

Facilities

Board of Trustees Policy

SUBJECT: Computer Equipment Disposal Policy	NUMBER: 5.1
	DATE: December 14, 2009 Resolution #09-142
	SUPERSEDES:

This policy document directly relates to Computer Equipment Disposal Policy, of the SUNY Schenectady Board of Trustees, as hereto attached.

Computer Equipment Disposal Policy

SUNY Schenectady

Statement:

SUNY Schenectady recognizes the importance of minimizing the detrimental impact of exposing the environment to hazardous waste. SUNY Schenectady is committed to the disposal of hazardous waste legally and in a safe manner benefiting our environment and the citizens in our community.

Policy:

SUNY Schenectady will adhere to the disposal of computer equipment based on the New York State Department of Environmental Conservation's Resource Conservation and Recovery Act (RCRA) hazardous waste regulations.

Additional Information:

The New York State Department of Environment Conservation has determined that **non-working and obsolete computer products must be treated as hazardous waste**. Some used electronic equipment qualifies as hazardous waste under New York State Department of Environmental Conservation's (NYSDEC) Resource Conservation and Recovery Act (RCRA) hazardous waste regulations. Computer Equipment such as CRT monitors, Printed Circuit Boards and various other computer components may contain Lead, Mercury or other harmful chemicals. All such items should be disposed of in an environmentally sound manner.

Key points to NYSDEC's regulations are:

1. All non-working /obsolete computer products should be disposed of in an environmentally sound manner
2. Monitors and terminals are always a hazardous waste
3. Other components of a computer system (e.g., circuit boards, keyboards, mice) could be hazardous depending on their lead, mercury, or cadmium content, which can vary from product to product.
4. The recycling facility must be on file with the DEC.
5. A C7 Notification Letter must be filed with the DEC that a legitimate recycler is processing the product.
6. The generator continues to be responsible for product improperly disposed of through non-recycling channels.
7. Donated equipment must be operational and for continued use.
8. Storage for over 90-180 days may be a violation.
9. Substantial penalties may apply for non-compliance.

Additional information is also available at the NYSDEC website at <http://www.dec.ny.gov/chemical/41994.html> .

Computer Equipment Disposal Policy/Procedures

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Procedures:

1. Campus departments must arrange to have their old computer equipment removed by the Information Technology department (IT).
2. IT will evaluate the all equipment to see if it can be used for another college application.
3. IT will arrange for the removal of any and all data from the machine using a hard drive wiping application or degaussing prior to final disposition.
4. IT will then coordinate with a NYSDEC authorized recycling vendor for removal from the college physical inventory and proper disposal.
5. Items to be disposed will be recorded with item description, college decal number and item serial number.
6. Per requirements of the New York State Office of the State Comptroller, IT will retain all certificates and detailed disposal invoices.
7. Equipment will be stored in a secure area prior to its disposal.
8. An annual report will be submitted to the College Board of Trustees listing all items disposed via these procedures.

References

- <http://www.purchase.edu/Policies/computerequipmentdisposal.aspx>
- <http://www.dec.ny.gov/chemical/41994.html>
- http://www.suny.edu/sunypp/documents.cfm?doc_id=290
- http://www.osc.state.ny.us/agencies/ictf/docs/intcontrol_stds.pdf
- http://www.suny.edu/sunypp/documents.cfm?doc_id=428