

UCCS Electronic Disposal Process

1. Campus departments will [submit a work order](#) through Facilities Services to pick up various electronics. Facilities– Material, Acquisition, and Distribution Team (MAD Team) is responsible for the collection of larger electronics. The Office of Sustainability will service the 5-gallon small electronics buckets that include batteries and cell phones.
2. The work order will be routed to the MAD Team. The MAD Manager will respond to the work order creator to set up a time to pick up item(s).
 - a. “NOTE: Any electronic device that has had compliance related data, including, but not limited to HIPAA, PCI, FERPA, or other sensitive data should contact the IT Security at x3211 or itsecure@uccs.edu prior to entering a work order request.”
 - b. The email will include this statement, “If this is a capital asset that cost \$5,000 or more contact Controller’s Office, Property Accountant, before removal.
3. MAD will pick up the item(s) then drop off the equipment in OIT’s loading dock for storage.
4. OIT will determine if equipment can be used elsewhere on campus, used for parts, recycled or disposed.
5. OIT will store computers and electronics and make proper arrangements for quarterly pick up by a E-Certified vendor, currently Blue Star Recyclers.
 - a. 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.
 - b. All e-waste must be removed within 1 year of it being picked up.
 - c. Copies of all disposal certificates shall be provided to EHS for record keeping.