

Electronic Disposal Process

2/13/2023

Campus departments will submit a work order through Facilities Services to pick up various electronics. Facilities– Material, Acquisition, and Distribution Team (MAD Team).

- The MAD Manager will respond to the work order creator to set up a time to pick up item(s).
 - The email will include this statement, “If this is a capital asset that cost \$5,000 or more contact Mary Lile, Property Accountant, mlile2@uccs.edu before removal.
- MAD will pick up the item(s) then drop off the equipment in OIT’s loading dock for storage.
- OIT will determine if equipment can be used elsewhere on campus, used for parts, recycled or disposed.
- OIT will store computers and electronics and make proper arrangements for quarterly pick up by a certified vendor, such as e-Stewards.
- Storage by OIT will be in such a way as to prevent release of any materials to the environment. Specifically, the items will be stored inside and treated as “valuable” until such time as they are disposed of. Items will be neatly stored in closed containers, on shelves or pallets. They shall be clearly labeled as e-waste with a date.
- All e-waste must be removed within 1 year of it being picked up.
- Copies of all disposal certificates shall be provided to EHS for record keeping.

The contract with a recycling vendor needs to itemize the right of the campus to see the site and document that they are following the e-Steward specifications for proper disposition.

It is important to note that a department:

- Cannot give or sell property to faculty, staff, or members of the public. The University holds auctions to provide equal opportunity for the public and others to purchase property.
- Cannot give or sell an item directly to a for-profit company, individual, or charity. (See above).
- Cannot allow a transferring PI to take an item without permission from the University and without acceptance of the property from the receiving institution. Legally, the University transfers property to the receiving institution, not the PI. Property purchased with grant fund must work with OSP and the PA.