

As we learned from the previous EPA audit, most discarded electronics would qualify as RCRA-regulated hazardous waste. However, these same electronics would be exempt from RCRA hazardous waste regulations if they were properly managed for either recycling purposes or disposal as universal waste.

In order to comply with EPA regulations, please follow the procedures (draft) below:

1. Electronic equipment used in offices and laboratories should be plugged in to show they are still being used.
2. Equipment that is not in use but which you would like to keep must be kept in your stock room, which should be clearly labeled: "Working Electronic Equipment Storage Area." The stock room must be organized, clean and neat.
3. In the event your office does not have a stock room, the equipment should be labeled "Working Electronic Equipment, Reserved for Department of _____."
4. If you would like to keep older non-functioning equipment for spare parts, please label the equipment as such.
5. To dispose of electronic equipment, please do the following:

Procedure for Disposal of Computers (Draft):

- Complete an Equipment Transfer and Salvage Form (This form can be downloaded from EHS website).
- Contact Educational Technology or Computer Services to request a usability assessment of the computer(s) to be transferred or salvaged. Educational Technology will assess computers used in laboratories and by faculty. Computer Services will assess all other computers.
- Ensure that the technician signs the equipment transfer and salvage form to verify completion of the assessment/data retrieval process.
- Send a work order and a copy of the Equipment Transfer and Salvage Form to B&G to request the removal of the computer(s) to storage (room LD02). When B&G collects the equipment, please obtain the signature of the B&G representative on the property removal form.
- Return the form to the property manager (AC-1H12).