

Electronic Asset Disposition

Computers and other electronic assets become obsolete at a more rapid rate than ever, disposing of them responsibly has become a vital – if not daunting – undertaking for most businesses. TCG and the FDLA have created a program designed to make it easy for FDLA Members to:

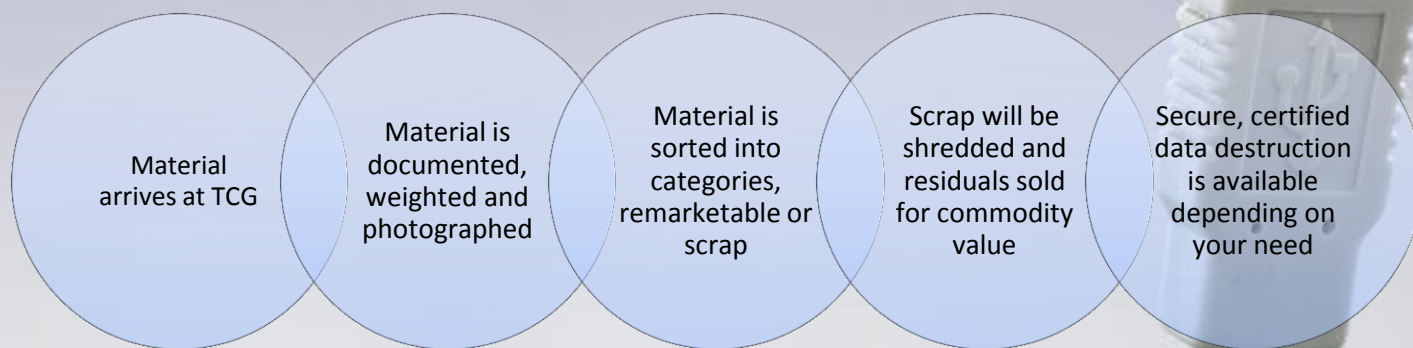
- Work with a local company with exceptional industry credentials
- Maximize your ROI through re-marketing of electronic assets
- Responsibly dispose of electronic scrap according to R2/RIOS* guidelines

Why use TCG

Technology Conservation Group has been a leader in the Electronics Recycling industry for over 17 years. We are certified by R2/RIOS, which requires strict adherence to environmental and safety guidelines – in other words, your material will not end up in a landfill or exported to a 3rd world country.

Our Process

Each FDLA member shipment received by TCG will be processed in the following manner:



TCG will process your material and provide a detailed settlement report highlighting all asset values and applicable processing charges.

To place an order or inquire about our services, please visit the **MEMBER BENEFITS** tab on the FDLA website www.fdma.net where you will find detailed contact information and instructions or contact TCG directly at fdlameber@tcgreycling.com or (352) 527-2534.

A. Accepted Materials List

Following is a list of materials FDLA members may send to TCG:

- PCs (with or without Hard Drives)
- Laptops (with or without Hard Drives)
- Servers
- Printers
- Hard Drives
- Mainframes
- Batteries*
- Keyboards
- Copiers
- Fax Machines
- Monitors
- Scanners
- Cell Phones

Prior to shipment, please contact TCG at FDLAMember@tcgreycling.com for electronic equipment not appearing on this list or for lab/medical/testing equipment prior to placing order.

*TCG will not accept batteries that are leaking. Batteries must be intact and contained in circuit boards & electronic devices (unless pre-arrangements have been made and the batteries are packaged and labeled per DOT and TCG requirements).

B. Unaccepted Materials List

TCG is unable to accept the following materials:

- Acetylene cylinders
- Fluid filled capacitors
- Propane cylinders
- Bio hazardous materials/fluids
- Leaking ballasts and PCB containing equipment
- Rags/wipes containing solder paste and/or solvents
- Microwave ovens
- Pressure regulating valves
- Thermostats
- Barrels, drums, pails and buckets
- Flammable or combustible material or liquids of any type
- Asbestos containing material (i.e. insulated pipe and transit concrete fiber board)
- Anything else that meets the definition of a characteristic (toxic, flammable, corrosive or reactive) or listed hazardous waste per Federal, State or Local regulations. The only exceptions shall be materials that TCG is permitted to accept as detailed above.
- Closed compressed gas cylinders
- Paint cans
- Transformers (fluid filled or with PCBs)
- Items containing refrigerants
- Radioactive material (including smoke detectors)
- Medical equipment that is not properly decontaminated
- Thermometers
- Aerosol Cans
- Gas tanks
- Munitions, bullets, military target range scrap, explosives
- Containers with free-flowing liquids inside or outside (e.g. tar, oil, gasoline)

TCG shall have no obligation to dispose of those materials that are not accepted materials.





FDLA Member Order Form Instructions

Please follow these instructions to schedule a pick-up of material for recycling.

Step 1: Complete the FDLA Order Form.

Step 2: Email the completed form to FDLAMember@tcgreycling.com. Upon receipt, your order will be acknowledged, shipping arrangements will be made, and you will receive a follow-up email as confirmation of your order.

Step 3: Your email confirmation will include a 6 digit Order Number. Please add this number to the order form and use it on shipping labels and any correspondence to TCG requesting information on your shipment.

If you have any questions about completing the form, material to be sent, packaging of material, etc., please contact TCG Business Development at (352) 527-2534 and indicate you are an FDLA member.

FDLA Member Order Form

Date:		Order Number:	
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Member Name: _____
Billing Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Telephone No.: _____
Email Address: _____

1. Briefly describe what is being recycled: (Please consult the list of Accepted Material on the FDLA Member Terms and Conditions.)

☐ Photo(s) of material included. (Pictures of material to be recycled submitted via email with the Order Form will assist TCG in making arrangements and will avoid unnecessary delay.)

2. Choose Recycling Option:

☐ Destroy All

- For older, obsolete equipment.
- Material will be destroyed and hard drives shredded.
- You will receive credit for residual scrap value. Please allow a minimum of 60 days.

☐ Sort and Settle

- For material that may have value such as laptops and testing equipment.
- Material will be sorted into one of two groups based upon value and legal requirements: scrap or potential asset.
 - Scrap is destroyed and hard drives shredded. You will receive credit for residual scrap value.
 - Potential assets will be tested for functionality and may be refurbished at TCG's discretion to make available for resale. You will receive credit for resale value.
 - TCG complies with NIST SP 800-88 Data Destruction Standards. Any hard drive designated as a potential asset must undergo this process prior to resale. Any hard drive that fails this process will be destroyed by shredding.
- Please allow 90-120 days to process all material within a shipment as Sort and Settle.

3. On behalf of Member, I have read and accept the FDLA Member Terms and Conditions, including any listed Preferred Member Pricing. Member understands that it is responsible to remit payment for any invoice received within 30 days of invoice date.

By: _____
Title: _____ Date: _____

