



CUSTOMER CHECKLIST

CALPIA Customers are required to complete this form and submit as part of request.

- I have completed my DGS STD.152 for the disposition of assets and it has been approved by DGS. Each line item contains: item name, make, model and serial number. For non-State Agencies, provide a list of assets being disposed of.

- I have completed Electronic Forms: EWR-F100 and EWR-F101 and e-mailed a copy of each to CALPIA E-Waste at ewastehelp@calpia.ca.gov.

- I have removed ALL individual batteries, fluorescent bulbs, and equipment containing mercury, such as thermometers. Call CALPIA E-Waste regarding sending any household appliances. Batteries in electronic equipment, such as laptops or tablets, are accepted.

- I have sanitized my assets.

- I have removed all property tags, identifying labels, and name labels off all electronic equipment being sent to CALPIA E-Waste.

- All equipment must be palletized. All items are wrapped on a 4-way pallet with no overhang and stacked a maximum of 36" high. Any deviations from this requirement must be approved by CALPIA E-Waste prior to pick-up. **All lots must include the pallet weight. If a scale is unavailable, please use guideline EWR-F402 to calculate an estimated weight based on commonly recycled items.**

- There are **NO CELL PHONES** in my shipment.

- All pallets will be labeled with CALPIA form EWR-F101. CALPIA E-Waste has the right to refuse pick-up/drop-off if they find the lot is not properly palletized or the equipment appears hazardous or dangerous to transport.

Note: CALPIA will schedule your pick-up/drop-off when all items on this list are completed.

Authorized Signature/Date (Sign electronically by typing your name)

CALPIA E-Waste Hotline: 916-229-3096 or help@calpia.ca.gov





CALPIA E-WASTE RECYCLING/REFURBISHING

1. Electronic Equipment: Attach an approved copy DGS STD.152. Each line item contains: item name, make, model and serial number. For non-State Agencies, provide a list of assets being disposed of. Landline-Phones/Memory Devices: Must be boxed separately, sealed and labeled with quantity and "Supervising Staff Only" on all sides of the box. All phones must be documented. Memory devices and loose hard drives, memory cards, flash drives, etc., must also be boxed separately, sealed and labeled with quantity and "Supervising Staff Only" on all sides of the box.

NO CELL PHONES WILL BE ACCEPTED

Quantity:

#of Boxes # of Pallets Weight

Other:

2. Hard Drive (Check one of the following)

- Hard Drive wiping completed by customer (Per DGS/SAM/Section 5900/MM12-01)
 No Hard Drives sent.

3. Hazardous or Dangerous Materials or Equipment

Description: (include type of equipment) *CALPIA reserves the right to refuse these items*

Quantity:

#of Boxes # of Pallets Weight

Other (describe):

4. Additional Equipment – Requires Pre-Approval from CALPIA E-Waste.

Description:

Quantity:

#of Boxes # of Pallets Weight

Other (describe):

5. Pick-up Information: Check all items available at your pick-up location

- Shipping/Receiving Dock Forklift Pallet Jack
 Pallets Shrink Wrap Capability to Receive Big Rig Truck
 Other (describe):

Loading requirements, parking, any additional information:

REQUIRED INFORMATION FOR ALL PICK-UPS/DROP-OFFS:

Agency/Organization:

Pick Up Address:

Cross Street:

Contact Name:

Phone Number:

Fax Number:

E-mail Address:

Additional Comments:

CALPIA E-Waste Processing Facilities:

E-Waste Facility Address: 8681 Younger Creek Dr. Sacramento, CA 95828

E-Waste Hotline:

(916) 229-3096

Email:

ewastehelp@calpia.ca.gov



CALPIA E-WASTE RECYCLING/REFURBISHING

The following clothing and items are **prohibited** at drop-off locations:

- | | | |
|------------------|------------------|-------------------------------|
| -Blue Jeans | -Chambray Shirts | -Yellow Rain Gear |
| -Shorts | -Athletic Wear | -Backless/Strapless/Tank Tops |
| -Open-Toed Shoes | -Firearms | -Tobacco |

*****ALL NON-STATE ISSUED CELL PHONES MUST BE IN LOCKED VEHICLES*****

Tips to answer required questions:

Question 1: A list of electronic equipment is needed with: item name, make, model, and serial number. For all State agencies, a copy of your approved DGS STD. 152 for asset distribution is required. All electronic items must be listed individually. Non-State customers may submit the same information in a spreadsheet.

*Landline-Phones/Memory Devices: Must be boxed separately, sealed and labeled with quantity and "Supervising Staff Only" on all sides of the box. All phones must be documented on this form. Memory devices and loose hard drives, memory cards, flash drives, etc., must also be boxed separately sealed and labeled with quantity and "Supervising Staff Only" on all sides of the box.

**Quantity Information: The number of boxes and pallets being picked up is required for CALPIA to send the appropriate sized truck. Note, server cabinets can remain un-palletized. Estimated weights are desirable if available. CALPIA E-Waste Processing Facility will weigh the e-Waste at time of arrival (subtracting pallet and cardboard weight) and will document that weight as Electronic e-Waste weight received.

Question 2 (A, B, C): CALPIA has a computer refurbishing program and would like to utilize your hard drives in this program. Your participation is voluntary. State agencies are required per the SAM 5900 and MM 12-01 & 12-02 to sanitize assets prior to submitting the STD.152. If you elect to participate in the refurbishing program, a CALPIA authorized vendor will perform another sanitization of your hard drives prior to using them. If the hard drive fails the 3-way wiping, the hard drive will be shredded.

Question 3: A description of hazardous or dangerous equipment or material is needed for items being shipped that could potentially cause an accident; expose or make staff vulnerable to harm, risk or peril; or pose a threat to the environment or worker health and safety. These items will be reviewed by CALPIA prior to pick-up.

Question 4: List any equipment not listed above. This may be medical or specialty equipment you need removed. These items will require approval prior to pick up. Pictures may be necessary to assist CALPIA staff with the approval process.

Question 5: Check all the boxes that apply. Provide any additional information that will assist our driver with locating the building/loading dock/contact person and any paperwork your facility requires.

After completing the attached form, email the form to the CALPIA E-Waste Facility. It is recommended that you keep all documentation on equipment you are sending for a minimum of five years plus the current year. CALPIA E-Waste Hotline: 916-229-3096 or

ewastehelp@calpia.ca.gov