

1

Micro Electronics



Inter-office code:

Instructions:

Step One: Find empty copier paper box.

Step Two: Write-in inter-office code and adhere poster onto box.

Step Three: Fill box with micro electronics indicated on poster.

Step Four: Place filled box where P&D picks up inter-office mail, P&D will pick-up the box and send to Free Geek.



Goes in the box

- Computer peripherals (keyboards, mice, speakers)
- Cables and wires
- External devices (USB cables, adapters)
- AV equipment (tape, video, projectors, digital cameras)
- Clocks and radios
- Transformers / AC adaptors
- Small scanners (hand held, desktop)
- Cell phone accessories only



Note: Some of these items will be reused, what cannot will be recycled.



Does not go in the box

- Batteries
- Toner, ink bottles and cartridges
- Smoke and carbon monoxide detectors
- Appliances
- Phones, pagers and cell phones (Contact your bureau phone coordinator)
- Office supplies
- Light bulbs

2

Media Equipment

(information sensitive materials)

Send by inter-office mail to:

BTS Media Disposal at 299 / 3400

- PDA's
- Thumb / flash drives (zip and other external drives)
- Media (floppy disks, CD's, DVD's, magnetic tape)

3

Large Electronics

Contact BTS Helpdesk for pick-up of these items: 823-5199

- Personal computers, monitors and laptops
- Larger scanners
- VHS or DVD / TV combos
- Fax machines
- Printers (See Printer recycling program at: www.portlandonline.com/bts/recycleprinters)

