

**UPDATED**

# Obsolete or Surplus Computers and Other Electronic Equipment

## Questions?

Contact either Geoff Acheson at [geoff.acheson@tdsb.on.ca](mailto:geoff.acheson@tdsb.on.ca) or 416.395.8110 or Lorraine Gilmour at [lorraine.gilmour@tdsb.on.ca](mailto:lorraine.gilmour@tdsb.on.ca) or 416.395.8341.

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For additional information or to arrange for repair of your defective electronic equipment, contact Assistant Team Leader at Electronic Repair Services at 416.395.4646 or 416.395.3611  
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If any equipment can be used for repair parts, ERS will contact your school within 5 days to arrange pick-up.

The TDSB has contracted with Artex Environmental Corporation to recycle non-repairable obsolete equipment (computers, printers, peripherals, fax machines, scanners, calculators, radios, TVs, VCRs, VHS tapes, microwave ovens, projectors, CDs, floppy disks, overhead transparencies) in an environmentally responsible manner.

Obsolete computers often contain confidential data on their hard disk drive and software obtained through Board licensing agreements. For this reason, all obsolete computers must be collected for recycling and **not made available for reuse**. Do not place computers or other electronics in the garbage.

Schools are reminded to consolidate their pick-ups to include as many items as possible by holding on to the equipment until a sufficient number of items are collected. A minimum of 25 pieces is recommended.

## ► Instructions

1. Identify equipment that is obsolete or surplus.
2. Fill out the Disposal of Surplus Electronic Equipment Request Form (next page) and fax to Electronic Repair Services (ERS) at 416.395.3721.

## ► How to recycle electronic equipment that has no reuse value

1. If ERS does not contact you after 5 days, create a Contract Release Order on SAP with Artex Environmental Corporation.
2. Artex Environmental Corporation will contact you to confirm the date of pick-up.
3. Ensure that all items are consolidated in the shipping/receiving area prior to the pick-up.



**There is no fee to schools for this service.**

# Toronto District School Board

## DISPOSAL OF SURPLUS ELECTRONIC EQUIPMENT • REQUEST FORM



School name and department: \_\_\_\_\_ Date: \_\_\_\_\_

School address: \_\_\_\_\_ Function location/plant #: \_\_\_\_\_

School phone: \_\_\_\_\_ Contact name: \_\_\_\_\_

Principal's (or designate's) name and signature: \_\_\_\_\_

### Description of Equipment

Qty.	Description	Make	Model	Condition of Equipment

Fax completed form to ELECTRONIC REPAIR SERVICES 416.395.3721 or, use the form posted at [ecoschools.ca](http://ecoschools.ca) > certification toolkit or <http://tdsbweb>services>Purchasing>Resources>Disposal of Obsolete Electronic Equipment>.