University of Colorado
Colorado Springs

Electronic/E-Waste Disposal Process

Department: Materials, Acquisitions, and Distribution (MAD)

Related Departments: Office of Information Technology (OIT), Controller's Office, Office of Sustainability

1. Purpose

To outline the process for managing the pick-up and disposal of computers, printers, and other computing assets in compliance with the new IT Asset Management requirements imposed by CU System Offices in 2024.

2. Scope

This procedure applies to all university departments requesting the removal of obsolete surplus (E-Waste), printers, and other computing assets that store data. It ensures compliance with the IT Asset Management audit and tracking requirements. **THERE IS NO OTHER APPROVED METHOD FOR DISPOSING OF E-WASTE AT UCCS.**

3. Responsibilities

Department or Requester: Responsible for maintaining their assets inventory in collaboration with the Controller's Office (assets costing more than $5,000) or by utilizing SnipeIT (assets less than $5,000) and will be the accountable party for compliance with CU internal audit, submitting the required paperwork, and making a Facilities Service Request to initiate the pick-up process.

MAD Team: Responsible for picking up and storing the asset(s), signing the SSD form, and returning a copy to the requester.

OIT: Responsible for ensuring SnipeIT is online for departments to manage their own inventory and destroying any data storage device associated with the equipment. This will ensure that any electronic device that has compliance related data, including but not limited to HIPAA, PCI, FERPA, or other sensitive data has had the data properly destroyed.

Controller's Office: Responsible for tracking capital assets (assets costing more than $5,000).

Office of Sustainability: Responsible for servicing the 5-gallon small electronics buckets that include batteries and cell phones.

4. Procedure

Step 1: Initiating an Electronic/E-Waste Pick-Up Request

The department or requestor submits a [Facilities Service Request](#) for the removal of obsolete/surplus (E-Waste), printer, or computing asset. Requester will need to maintain the Facilities Work Order number if the computing asset costs less than $5,000 in order to add that information to the asset in SnipeIT.

If the electronic device is **leased/rented device** (I.e., copiers, etc.), then the device will need to be inspected by OIT prior to returning to the owner. Please submit a ticket through the OIT Service Desk to initiate the OIT inspection. OIT will review the equipment to ensure that all "stored" data has been properly destroyed/removed.

- OIT will maintain documentation that the data has been destroyed/removed.
- Once OIT has completed this step – the lessee is notified that they can the return the equipment to the owner

Step 2: Complete the Surplus Storage Disposal (SSD) form.

The requester must complete the SSD form before MAD arrives to pick-up any equipment.

Form Completion Details:
Qty: Enter the number of items being disposed of.
UCCS ID Tag #: Enter the serial number in this field.
Item Description: Briefly describe the asset (e.g., "HP LaserJet Printer").
Condition: Select Recycle ("E").
Disposition: Select Disposal.
Property Manager Signature: The responsible department representative must sign. It is recommended that this be the same individual who was identified as the department's asset manager during the implementation of SnipeIT.

Step 3: MAD Team Pick-Up & Form Processing

The MAD team will pick up the asset as scheduled.
The MAD team signs the SSD form upon pick-up or once items have been stored.
A signed copy of the SSD form is returned to the requester.

MAD will store computers and electronics at the Cybersecurity warehouse and make

proper arrangements for periodic pickup by an E-Certified vendor, currently Blue Star Recyclers.

- Storage will be in such a way as to prevent the 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 and OIT for record keeping.

Step 4: Update inventory

If the device is less than $5,000, it should be tracked in SnipeIT. To ensure the device is no longer trackable for audit purposes, the device will need to be archived in SnipeIT. This will include noting the Facilities Work Order number from step 1 on EACH device that is being recycled along with updating the status of the device and disassociating the end user from device tracking. Full details on how to complete this process can be found on the OIT website linked above.

If the device is more than $5,000, it should be tracked by the Controller's Office. Department/requestor will need to complete the Inventory Adjustment Form and send to Oksana Glushchenko, Accountant, oglushch@uccs.edu before removal.

5. Compliance & Deadlines

All qualifying computing assets must either be accounted for in SnipeIT or recycled by March 31, 2025, per audit requirements. Adjustments to inventory needs to be maintained, by the department, for any and all of the following changes in the asset's status:

- Asset changes owners. This generally happens during turnover when one person resigns/retirees and another person is hired into the role. The department needs to check out the device to the supervisor or asset manager of the department while the position is vacant. Once the position is filled, the device needs to be checked out to that individual.
- Asset is purchased. If a new asset is purchased, the department is responsible for adding the device to SnipeIT or notifying the Controller's Office depending on whether the asset costs less or more than $5,000 respectively.
- Asset is recycled. If an asset is recycled, the department will follow this process to ensure the proper tracking and responsible disposal of e-waste. Facilities Work

Order numbers need to be input, by the department, into the appropriate field for each asset recycled and then archived if updating SnipeIT or the Inventory Adjustment Form sent to the Controller's Office.

OIT will run a report of archived devices every year on June 30 and submit the report to the Controller's Office to indicate what equipment was disposed of in any given fiscal year. If the device is not archived properly, the department will be expected to have the device on hand if ever audited which could have negative consequences if the device was recycled but not properly updated in SnipeIT.

6. Contact Information and Resources

OIT Service Desk:
719-255-4357
helpdesk@uccs.edu
Get Help | Office of Information Technology

Controller's Office:
Oksana Glushchenko
oglushch@uccs.edu

Facilities Service Request Submission:
Request can be submitted here.

Surplus Storage Disposal (SSD) Form:
Form can be found here.

Inventory Adjustment Form for Capital Assets:
Form can be found here.