ELECTRONIC WASTE

COMPUTER/ELECTRONIC WASTE PROCEDURE

Definition of Electronic Waste: All monitors (including TVs), CPUs, keyboards and copiers must be considered a hazardous waste material due to the content of lead, silver, cadmium and other heavy metals used in their manufacture. They cannot be disposed of as regular trash and must be disposed of in accordance with New York State Department of Environmental Conservation (NYSDEC) rules contained in 6NYCRR 371.1. SUNY Downstate has chosen to recycle and reuse computer/electronic equipment in a conscientious manner, providing maximum protection to the environment while maintaining compliance with New York State rules and regulations.

Computer/electronic waste cannot be disposed of in the regular trash stream (this law does NOT apply to individual private residents).

- **To Dispose of:** When preparing computer/electronic equipment for disposal (recycling), care should be taken to assure that sensitive information is removed permanently from the computer, and that copyrighted software agreements are not violated. It is required that computer hard drives be reformatted to remove all files. If there are questions on this issue, please contact the IT Service Delivery & Customer Support Center at ext. 4357 (HELP) as it relates to the Surplus procedure of IT related equipment throughout the campus.

- **Prior to Disposal:** In order to minimize waste and maximize reuse of equipment, please contact the Customer Support Center prior to surplusing the equipment. This will allow IS to evaluate potential reuse of the equipment/accessories and erase the hard drive if the equipment is in poor or scrap condition.

- **Surplus:** Please complete a **Surplus or Transfer** request form**,** which is available, the on the SUNY Downstate Finance Division Page at: http://www.downstate.edu/property/pdf/Report-of-Surplus.pdf or http://www.downstate.edu/property/pdf/Equipment-Transfer.pdf or by calling ext. 1465.

  Please submit completed Surplus forms by opening a work order with the Customer Support Center using the Self Service site http://is.downstate.edu/helpdesk or e-mailing HelpDesk@downstate.edu. Completed forms can also be faxed to 718-270-3771 if there is no internet access. An IT analyst must evaluate the machines and reformat the hard drives to remove all files. The form must be approved by Information Services before equipment surplus. By completing this form, the Property Control Department staff will be able to effectively schedule a pick up of the computer/electronic waste.

- *IMPORTANT NOTE*: Computer/electronic equipment **cannot be placed in the regular trash, a dumpster**, or other form of illegal disposal. If illegal disposal of computer/electronic waste is discovered, the Environmental Health and Safety (EHS) Office ext. 1213 will be notified and the Dean/Department Head (for that area) will be notified for appropriate action. The potential penalties (criminal and civil) for violating these regulations are substantial.