



Department of Toxic Substances Control

Maureen F. Gorsen, Director
700 Heinz Avenue
Berkeley, California 94710-2721



Arnold Schwarzenegger
Governor



Linda S. Adams
Secretary for
Environmental Protection

October 7, 2008

CERTIFIED MAIL

FILE COPY

Ms. Ilma Willard
Administrative Officer
Alameda County Computer Resource Center
1501 Eastshore Highway
Berkeley, California 94710

Dear Ms. Willard:

As you know, on August 28 and September 10, 2008, the California Environmental Protection Agency, Department of Toxic Substances Control (DTSC), conducted an electronic waste recycling (SB 20) inspection of Alameda County Computer Resource Center (ACCRC), located at 1501 Eastshore Highway, Berkeley, California.

During the inspection, we observed pallets of items set aside as museum items, and pallets containing items still to be sorted as museum and non-museum items. Many of these items were not labeled, and there was no inventory of items designated as museum items. In order to clarify which items are museum items (and when they became museum items), please use these guidelines for items that ACCRC considers to be museum items:

- Museum items must be segregated from the other electronic waste materials and from refurbished items that are currently up for sale.
- Pallets of museum items should be labeled as museum items, with a date the first item on the pallet was placed in the museum storage area, and a log reference number. Alternatively, a list/log of the items on the pallet (and the dates the items were placed in the museum storage area) may be placed on each pallet.
- Large individual items (not on pallets) should each be labeled as a museum item, with a date the item was placed in the museum storage area.
- If you do not want to attach a list/log of items on each pallet, a separate log should be maintained which lists the items set aside as museum items (multiple items may be listed together, such as "Five Dell CPUs"), with a reference number

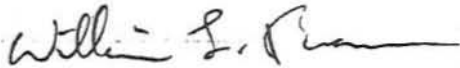
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associated with each pallet (to identify which pallet the items are on). The log should also list the date each item was set aside as a museum item.

- Full pallets should be wrapped to prevent breakage/loss of the items.
- Pallets in the process of being assembled should have a log sheet attached that lists the items on the partial pallet, and the dates the items were added to the pallet.

If you have any questions regarding this letter, please contact me at (510) 540-3841 or via e-mail at: bbrown@dtsc.ca.gov.

Sincerely,



William L. Brown
Hazardous Substances Scientist
State Oversight and Enforcement Branch
Enforcement and Emergency Response Program

Certified Mail No.: 7008 0150 0000 8935 7748

cc: Ms. Maria Soria, Section Chief
State Oversight and Enforcement Branch
Enforcement and Emergency Response Program
Department of Toxic Substances Control
700 Heinz Avenue
Berkeley, California 94710-2721