

Where to start?

Pick up the phone! Call IBM's free number 1-(877) 999-7115. When you hear the menu, press "4" on your phone. A real person should answer! Tell them you want to recycle your computer. You can quote Part "06P7513", which is their code for computer recycling. Give them your address. Then you need to pay them a \$40 fee. You can use a credit card or mail a check. They will send you a kit with a free shipping label and packing instructions.

NOTE: If you have a large number of computers to recycle, call 1 (800)-334-9693 and press "2".



Computer Recycling Through IBM

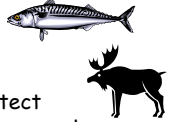


What can you send?

All personal/office computer equipment (IBM or not!). This includes personal computers, monitors, printers, scanners, fax machines, cables, mice, keyboards, etc. It doesn't matter whether the equipment works. However, you cannot send monitors with broken or shattered glass.

Why should you care about recycling computers?

Computers and subsistence don't mix. When computers are discarded at the dump, the lead and other toxics they contain get into the environment. Protect your community by reusing or recycling computers.



IBM PC Recycling Service

Packing Instructions*

*The IBM PC Recycling Service does not provide packaging; customers are asked to provide their own.

Smallest Box (15" Monitor Size)

- 18" x 12" x 18" High
Equivalent weight: 10 pounds
1. Make sure bottom of box is sealed securely.
 2. Place center processing unit (CPU) on edge and seal with tape across the hole.
 3. Place monitor tape sheet on bottom of the box and seal the CPU.
 4. Place keyboard and mouse in any space.
 5. Place all other items in box with appropriate cushioning material (e.g., newspapers, old clean rags, bubble wrap, etc.).
 6. Close top and tape securely.
 7. Place shipping label on side and tape to UPS drop-off location.



Packing Instruction Kit

You should receive your packing instruction kit 3-5 days after IBM receives payment. It will include: One pre-paid shipping label, packing instructions, and a donation/recycling form.

Preparing to pack your computer equipment

Unfortunately you need to provide your own packing materials-- but here's where those recycled boxes and Styrofoam peanuts you've been saving come in handy!

Select used or new boxes that are sturdy enough to hold and protect the equipment you are shipping. They should be free of holes and rips.

The boxes have to be smaller than 26"x26"x26, but you can pack in as many pieces of computer equipment that will fit. The total weight cannot be over 69 lbs. (An average monitor weighs 42 lbs, a hard drive about 8 lbs, a printer about 10 lbs)

Examples of types of cushioning material to place around the computer pieces are: newspapers, bubble wrap, old clean rags, or Styrofoam peanuts.

Remember to remove any data from your computer that you might want or don't want others to see!



Packing the box

Once you have your box, flip it over. With the bottom of the box closed, tape all sides with a lot of durable, wide packaging tape.

Place your computer equipment in the box. Pack all open spaces tightly with cushioning material. The packing instruction kit shows different ways to pack computer pieces so they best fit in the box.

After you have all the equipment in the box, fill out the donation/recycling request form. Place it inside the box at the top.



Closing the box

Tape your box closed with lots of durable wide packing tape on all seams.

Write "Fragile" and draw an "up arrow" on the side of the box.



Labeling the box


Finally, fill out your return address on the pre-paid UPS shipping label that comes with the instruction kit. Remove the label and stick it on the top of the box.



Where to take your sealed and labeled box

Your packed computer must be taken to any UPS drop-off site.

Important! The shipping label is only valid for about four weeks from when you receive it from IBM.


UPS (United Parcel Service) locations in Alaska are listed below. This symbol  means the location is near an airport.

UPS contact information, if needed:

Tel: 1-800-742-5877

Web: www.ups.com



UPS Drop-Off Location	Hrs of Operation	Phone Number
Anchorage  6200 Lockheed Dr 645 G St (Downtown) 201 East 6 th Ave (Downtown)	M-F 9-6 M-F 9-6 Sa 12-4 M-F 7-9 Sa 9-9	1-800-742-5877 276 7888 277-7470
Fairbanks  805 Airport Rd 3875 Geist Rd E 1181 Vanhorn Rd	M-F 9:30-5 M-F 9-7 Sa 10-6 M-F 10:30-12:30, 7-8pm	1-800-742-5877 452 6179 479 2650
Juneau  1900 Renshaw Way 617 Willoughby Ave	M-F 5-6pm M-F 8-6 Sat 9-5	1-800-742-5877 586-3555
Kenai 330 Main St Loop	M-F 8:30-10:30am	1-800-742-5877
Ketchikan 157 Eichner Ave	M-F 8-9am	1-800-742-5877
Sitka  600 Airport Rd	M-F 8-9am	1-800-742-5877

Ways to get the box to UPS

Remember the pre-paid shipping label is only valid for four weeks from when you receive it from IBM.



- Can the box come with you on your next trip to Anchorage, Juneau or Fairbanks? Then you can take a fun side-trip to UPS and drop it off. The Anchorage locations are an easy walk from the downtown hotels and Egan Convention Center.
- Can the box be shipped with other computers that the school is recycling? (If so, ordering the shipping label should be timed with the schools shipping schedule).
- Can an empty plane going out of the village take the box and drop it off at UPS (note the UPS locations to the left that are close to airports)?
- Can your community make an arrangement with ALPAR to take the box when they are picking up cans to recycle?

What if I can't pay the 40 bucks?

- Talk to your community environmental staff person. IGAP funds may be available to pay for your computer recycling.
- Do you know other people in your community looking to recycle their computer too? Together you may be able to apply for small grant monies to pay for computer recycling. Call Ray Paddock (below) or Joe Sarcone, EPA 271-1316 for ideas on grants available.
- Talk to your school. See if they have a computer recycling program in place or have plans to recycle their computers in the future.



Any more questions?

Do you have more questions about computer recycling (or any other solid waste or recycling questions)? If so, contact Ray Paddock at CCHITA!

1-800-344-1432 ext 7184

rpaddock@cchita.org

