

# CMS State Surplus Electronics Receiving and Processing Procedure

After obtaining CMS approval, surplus 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  
**\*In addition, you must separate computer monitors and TVs**

### **2. Contact CMS**

**PRIOR** to completing the online SAP or AMP Transfer Request(s), email a "detailed" list (.xls preferred) to the Electronics Coordinator for approval. Once approved, 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.  
If applicable, one RECEIVED by Recycler for monitors APPROVED for recycle, at a cost of \$.30 a lb.

#### **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](mailto:Thomas.Whitehead@illinois.gov)  
217-782-9748

### **Appointment scheduling**

#### **Springfield**

Primary: JR Pickett  
[JR.Pickett@illinois.gov](mailto:JR.Pickett@illinois.gov)  
217-7558-700782-1218

Backup: Kent Guthrie  
[Kent.Guthrie@illinois.gov](mailto:Kent.Guthrie@illinois.gov)  
217-782-1218

### **Electronics Coordinator**

Bryon McLean  
[Bryon.McLean@illinois.gov](mailto:Bryon.McLean@illinois.gov)  
217-558-1425

## **Authorized Electronics Recycling Vendors**

Secure Processors  
Flora, IL  
618-662-4823  
Chris Dickey  
[cdickey@clavrhhab.com](mailto:cdickey@clavrhhab.com)  
Cheri James  
[cjames@clayindustries.com](mailto:cjames@clayindustries.com)

New Star  
Chicago Heights, IL  
708-755-8030 ext. 1249  
Stephen Reilly  
[sreilly@newstarservices.org](mailto:sreilly@newstarservices.org)

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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 and TVs

In accordance with recycling contracts, all monitors (CRT and flat screen) and all TVs will be accepted with a fee of \$.30 per pound to defray the cost for these items only. **These items must be palletized/grouped separately from other items and have a separatedetailedtransfer form provided to the driver upon pickup.**

#### **Data Storage Devices -Data Wiping Data/Destruction Procedures**

**Please note: With exception of state universities**, 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 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>