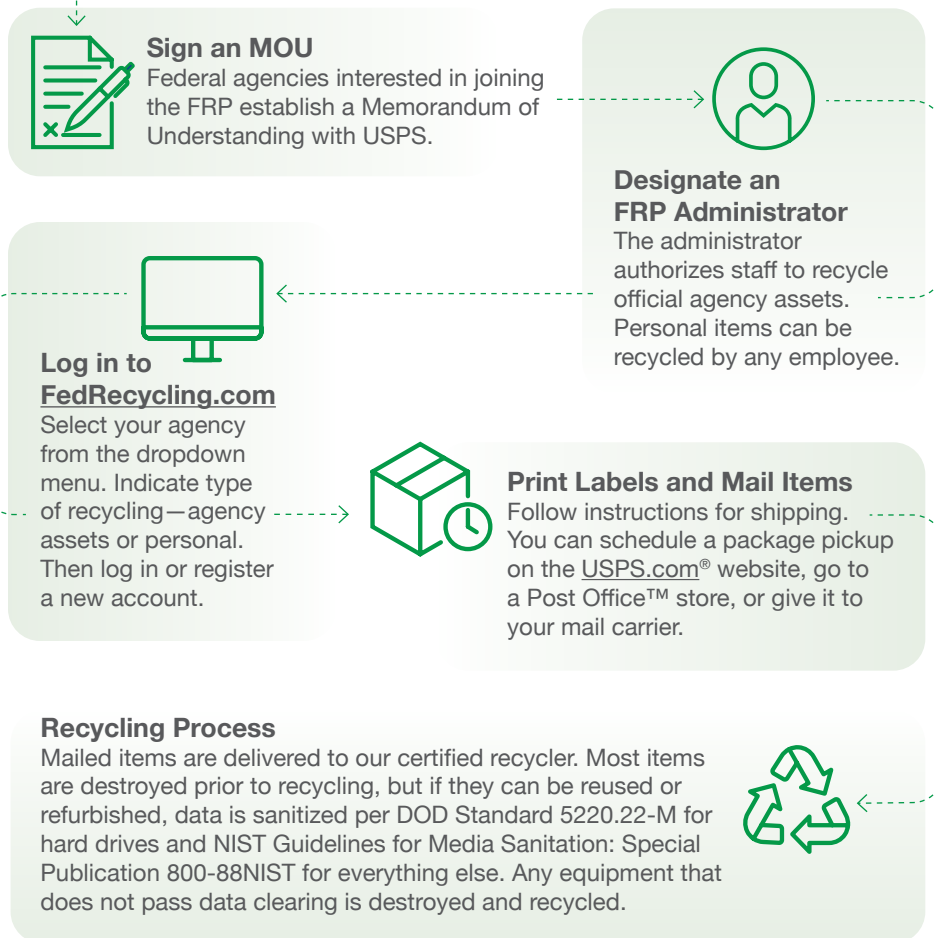


Federal Recycling Program

USPS makes it easy for federal agencies and their employees to properly dispose of items like unwanted small electronics and phones. The Federal Recycling Program (FRP) is easy to manage, free to federal agencies, and provides measurable results through online reports.

How It Works:



Accepted Items:

- ✓ **Small Electronics**
 - Smartphones
 - Office Phones
 - Internet Devices
 - GPS Devices
 - Digital Cameras
 - Video Cameras
 - Voice Recorders
 - Microphones
 - Handheld Radios
 - Handheld Scanners
- ✓ **PCs, Servers, and Storage**
 - Desktop Computers
 - Hard Drives
 - Network Switches
 - Access Points
 - Mice and Keyboards
 - Desktop Servers
 - Blade Servers
 - Portable Drives
 - Routers
 - Power Cords
- ✓ **Laptops**
 - Laptops
 - Chromebooks
 - Tablets
 - AC Adapters
- ✓ **Miscellaneous**
 - Test Equipment
 - Security Systems
 - Night Vision Equipment
 - Radio Equipment
 - Surveillance Equipment
 - Digital Scanners
 - Radar Detectors

The Registration Process:

1. Go to [FedRecycling.com](https://www.fedrecycling.com).
2. Check to see if your agency is listed in the dropdown menu.
3. If you don't see your agency listed, contact your HQ's Property Management Staff to establish a Memorandum of Understanding with USPS to use this free service.
4. Otherwise, select your agency from the dropdown menu.
5. For personal items, select "Personally Owned Employee Property."
6. For agency assets, select "Official Agency Assets" once you've been approved by your designated agency FRP Administrator, the USPS has been notified, and permission has been granted. You will need to check the box to certify that you have been authorized to recycle official government assets for your agency.



Frequently Asked Questions

1. What is the Federal Recycling Program (FRP)?

The Federal Recycling Program is a secure recycling program for federal agencies and their employees. It is not intended to replace any existing agency recycling programs but rather supplement them where there may be a gap. The program uses the vast and secure USPS® package return service network available at all domestic sites including U.S. territories.

2. Why is USPS offering the FRP as a service?

The program was conceived due to various e-waste directives at both the federal and state levels. These include the former Executive Order 13834 that required federal agencies to dispose of products and services (including electronics) in accordance with statutory mandates, the GSA policy on the Disposition of Excess Personal Property, and electronic recycling policy mandates in 25 states plus the District of Columbia.

Today, under Executive Order 14057, each federal agency has been tasked with reducing waste and supporting markets for recycled products to promote a circular economy.

3. Is there a cost or fee to participate in the FRP?

There is no cost to participate.

4. What are the FRP participation requirements for federal agencies?

Joining the program is quick and easy. Your agency HQ's Property Management Staff should submit a request by emailing BWH4K0@usps.gov and including "[Agency Name] Joining FRP" in the subject line. Once we receive the request, we will send the agency a draft Memorandum of Understanding (MOU) for review. If any modifications are needed, the USPS General Counsel for RFP will review and approve. Once the MOU is finalized, both parties sign, and a fully executed version is sent back to the agency for its records.

5. What are the participation requirements for individual employees?

You must be a current federal employee. To get started, go to [FedRecycling.com](https://www.fedrecycling.com) and create an account.

6. How do you submit items for recycling through the FRP?

Agencies that want to recycle official assets typically ship them from the agency's location. To recycle official agency assets, an employee must have an approved account on the FRP website, which is managed through the agency's National Utilization Officer or the person the NUO designates. This ensures no one is recycling official agency assets without the agency's approval.

Employees recycling personal assets still need to create an account, but they don't need authorization. They pack their shipment and either have it picked up at their home, drop it off at a Post Office™ store, or hand it to their mail carrier.

7. Who receives and recycles the shipped items?

The FRP works with the ARCOA Group which recycles all electronics submitted through the program. The service is free because ARCOA pays the postage to transport items from the pickup location via USPS to its recycling facilities. When items are recycled, ARCOA receives the value of the raw materials which offsets the postage costs.

8. How does USPS ensure that all items are properly recycled?

The ARCOA Group holds RIOS®, e-Stewards®, ISO 14001, and NAID® AAA certifications, ensuring compliance with strict environmental, health, safety, and data security standards for recyclers, as well as standards specific to electronics recycling and information destruction.



For more information about USPS BlueEarth® initiatives, visit [usps.com/blueearth](https://www.usps.com/blueearth).