

Marcia Rutan  
Project Manager  
May 12, 2003

**Final Progress Report on Grant # G0200354  
“Snohomish County Electronic Collection and Recycling”  
for period December 12, 2002 – March 31, 2003**

The basic scope of this project was twofold: (1) to provide public school districts and cities and towns of Snohomish County with a one-time collection round-up of old monitors, televisions, computers, and peripheral computer electronic equipment; (2) and, to provide these same agencies with technical assistance and a “toolbox” of strategies to prevent stockpiling in the future. All of these services were offered at no cost to the participating agencies.

Below is a summary of the progress made toward the goals spelled out in the grant document. The first report, submitted in January, summarized the computer collection event. This final report sums up the steps taken to successfully complete milestones 6 – 10, which included developing and distributing procedural recommendations as well as providing technical assistance. Supplemental documenting materials for the full scope of the grant are enclosed in the mailed, “hard copy” packet.

Recommendations and Technical Assistance

The second portion of this grant project was to provide school districts and cities with recommendations for changes in procedure, so that they would not end up stockpiling or surplussing unusable electronic computer equipment, and so that they would properly recycle used up electronic equipment in the future.

A meeting was held January 10<sup>th</sup> in Everett to discuss a set of draft guidelines that were the precursor to the final toolbox recommendations. There was strong interest in this meeting, with 24 representatives from 11 cities and 12 school districts attending. In addition, Emma Johnson, Project Grant Officer from Ecology, was invited and provided valuable responses to questions about State expectations and potential contracts.

During this meeting, Stacy Hupp, of the City of Lynnwood, said she would develop an electronics recycling contract through the City of Lynnwood, that all Snohomish County cities and school districts could use. When she contacted Bob Paulson, Procurement Officer for the State, for information, he grabbed the ball and amended an already established State contract with Total Reclaim, adding electronics recycling to the basic fluorescent tube recycling contract.

In addition to this much appreciated change, some districts developed or enhanced donation screening policies, in order to prevent non-compatible computers from entering their inventory.

Districts also used the State's Scrap Policy guidelines, supplied in their recommendations packet, to support their own efforts not to deal with the time and expense of surplussing old computers, which for all intents and purposes never sold. Instead they used the authority found in that Policy to directly recycle them, saving their districts valuable time and money.

Through discussion and research, we learned that leasing does not appear to be a good option for most school districts, due to their dependence upon special levies for funding. They prefer to buy the equipment upfront, to ensure their ownership, rather than leasing and then not having the funds to continue the agreement. Cities were somewhat more interested, but rate of turnover and quantity of equipment needed does not usually justify the time and energy needed to make special arrangements.

In addition, agencies appeared for the most part not to be interested in pursuing a contract clause to require a vendor to recycle old equipment, but preferred instead the collective recycling contract arrangement through the State. However, they were supplied with information about different manufacturers and the range of recycling options those manufacturers offered.

Overall response from participating cities and school districts was enthusiastic and appreciative, with a number of changes in procedure and policy to show for the effort.

#### Milestone Achievements

- (6) Sample donation screening policies from Snohomish County agencies were distributed to all agencies, including excellent policies already in use in some County school districts. Prototype contractual language was discussed, but there was little interest. However, guidelines for contract language were still offered in the Tool Box final recommendations.
- (7) Rather than a procurement policy, the collective contract effort was the focus of the participating group. This was requested and supported by the group.
- (8) A meeting was held January 10 with 24 participants (sign in sheet attached).
- (9) The consultant contacted every city and school district to offer assistance. A log is attached.
- 10) The draft discussion guidelines were distributed in February to all private schools and public agencies included in the project. In March, the County Project Manager and Consultant finalized the recommendations and distributed them during a presentation to School District Superintendents at a monthly Superintendents' meeting. They also presented them in March at an electronics workshop session at the Environmental Educators of Washington conference. In May these recommendations were also made available at the Washington State Recycling Association electronics workshop. The final toolbox recommendations have not yet been distributed to all participants, due to waiting to hear about the State contract. These recommendations, including information about the new State contract opportunity, will be distributed by the end of May.

### Challenges

School districts and cities have some different needs that sometimes require at least two different approaches. However, overall, this second phase went smoothly.

### Conclusion

This project was enthusiastically appreciated by participating agencies and is resulting in some beneficial changes in procedure and policy, which will ensure the proper recycling of computer electronic equipment. This will help prevent illegal dumping and disposal in Snohomish County, thus preventing contamination by hazardous waste.

Despite additional recycling costs, the school districts may also save time and money through some garbage cost avoidance, and through the new or enhanced donation screening policies as well as changes in surplussing procedures.

In addition, the State electronics recycling contract will be a benefit to agencies throughout Washington state.

Overall, this project was a great success, and I greatly enjoyed all aspects of it. Thank you for supporting it.