

**SUBJECT: POLICY FOR THE PROCUREMENT AND DISPOSAL OF ELECTRONIC PRODUCTS**

Purpose: All City of Madison agencies will adopt a system of procurement and disposal management for electronic products that incorporates the principles of sustainability including resource conservation, waste reduction, and green purchasing. The goals of this Administrative Procedure Memorandum (APM) are to:

- Maintain a sustainable system of procurement of electronic products that is concerned with the acquisition of computers and other electronics that meet the most environmentally, socially, and economically preferable standards.
- Ensure that environmentally and socially responsible disposal management procedures for the e-recycling of all electronic products is complied with.

Background: The City of Madison, its facilities, and its operations have a substantial impact on the environment, the economy, and the community. The City and its partners act as stewards of the local environment and its resources, and must incorporate sustainability principles to ensure the current and future needs of the City can be satisfied.

The City of Madison defines “sustainability” as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet their needs. Sustainability represents a desire to pass on a world that is as good as, if not better than, the one we found. Therefore, we must follow the City’s [Sustainability Plan](#).

Policy: This policy formally establishes additional rules to the City of Madison’s procurement practices for acquiring and disposing of electronic products, and provides a strategy for implementing an effective and sustainable method of purchasing and disposing of all electronic products, including:

**Computer Equipment:**

- Laptops
- Tablets
- Rugged devices
- Desktop PCs
- Servers
- Copiers
- Multi-function devices (MFDs)
- Printers
- IP-based surveillance cameras
- IP-based telephones
- Network electronics (switches, routers, gateways, etc.)
- Storage
- Scanners
- Other

**Office Electronics:**

- Calculators
- Fax machines
- Label printers
- Other

**Audio/Visual Equipment:**

- Televisions
- Projectors
- Electronic whiteboards
- Teleconferencing equipment
- Other

**Field Devices:**

- Cell phones (including provider cell phones)
- Communications equipment
- Work tablets
- Other

**Procurement of Electronic Products:** All purchases and leases of electronic products must be approved by the Information Technology (IT) Department and Purchasing to ensure that only approved, standardized equipment is procured. The City will maintain a sustainable system of procurement that is concerned with the acquisition of electronic products that meet the most preferable environmental, social, and economic standards in accordance with the Electronic Product Environmental Assessment Tool (EPEAT) and Energy Star environmental criteria. City agencies will consider the following criteria, which incorporate EPEAT public standard IEEE 1680, in the purchase of all electronic products:

- Reduction/elimination of environmentally sensitive materials
- Materials selection
- Design for end-of-life
- Product longevity/life cycle extension
- Energy conservation
- End-of-life management
- Corporate performance
- Packaging
- Delivery and distribution


If software is included with the hardware, City employees must follow all policies outlined in [APM 3-20 \(Software Acquisition Policy\)](#).

All such equipment purchases must follow applicable purchasing policies, procedures, and guidelines (see [APM 1-4](#), [MGO Sec. 4.26](#), etc.).

**Disposal of Electronic Products:** The disposal of all electronic products shall be centralized and coordinated through the IT Department, with authorization from the Purchasing Agent and in compliance with [MGO Sec. 8.06](#) and [8.07](#). This will ensure that standard procedures for recycling and disposal are followed. When such products are recycled, the City will utilize only approved recycling companies that operate under the highest environmental standards (e.g., E-Stewards, R2, etc.) to ensure comprehensive security destruction procedures and maximum e-recycling, recovery, and resale processes. These recycling companies shall comply with the most rigorous criteria consistent with current international laws and standards for sustainable electronics recycling operations as outlined by IT and Purchasing.

**Consequences for Noncompliance:** Noncompliance with this APM will be reported to the Mayor's Office and appropriate department/division heads. The department head should rectify any situation that deviates from the policies set forth in this APM.

**Authority:** The IT Director and their designated employee(s) shall maintain and interpret this APM.



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Mayor

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