



Recycling your Old PC and Related Equipment



This document walks you through the steps for preparing and shipping your old PC for recycling.

Your Old PC must be recycled after your new PC has been received and setup. Your old PC cannot be donated, sold or given to anyone else. It cannot be used by local units for any purpose or taken home for personal use. **PCs, monitors and related equipment absolutely should not be disposed of in a dumpster or other waste disposal. They are considered hazardous waste and the Church can be held at significant liability for PCs that are improperly disposed of.** The recycling program is being tracked by Church Headquarters to ensure that PCs are sent to Dell for recycling. **You should have completed Document 7 “Data Deletion on your old PC” prior to starting this document.** **This information also applies to disposal of copiers and multifunctional devices in local units.**

Please read and **carefully** follow these steps. If you have any concerns or problems, please contact the Global Service Desk and ask that a ticket be sent to the “TSR-PFD” team.

Global Service Desk:
(801) 240-4357 or
800-453-3860 x 2-4357

Once your data has been deleted from your old PC, it must be packaged up and sent to Dell for recycling. You can recycle any PC-related equipment as well as long as it is packaged in a cardboard box. You can send the equipment back in the packaging your new PC came in, or another box.

Dell included with your new PC, two shipping labels that can be affixed to boxes with PC equipment to be recycled (see next page for an example of the shipping label). Basically, if you can fit it in the box and it is PC related, they'll take it. Take this opportunity to clean out any old PC equipment that is no longer in use.

Items that can be recycled include, but are not limited to:

- PCs
- Laptops
- Monitors
- Keyboards and Mice
- Modems
- Printers
- Fax machines
- Scanners
- Cabling
- Copiers

Do the following:

1. Package up the equipment to be recycled in a box (do not be overly concerned with securely packaging the equipment). Sturdy, corrugated cardboard boxes should be used. Each box does need to be under 50 lbs. Contents should be secure and packaged firmly, but don't need to be protected from damage with bubble wrap, packing peanuts etc. Boxes must be taped shut.
2. Remove, blackout or cover with blank labels any old shipping labels or addresses.
3. Affix the new Dell provided shipping label to the box. Make sure the label is completely filled out (see areas marked in red). You may need to estimate the weight of the box. DHL will correct the weight if it is incorrect. Payment details do not need to be filled out. Keep the top copy for your records.
4. You can schedule pickup at <http://sbw.dhl-usa.com/schedulepickup/schedulepickupinfo.asp> or call 1-800-CALL-DHL (1-800-225-5345)

This process applies to disposal of local unit computers and copiers as well. If you have equipment from local units you can also obtain return labels by contacting your Purchasing representative.

PLEASE TYPE OR PRINT
FOR USE WITHIN CONTIGUOUS U.S. ONLY

1 Sender Account Number		Preprint Format No.		3 Payment Sender will be billed unless marked otherwise		Origin Waybill Number	
FROM (Company)				Bill to:		Account # (Required)	
Street Address				Receiver <input type="checkbox"/> 3rd Party <input checked="" type="checkbox"/>			
City		State		ZIP CODE (Required)		Paid in Advance <input type="checkbox"/> Check No. _____ Amount _____	
Sent by (Name/Dept)		Phone (Required)		Billing Reference (will appear on invoice)			
				LDS CHURCH			
2 TO (Company)				4 Weight (LBS) REQUIRED			
INTECHRA/RETROBOX				SUBJECT TO CORRECTION			
Street Address				Special Instructions			
DHL CANNOT DELIVER TO P.O. BOX				Hold at DHL <input type="checkbox"/>			
2940 EISENHOWER ST				No C.O.D. Packages			
City		State		ZIP CODE (Required)		Shipment Valuation	
CARROLTON		TX		75007		<input type="checkbox"/> Shipment Value Protection \$ _____ .00	
Attention: (Name/Dept)		Phone (Required)		Payment Details (Credit Card)			
Description No Hazardous Materials				No. _____			
Sender's Signature		DHL Signature		Date		Type _____ Expires _____	
						Auth. _____	

www.dhl-usa.com SENDER'S COPY

Ground Delivery Service



ABSENT A HIGHER SHIPMENT VALUATION, CARRIER'S LIABILITY IS LIMITED TO \$100 PER SHIPMENT, OR ACTUAL VALUE, WHICHEVER IS LESS. SPECIAL OR CONSEQUENTIAL DAMAGES ARE NOT RECOVERABLE. SEE TERMS AND CONDITIONS ON REVERSE SIDE OF THIS NON-NEGOTIABLE WAYBILL.



DHL Express (USA), Inc.,
1200 South Pine Island Road,
Plantation, FL 33324

1 800 Call-DHL