized Signature: _____

Date: December 13, 2017 Department: 4701 Neighborhood Empowerment

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Print Contact Name: Patricia Mares

Division: Administration Phone Number: 213-978-1551

Request for Sale/Reuse Form #: 968/12-13-17

Note: No electronic waste, including computer and cellular devices and accessories, and other devices with electronic circuit boards will be accepted by GSD Salvage Services without being accompanied by this completed form AND, when applicable, a CitiMAX webpage listing form dated 30 days prior (per Ordinance No.178450, Sec. 7.82.2).

For GSD Salvage Services Use Only:

PROCEDURES FOR SENDING E-WASTE TO SALVAGE SERVICES

1. Identify E-waste items and separate them from other items, such as furniture. Only *E-waste items* should appear on a **Request for Sale/Reuse of Personal Property** form, do not mix other items, such as furniture or non-electronic equipment.
2. Separate unusable E-waste items (computers, cellular devices, TVs, other electronics, and accessories) and complete an **Electronic Waste Salvage Certification Form** and a **Request for Sale/Reuse of Personal Property** form. Note on both forms that the items are “unusable” or “broken,” etc.; please specify which. You may send these items directly to Salvage, or hold them and wait until there are other items to send to Salvage
3. List all usable E-waste items on CitiMAX; retain a copy of the printout of the listing; and highlight the date the listing was entered.

CitiMAX can be found on the Intranet at <http://insidela/>, Citywide Services, CitiMAX. Then select “click here to create a listing.” The listing will look like the following:

Desktop PC's (Available) 09/15/06 I have 1 Gateway E3400 and 1 Dell Optiplex GX1 both have 512 MB RAM and they are PIII's. Anthony Ozogu , 213-978-1260 tony.ozogu@lacity.org 200 N Spring Street, Los Angeles Quantity: 2 Listing ID: 2851 [Edit]	If a successful exchange was made on this item, please click here (Successful Exchange Form)
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After the items have been listed in CitiMAX for 30 days and no department requests them, the items may be sent to Salvage. Complete the **Electronic Waste Salvage Certification Form** and a **Request for Sale/Reuse of Personal Property** form and attach the **CitiMAX listing** as instructed. Items may be brought to Salvage 30 days after the CitiMAX start date. In the example above, the start date is 9/15/06.

4. Departments bringing more than four computer units (a computer unit includes: CRT, CPU, keyboard, mouse, & related cords) to Salvage at a time are instructed to send the items on pallets. Place all like items (such as CPUs, CRTs, etc.) together. (Place cellular devices together in boxes or heavy-duty bags; and keep all other accessories together in boxes or heavy-duty bags).
5. Make arrangements for your department to transport the E-waste items to Salvage, or contact Moving Services (213/485-0353).
6. All of the required documentation is needed for Moving Services or Salvage Services to accept E-waste. Neither Salvage nor the movers will be able to accept E-waste without the proper paperwork.

City Movers	213/847-0353
Salvage Services	213/472-8200
E-waste questions	213/485-3844 or your MIS/ITA Systems Analysts