

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

Purpose: In keeping with the City Of Madison's vision and commitment of creating an ecologically, socially and economically sustainable green capital city, all City of Madison agencies will adopt a system of e-procurement and e-waste management incorporates the principles of sustainability including resource conservation, waste reduction and green purchasing.

Background: As a service provider, the City of Madison and its facilities and operations have a huge impact on the environment, the economy and our community. Because the City is both a steward of our environment and a consumer its resources, it must incorporate the principles of sustainability to ensure that our current and future needs can be satisfied.

Using *The Natural Step* sustainability framework, the City is working to enhance the sustainability of its facilities and operations by reducing its consumption of fossil fuels and other materials extracted from the Earth, reducing its dependence on synthetic and persistent chemicals, and mitigating its impact on physical ecosystems. Because our community will not be truly sustainable unless our residents are healthy, safe and prospering, the City will continue to pursue policies and actions that minimize the barriers that get in the way of residents' ability to meet their basic needs. The City also intends to lead by example.

The goal of this policy is to:

- Maintain a sustainable system of e-procurement that is concerned with acquisition of computers and electronic products that meet the most preferable environmental, social and economic standards
- Ensure that environmentally and socially responsible e-waste management procedures for the disposal of all electronic products are complied with.

Policy for the Procurement and Disposal of Electronic Products:

This policy formally establishes the City of Madison's e-Procurement and e-Waste Management Program and provides a strategy for implementing an effective and sustainable method of purchasing and disposing of all electronic products.

Electronic products include:

- Computer Equipment
  - Laptops
  - Desktop PCs
  - Servers
  - Storage
  - Copiers
  - Scanners
  - Multifunction devices (MFDs)
  - Printers

- IP-based surveillance cameras
- Network electronics (switches, routers, gateways, etc.)
- Other
  
- Office Electronics
  - Calculators
  - Fax machines
  - Label printers
  - Other
  
- Audio-Visual Equipment
  - Televisions
  - Projectors
  - Electronic whiteboards
  - Teleconferencing equipment
  - Other
  
- Field Devices
  - Communications equipment (radios, cell phones, etc.)
  - Work tablets
  - PDAs (Personal Digital Assistant)
  - Other

**e-Procurement:**

All purchases and leases of electronic equipment must be approved by Information Technology and Purchasing to ensure that only approved, standardized equipment is procured. The City will maintain a sustainable system of e-procurement that is concerned with the acquisition of electronic products that meet the most preferable environmental, social and economic standards in accordance with the EPEAT and Energy Star environmental criteria. City agencies will consider the following criteria, which incorporate EPEAT public standard IEEE 1680-2006, in the purchase of all electronic products.

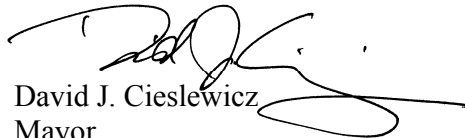
- Reduction/elimination of environmentally sensitive materials
- Materials selection
- Design for end-of-life
- Product longevity/life cycle extension
- Energy conservation
- End-of-life management
- Corporate performance
- Packaging
- Delivery and distribution

**e-Waste:**

Disposal of all electronic products shall be centralized and coordinated through Information Technology and Purchasing to ensure that standard procedures for surplus, recycling, downstream management and disposal are followed. The City will utilize only approved recycling companies that operate under the highest environmental standards to ensure comprehensive security destruction procedures and maximum e-waste recycling, recovery and resale processes. These recycling companies shall comply with the most rigorous criteria consistent with current international e-waste laws, standards and definitions for sustainable and socially just electronics recycling operations as outlined by Information Technology and Purchasing.

Compliance:

Staff in Information Technology and Purchasing will monitor compliance with these policies and requirements. Non compliance will be reported to the Mayor's Office, Comptroller, and appropriate department and division heads. This report will include recommendations for corrective action required to achieve the City's sustainable purchasing targets.

  
David J. Cieslewicz  
Mayor

APM No. 4-7  
April 1, 2009