



**THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL**

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August 08, 2023  
**Bulletin #PD 24-060 COO**

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**Action By:  
Information Only**

**TO:** Principals and Directors  
**FROM:** Joseph Sanches / Chief Operating Officer  
**SUBJECT:** **ELECTRONIC WASTE (E-WASTE) IN DISTRICT SCHOOLS AND ANCILLARY FACILITIES**

Electronic waste, or “e-waste”, is generated on every school campus and facility, and includes most types of electronic devices, as well as the multiple accessories associated with those devices. Most electronic equipment contains hazardous materials (e.g., heavy metals, fire retardants) which are harmful to human health and the environment if not disposed of properly.

E-waste is defined as scrap or waste electronics that are broken, cannibalized, obsolete, and/or no longer supported by Information Technology (IT). This bulletin outlines updated procedures for the disposal and recycling of electronic waste in the District.

**Disposal of Assets**

Prior to a scheduled pickup, schools must first remove items from District inventory using PeopleSoft, and/or Destiny, if applicable. This should be completed by a school designee (e.g., ITSA/STST, library media specialist, administrative assistant, office support specialist, etc.). If you have questions about the asset disposal process, email [ewaste@palmbeachschools.org](mailto:ewaste@palmbeachschools.org).

**E-Waste Storage**

E-waste should be stored in a secure and dry area, preferably within a central location. E-waste should never be placed in any of the school’s trash or recycling dumpsters. Schools or ancillary facilities may order a large cardboard box, called a “Gaylord” box, for storing miscellaneous e-waste, such as small electronic devices, computer accessories, and peripherals. Computers, laptops, LCDs, monitors, and TVs should **not** be placed in a Gaylord box; instead, they should be stacked neatly on pallets.

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### E-Waste Pickups

E-waste pickup requests can be made by designated school staff (e.g. ITSA/STST, library media specialist, facilities manager, etc.) via the [E-waste Google Form](#). All pickup requests should include appropriate quantities. The vendor will complete a pickup within 20 business days from the date of pickup request submittal and will contact the school or department a week before the pickup. The school or department representative must confirm the date in advance with the vendor for the pickup to occur.

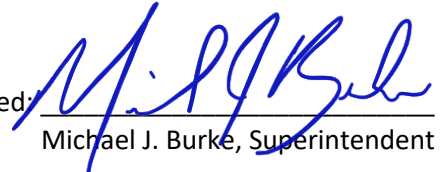
A school or department representative **must** be present during the entire pickup process to ensure only the predetermined e-waste items are removed from the property by the vendor. In addition, the District representative must sign the vendor's pick-up paperwork.

### Important Change(s) to the E-waste Program

- Portable electronic devices (such as laptops and Chromebooks) are no longer considered e-waste. Please submit an e-support ticket to have these items picked up by IT Services.
- Gaylord box requests are now found on the [E-waste Google Form](#).

For additional information, please visit the [e-waste page in the HUB](#) by searching “e-waste” in the District Employee Portal. Email [ewaste@palmbeachschools.org](mailto:ewaste@palmbeachschools.org) with any questions.

Approved:



Michael J. Burke, Superintendent