

CMS State Surplus Electronics Receiving and Processing Procedure

After obtaining CMS reuse or recycle approval, electronics pickups may be scheduled with authorized electronics recycling vendors and/or received at the CMS State Surplus warehouse, 1924 S. 10 ½ Street, Springfield (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. Electronics are defined as:

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

2. **Contact CMS**

~~PRIOR to completing an online SAP or AMP Transfer Request(s)~~, email a "detailed" list (.xls preferred) to the Electronics Coordinator for reuse or recycle approval. Once approved for either reuse or recycle, multiple inventory transfers will be required.

One RECEIVED by CMS Surplus for assets selected for reuse/resale.

One RECEIVED by Recycler for assets APPROVED for recycle.

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 - make/model/condition (if applicable).**

Example:

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

Contact Information

Online Surplus System Help

Thomas Whitehead
Thomas.Whitehead@illinois.gov
217-782-9748

Appointment scheduling

Primary: JR Pickett
JR.Pickett@illinois.gov
217-558-7007

Backup: Mike Sisti
Mike.Sisti@illinois.gov
217-524-0752

Electronics Coordinator

Armando Davila
Armando.Davila@illinois.gov
217-524-0694

Authorized Electronics Recycling Vendors

Secure Processors
Flora, IL
618-662-4823
Chris Dickey
cdickey@clavrhhab.com
Lauren Allen
lallen@secureprocessors.org

New Star
Chicago Heights, IL
708-755-8030 ext. 1249
Stephen Reilly
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3. Enter your items online

After approval, all items must be recorded in a State Surplus online surplus inventory system (SAP or AMP) prior to scheduling a surplus delivery. Per 20 ILSC 450, as of 07/01/2019, you MUST include the asset's serial number in the appropriate column.

4. Deliver to CMS or authorized recycling vendor

Deliveries are not considered or coded "received" until the contents are verified against the listing on the AMP 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 on-line system.

For equipment designated for REUSE/RESALE, schedule delivery to CMS Surplus with Appointment Scheduling staff. Post the **TRANSFER #** and "**ELECTRONICS**" on pallet/shipment, so warehouse staff can easily distinguish from other surplus transfers and **email the TRANSFER # and delivery date to the Electronics Coordinator**.

For equipment designated as RECYCLE, schedule pickup/delivery with Authorized Electronics Recycling Vendors or if your recycle comes to CMS Surplus, schedule delivery with Appointment Scheduling staff. Post **TRANSFER #** and "**RECYCLE**" on pallet/shipment, so warehouse staff can easily distinguish from other surplus transfers.

***Computer Monitors, TVs, Copiers, Scanners, Printers, Projectors and loose plastic**

In accordance with recycling contracts, all Computer Monitors, TVs, Copiers, Scanners, Printers, Projectors and loose plastic will be accepted with a fee per pound to defray the cost for these items only.

Data Storage Devices -Data Wiping Data/Destruction Procedures

Please note: 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. P.A. 97-0390 provides that agencies shall perform data wiping with a minimum of three (3) passes and certify the process **BEFORE** a PC or other data collection devices are transferred, donated, or otherwise **leave the custody of the original agency**.

CMS' authorized electronics recycling vendors will data wipe or destroy the data storage devices. The vendors will provide documentation of this data wiping or destruction as outlined in contracts and Public Act 93-0306, Public Act 97-0390, and Public Act 96-0045. Certificates of destruction will be uploaded and will be available at any time using the on-line system.

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>