

## Oklahoma Computer Equipment Recycling Program

Oklahoma has enacted the Oklahoma Computer Equipment Recovery Act (S.B. 1631) <http://www.sos.state.ok.us/documents/Legislation/51st/2008/2R/SB/1631.pdf>, which requires computer manufacturers to set up systems for collecting and recycling outdated equipment. The law, which takes effect January 1, 2009, requires manufacturers to adopt a plan to collect old devices at no charge to consumers. It covers desktop and notebook computers and computer monitors, but not televisions, telephones, personal digital devices, computer devices installed in automobiles, or medical devices that include video display.

### NCR's Recovery and Recycle Program

NCR offers residents of Oklahoma a convenient program to properly dispose of NCR-branded personal computer products<sup>1</sup> that have reached their end of useful life. The NCR Recovery & Recycle Program is easy to use and has been structured to ensure equipment returned to NCR is disposed of in an environmentally safe manner in compliance with all applicable regulations. There is no charge for recycling of NCR-branded personal computer products.

The following products listed below are accepted:

- NCR-branded desktop personal computers, including accompanying NCR-branded keyboard, mouse, and miscellaneous cables
- NCR-branded personal computer monitors

To request recovery of your NCR personal computer equipment please email us at [product.recycling@ncr.com](mailto:product.recycling@ncr.com).

<sup>1</sup> NCR's personal computer business was discontinued in 1996.

## Steps to Initiate an NCR Recovery and Recycle Request

1. Email NCR at [product.recycling@ncr.com](mailto:product.recycling@ncr.com) to ask for a Recovery & Recycle Request form.
  2. NCR will reply with the blank Recovery & Recycle request form.
  3. Identify equipment to be recycled.
  4. Complete the Recovery & Recycle request form
    - List the product detail & your contact information on the form.
    - Completed form can be emailed, faxed or mailed to NCR.
  5. Upon receipt of your properly completed form, NCR will send you the required FedEx shipping label(s) with instructions on how to prepare your package and return options.
  6. Pack the product to be recycled.
    - Computer and Monitor should be packaged in separate boxes.
    - Pack the items in a sturdy box using cushioning materials to keep them secure.
- Note:** Keyboard, Mouse & miscellaneous cables can be packaged with the Computer or Monitor.
7. Attach Product Shipping Label.
    - You will be sent the required shipping label(s) containing the “Ship To” address of the recycling center. This label must be attached to each box included in the shipment.
    - Complete the “**FROM:**” section of the shipping label.
  8. Locate the closest FedEx Drop-Off location.
    - Log Onto [www.FedEx.com](http://www.FedEx.com) and select “Find Locations” under the “Ship Tab” to find the closest FedEx Drop-Off location, or
    - Call 800-463-3339 (800-Go FEDEX) to find the closest FedEx Drop-Off location.
  9. Take package(s) to FedEx Drop-Off location.
    - Keep the Shipper Receipt number from the upper left corner of the shipping label for your records.
    - You can also have FedEx sign the back of the shipping label as your receipt.

**NOTE:** Remove all confidential or personally identifiable information, software and supplies prior to shipping your personal computer equipment. NCR will not be responsible for any information in any form which is left on your computer.