In the additional details section state the number of electronic items to be e-cycled along with the building and room number where they need to be picked up. Specify that the items need to be delivered to the Support Building at 2025 F Street NW, #104, attention: Marc Shirley. Facilities Management will forward your request to the Transportation Department and have the items picked up.

**Step 3** If any of the electronic items have a GW Fixed Asset Tag affixed to them, complete a Change In Fixed Status Asset Form. Return the completed form to Daniel MacGregor, Director of Accounting and Financial Operations at:

**Comptroller’s Office**
Virginia Campus, Building2
44983 Knoll Square
Ashburn, Virginia 20147

Tele: 703-726-4115
Fax: 703-726-4404
E-mail: dmacgreg@gwu.edu

For additional information contact:

**Marc Shirley**
Manager of Materials Management Procurement Department

**E-mail:** mshirley@gwu.edu
**Tele:** 202-994-7203
**Fax:** 202-994-0660

**GW e-cycling Website:**
http://www.gwu.edu/~ecycling
Recycling is the third R of the three R's: Reduce, Reuse and Recycle. Recycling means taking a product or material at the end of its useful life and turning it into a usable raw material to make another product. GW has partnered with Dell Asset Recovery Services (ARS) since 2003 to properly e-cycle it electronic waste to conserve natural resources and to protect public health and the environment.

Almost all types of electronic items can be e-cycled. The most common types of items include, but are not limited to, PCs & related peripherals, telephones (desk, wall and cell), fax machines, TVs, VCRs, PDAs, radios, batteries and toner/ink cartridges.

Electronic items that cannot be e-cycled through Dell ARS:

1) Biological, medical or nuclear waste.

2) Appliances (i.e., refrigerators, stoves, etc.).

3) Furniture (i.e., desks chairs, etc.).

Departmental electronic equipment that is not wanted or no longer has any value can be disposed of through GW’s e-cycling program:

Step 1 All electronic equipment that contains sensitive data or software owned by GW, such as personal computers and laptops, must be re-formatted to remove all information. Contact the ISS Help Desk at (202) 994-5530 to have the equipment evaluated for confidential data or reuse within GW.

Step 2 After the equipment is evaluated by ISS, log on Facilities Management’s Fix It website at https://my.gwu.edu/mod/fixit and fill out a FIXit request. Select “E-Cycling and Recycling Pick Up” from the FIXit problem drop down menu.