Oriel Company’s eCycling Program

# Project Overview

The Oriel Company has more than 500 employees located in the Big Corner building of Town Square. We are a highly visible company, socially responsible, and environmentally aware. Since the company is nearly seven years old, we already have some outdated computer equipment and other electronics. The IT department has been removing items to recycling and donation centers as needed, sometimes working on Saturdays to deliver items to the city collection center. But because the number of electronics items used in the daily operations of the company has increased, the IT department no longer has the resources to handle the recycling and donation of the unused electronic items. We currently have an accumulation of unused items taking up space on desks or in the corners of storage closets. Because the Oriel Company needs to remove these unwanted items and the company understands the importance of disposing of items properly, an eCycling program is needed to address this problem.

# Project Goals

* Remove unused electronics. This will allow us to regain space that is being consumed by unused equipment.
* Donate as many items as possible. Many schools and charitable organizations can use computers and other items.
* Recycle electronic equipment that may contain toxic materials. Recycling electronics saves landfill space, reduces pollution, and preserves natural resources.
* Remove the burden of dealing with unused equipment from the IT department.
* Provide a convenient way for employees to recycle personal electronic items. The city provides an electronic recycling program one Saturday per month, but this is not convenient for many people. Being able to bring unused equipment here to donate or recycle properly would provide an employee benefit.

# Description

The eCycling program will provide a way for us to efficiently handle the large numbers of unused electronic devices that our company owns. We will provide an area in the building where we can store items that need to be donated or recycled, prepare items for donation or recycling, and schedule regular pickups to remove the items. Some of the electronic items that can be recycled include computers, monitors, fax machines, telephone equipment, cell phones, printers, laptops, cables, keyboards, and pagers.

## Schedules

The project would begin immediately with each department identifying items for recycling or donation and would continue on an ongoing basis.

## Budget

The project would require us to allocate $50,000 annually to hire a manager to work with departments to identify items eligible for recycling or donation and to locate recycling centers and donation outlets where items could be shipped.

An additional $10,000 will be required for the purchase of software and other resources.

# Competitive Analysis

There are many more options today for recycling electronics. Many large companies have eCycling plans in place or are planning them. Many retailers will accept old equipment for recycling. The major competition in our industry, Mega City Company, implemented a similar program last year.

# Technology

We will need to purchase software that will clear all corporate data from machines. The software will follow U.S. Department of Defense guidelines to ensure the safe removal of all corporate and consumer data.

A database will be utilized to inventory all of the electronics that are being donated or recycled.

# Team Resources

Resources allocated to this project include the following:

* A coordinator from each department to work on the eCycling task force.
* A room that will hold items until removed to the recycling center or donation/refurbishing center.
* Meetings and other communication with departments regarding procedures.
* A Web site with access to guidelines, procedures, and necessary forms.
* A database to log all donated and recycled equipment.
* A shared company truck or other vehicle that might be used occasionally to transport items.

# Procedures

Employees will consult with the department coordinator to identify electronics eligible for donation or recycling. Appropriate documentation will be generated and forwarded to the eCycling manager who will make a decision about how to proceed with each item. Items will be taken to a storage room near the dock at the back of the building where they will be kept until removed to the donation or recycling center. The eCycling manager will identify recycling centers and appropriate outlets for donations, manage the preparation and documentation of each item, and coordinate the pick-up and delivery of items.

# Schedule

The program could begin as soon as an eCycling manager is hired, preferably within three months.

# Current Status

Research and development is ongoing.