

## **E-Waste Disposal**

### **PURPOSE OF ORDER:**

This order outlines the process of proper E-Waste disposal.

### **SCOPE OF ORDER:**

This order shall apply to all Evidence and Property Custodians.

### **ORDER:**

When electronic items are ordered to be disposed by the investigating officer or are ready for disposal, and if there is no departmental use for the items, a contracted e-waste recycling company will pick up the items as needed. A manifest for disposal will be provided to Central Property and Evidence by the e-waste vendor and the disposal supervisor will retain the manifest.

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