



Electronics Recycling Memorandum of Understanding (MOU) City of Hampton, Virginia., and PCs for People

This Electronics Recycling Memorandum of Understanding (the “MOU”) is made this April 24, 2026 by and between City of Hampton, Virginia., (“Partner”), and PCs for People, a 501C (3) Non-Profit Corporation (hereinafter “PCs for People”)

PCs for People collaborates with Partners to recycle electronic equipment, sanitize media, and redistribute computers to low-income families. Our services are offered free of charge (with some exceptions) and help save valuable resources. Above all PCs for People are flexible and willing to meet the needs of our Partners. Our core service offering includes:

- Asset Removal – From storage areas to our truck
- NAID AAA Certified Data Sanitization
- Audit trail - Asset serial number reporting
- Asset tag removal
- Reuse – Refurbish and distribute to families in need
- Recycling unusable electronics

PCs for People accepts all electronic recycling, including computers, laptops, accessories, printers, switches, and other devices. We are NAID Certified for data sanitization and guarantee all data is wiped from every device. All serial numbers are tracked and sent in a detailed receipt to our Partners. This is a great opportunity for businesses to recycle outdated equipment and contribute to the local community.

1. DATA SECURITY AND SANITIZATION

PCs for People maintains full chain-of-custody responsibility from the time of pickup.

Access Employees: Only staff who have passed comprehensive 7-year background checks, drug screening, employment verification, I-9 verification and appropriate NAID training are permitted to handle Partner equipment.

Secure Facilities: All sanitization occurs in areas monitored by 24/7 CCTV and alarm systems.

Standardized Wiping: Media is sanitized according to NIST 800-88 Revision 1 guidelines. Any drive failing the sanitization process is immediately shredded to unrecoverable pieces.

PCs for People

www.pcsforpeople.org

2492 Doswell Avenue, St. Paul, MN 55108



Compliance: PCs for People remains compliant with HIPAA, GLBA, FACTA, and NIST Cybersecurity Framework standards.

2. OPERATIONAL LOGISTICS

Eligibility: Free pickups generally require a minimum of 15 computers or laptops that are seven years old or newer. PCs for People can set up recurring pickups, or once ready for a pickup, a business can visit the PCs for People website and fill out the pickup form or email recycle@pcsforpeople.org.

No Landfill Policy: PCs for People is and shall remain committed to helping the environment through computer reuse, as well as responsible recycling. PCs for People is able to refurbish the majority of computers that it collects, but for those that are not repairable, it has a strict no landfill policy. 100% of usable parts shall be pulled and utilized in its refurbishing process. Any non-functional parts shall be broken into their natural components and recycled locally with an independently audited recycling partner.

Documentation: Within 14 business days of processing, PCs for People will provide a PDF containing the signed Transfer of Ownership, Data Sanitization Log, and Certificate of Destruction.

Asset Branding: PCs for People will remove all Partner labels, logos, and asset tags to protect Partner's identity.

Items Accepted:

COMPUTERS AND ACCESSORIES

Laptops | Tablets | Desktop PCs | Monitors | Cables & Accessories | Circuit Boards/Cards | Computer Mice | Computer Power Supplies | Gaming Devices | Hard Drives | Keyboards | Media Speakers | Network Devices | **CRT/Tube Monitors and Televisions (\$.55/lbs.)**

HOME ENTERTAINMENT

Cable Set Top Box (analog, digital, satellite) | Accessories & Cables | Plasma & LCD TVs | Stereo Equipment | Hi-Fi Speakers | Video Players | Digital Cameras | DVD Players | Video Cameras | Game Consoles | **Large Screen TVs (\$.55/lbs.)**

OFFICE ITEMS

Phones and Communication Devices | Ink & Toner Cartridges | Fax Machines | Video & Audio Equipment | PBX Systems | Projection Equipment | Security Equipment | Receivers and Transmitters | Desktop Printers | **Large Format Printers and Copiers (\$.25/lbs.)** | **Smart Boards (\$.25/lbs.)**

SERVERS & DATA CENTER

Servers | Storage Arrays | Network Related Equipment | Power Distribution Units | Routers and Switches | Cabling | Switchgear | Panelboard | Mainframe Equipment | Server Racks

MOBILE DEVICES

Cell Phones/Smart Phones | Personal Digital Assistants | MP3 Players

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3. LEGAL TERMS

Title Transfer: Title to the electronic waste passes to PCs for People upon pickup.

Insurance: PCs for People will maintain limited pollution liability and general liability insurance, naming Partner as an additional insured upon request.

Limitation of Liability: Except for gross negligence, Partner shall have no liability for any direct or indirect consequences related to this MOU.

Confidentiality: Both parties agree to protect information, including trade secrets and nonpublic personal data.

Publicity/Use of Name: Neither party shall use the other party's trade name, logos, trademark, service marks, or any related property, or refer to or identify the other party, in any advertising, publicity releases (including references on any customer lists or posting on public facing web-sites), or promotional or marketing correspondence to others without advance written permission from the other party.

4. TERM AND TERMINATION

Term: This MOU is effective for one year and automatically renews for successive one-year terms.

Termination: Either party may terminate this MOU for convenience with 60 days' written notice. Immediate termination is permitted for compliance violations.

Signatures

By signing below, the parties agree to the terms of this Memorandum of Understanding (MOU).

Partner: City of Hampton, Virginia.

Recycler: PCs for People

Authorized Rep:

Authorized Rep: Click or tap here to enter text.

Signature:

Signature:

A handwritten signature in black ink, appearing to read 'James R. ...', is written over a horizontal line. Below the signature is the text 'Click or tap here to enter text.'

Date:

Date:

4/24/2026

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