



## ARKANSAS HEALTH SERVICES PERMIT AGENCY

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Mike Beebe - Governor  
Deborah Frazier - Director

October 27, 2008

Sen. Hank Wilkins  
Rep. Scott Sullivan  
Co-Chairs, Arkansas Legislative Council  
State Capitol, Room 315  
Little Rock, Arkansas, 72201

Dear Sirs:

We respectfully request that the Arkansas Health Services Permit Agency be placed on your Agenda for the meeting of November 21, 2008. The Agency would like to present the attached policy for Computer and Electronic Solid Waste Management.

This policy is in response to Act 1410 of 2001 (The Arkansas Computer and Electronic Solid Waste Management Act). As a result of this Act, the Agency has developed the attached policy using a template from DFA. Per the Act, the Agency has received approval of the attached plan from DIS. At this time, we seek review and approval of the Legislative Council.

I can be reached at 661-2509 regarding questions on the attached policy and / or placement on the agenda for Legislative Council.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Frazier by [unclear]".

Deborah L. Frazier

DLF/rw

# **"THE ARKANSAS COMPUTER AND ELECTRONIC SOLID WASTE MANAGEMENT ACT"**

## **HEALTH SERVICES PERMIT AGENCY**

### **DEPARTMENT PLAN**

#### **ADMINISTRATIVE PROCEDURES**

- The Department shall apply the administrative procedures of Marketing & Redistribution to the sale.
- The Agency shall prepare a plan to account for the sale of used equipment and present that plan for review to the Department of Finance and Administration, the Executive Chief Information Officer, and the Legislative Council.

#### **SALE OF SURPLUS COMPUTER AND ELECTRONIC EQUIPMENT**

- Computer or electronic equipment that has been determined by the Director of Health Services Permit Agency to be surplus shall first be offered for sale to the Primary Agency User.
- Computer or electronic equipment that has been determined by the Director of Health Services Permit Agency to be surplus shall be secondarily offered for sale to other agency employees. Sales notices should be published so that agency employees are made aware of the sales in a timely manner.
- Computer or electronic equipment still on hand after following options 1 and 2 above will be offered for sale to the Arkansas public schools.
- Agency employees or Arkansas public schools purchasing Agency computers and electronic equipment accept the computer or equipment on an "as is" basis, without any warranty of any kind by the Agency.
- The item pricing, invoicing and collections of funds for the sale transaction of surplus computers and electronic equipment will be administered by the Agency Fiscal Manager in conjunction with the Director of Health Services Permit Agency.
- All processes and procedures including the receipt, installation, removal, storage, inventory, documentation and delivery of new, used, stored, or back-stocked computers and electronic equipment will be developed and maintained by the Director of the Agency.

#### **SURPLUS EQUIPMENT NOT SOLD**

- Unsold surplus computer and electronic equipment will first be offered by the Agency's Fiscal Manager in conjunction with the Director of Health Services Permit Agency to Arkansas public schools as a donation.
- Any remaining computer and electronic equipment may be sent by the Director of Health Services Permit Agency to Maintenance & Redistribution for sale, auction, recycling, donation, demanufacturing or disposal.
- Alternatively, if the Department so desires, possession of surplus computers and electronics may be maintained by the Director of Health Services Permit Agency while allowing Maintenance & Redistribution to sell or auction the computer or electronic equipment via an Internet web site.

The disbursement of revenues is set by law. The following percentages apply to all entitled state employees.

## **DISBURSEMENT OF REVENUES**

Funds generated from the sale of Agency surplus computer and electronic equipment to state employees, public schools, or by other sale, shall be allocated as follows:

1. If the sale of surplus computer or electronic equipment is made within the Agency to employees or to Arkansas public schools:
  - A. Sixty percent (60%) of the proceeds shall be returned to the Department.
  - B. Fifteen percent (15%) of the proceeds shall be deposited with the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration; and
  - C. Twenty-five percent (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by Act 1410;
2. If the sale of surplus computer or electronic equipment is outside the Department and conducted by the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration, either internally or via the internet:
  - A. Fifty-percent (50%) of the proceeds shall be returned to the Department;
  - B. Twenty-five percent (25%) of the proceeds shall be deposited with the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration; and
  - C. Twenty-five percent (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by Act 1410.

## **SEVERABILITY**

If any provision of the Health Services Permit Agency's Policy and Plan for Surplus Computer and Electronic Equipment or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications herein which can be given effect without the invalid provision or

application, and to this end provisions of this policy and plan are declared to be severable.

### **EFFECTIVE DATE**

The (Health Services Permit Agency's Policy and Plan for Surplus Computer and Electronic Equipment and any amendment or revision thereof are dependent upon approval by the signature of the Director. The official effective date is October 13, 2001, or the date of the Director's signature whichever comes first.

Deborah Frazier

Director, Health Services Permit Agency