

Guidelines for Disposing Electronic Items on Campus

STATE PROPERTY ONLY

As technology advances more and more, electronics become obsolete. Broken or faulty electronic items sometimes end up in dumpsters and garbage cans across campus. But there is a way to give this equipment a second chance and help protect the environment from the toxic material they may contain.

Often referred to as “E-Waste,” this is terrible for the environment because electronics contain materials that can contaminate water and soil, which can threaten human and animal health.

- **Lead** is in the computer monitor and screens
- **Cadmium** is in the laptop batteries
- **Mercury** is inside audio equipment, phones, fax machines, scanners, digital pagers, and flat screen TVs
- **Other materials** include plastic, gold, silver, platinum, copper, and tin

Source: International Association of Electronics Recyclers

Throwing e-waste away and having it end up in a landfill is also a direct violation of LSU and Louisiana state policy (Title 34, Government Contracts, Procurement and Property Control). Property Management (<http://www.fas.lsu.edu/purchasing/propmgmt.htm>) must be utilized when disposing of state property – it keeps the process efficient, plus they make sure that all e-waste gets recycled. Here’s a handy guide to help you determine how to dispose of broken electronics taking up valuable space in your office.

- E-Waste includes computers, laptops, monitors, cell phones, radios, stereo equipment, telephones, MP3 players, printers, faxes, etc.
- E-Waste **does not** include refrigerators, microwaves and other appliances, televisions, and copiers.
- Lighting and batteries are handled through LSU Office of Environmental Safety (<http://appl003.lsu.edu/pubsafety/oes.nsf/index>)

***It is important to note that ALL state/university property must be disposed through Property Management. This includes items funded through professorships, grant monies, etc. If you are unsure

about the classification of your specific item, please call Toliver Bozeman or Warren Lands at 225-578-6923.

- Once you have determined that an item is broken or is not in suitable working condition for your office, visit http://www.fas.lsu.edu/purchasing/pm_forms.htm and create a transfer in Asset Management and complete Surplus Scheduling Request and submit to Property Management.
 - If the item in question is a computer or other electronic item that may contain sensitive and/or personal information, you must also fill out the PROPMGT 001 Removal of Security - Sensitive Data form, also found at the above link. This will ensure that the sensitive data is removed before the item is recycled. This form should be submitted with the Surplus Scheduling Request.
 - Take extra care to provide a thorough description of the condition of your item ... this will facilitate the process tremendously.
- A representative from Property Management will receive, evaluate and respond to your request, issuing a final verdict on the item's condition ... typically, this will fall into one of three categories: surplus, dismantle for parts, or scrap. For either verdict, choose either of the following options for your next steps:
 - Schedule a pick-up: Call 225-578-6892 or send email to wlands@lsu.edu, to schedule a pick-up from your office.
 - Drop it off: call 225-578-6892 to let the Surplus Warehouse know you're on your way. That way, someone will be waiting to assist you upon arrival. You will be required to show proof (i.e. an approved transfer detail from Louisiana Property Assistance Agency) that Property Management has issued a verdict regarding your specific item.
- Note that the entire process, from submission of request to pick-up or drop-off, generally takes approximately 10-12 working days. This may increase to an average of 15 days during busier times, such as end of fiscal year or during the departmental inventory certification process.

Note: If labeled by LPAA as scrap, the equipment goes from Property Management downtown Baton Rouge to the Capital Area Corporate Recycling Council, or CACRC. A nonprofit organization that promotes waste reduction and the use of recycled goods through leadership and education programs for public and private entities, CACRC gives e-Waste a second chance by recycling electronics for use in schools, other nonprofits, and in the community. Recycling programs like CACRC provide a way for individuals and businesses to lower their carbon footprint.

These guidelines have been prepared in cooperation with LSU Campus Sustainability (sustainability.lsu.edu).

- *The energy required to produce a new computer could run an old computer for 10 years.*
- *Recycling a computer system is same as taking 1/2 car off the road and saving 68% of household allotment of energy for a year."*

Guidelines for Disposing Electronic Items on Campus

-STATE PROPERTY ONLY-

Did you know?

The energy required to produce a new computer could run an old computer for 10 years.

Broken or faulty electronic items sometimes end up in dumpsters and garbage cans across campus. But there is a way to give this equipment, often called “e-waste,” a second chance and help to protect the environment from the toxic metals they contain, such as lead and mercury.

- E-Waste includes computers, laptops, monitors, cell phones, radios, stereo equipment, telephones, MP3 players, printers, faxes, etc.

Throwing e-waste away and having it end up in a landfill is not just damaging to the environment – it’s also a direct violation of LSU and Louisiana state policy (Title 34, Government Contracts, Procurement and Property Control). Property Management must be utilized when disposing of state property - it keeps the process efficient, plus they make sure that all e-waste gets recycled. This includes ALL state/university property and items funded through professorships, grant monies, etc.

Follow this link (<http://www.fas.lsu.edu/purchasing/propmgmt.htm>) for a handy guide to help you determine how to dispose of broken electronics taking up valuable space in your office.