

## Electronic Device Disposal Procedures

### *Procedures for Departments without technical support staff*

Environmental waste and data security have become ever increasing areas of focus for the campus community. Disposal of electronics and media that contain any type of personal or institutional data touches directly on these two areas of concern. With the cost of EPA fines and of confidential data breaches being significant both from a monetary and reputation standpoint, the University has established strict guidelines for disposal of computers, data, and media.

The following procedures have been designed to fulfill EPA requirements, and protect our most sensitive assets: confidential data. Our University has already experienced two significant confidential data breaches, which cost individual departments in the estimated hundreds of thousands of dollars. We do not want your area to be a victim, and have developed a program to assist in the proper disposal of electronic devices and media.

This document is intended to assist those areas that do not have their own technical staff with proper disposal of electronic devices (computers, monitors, printers, PDA's, cell phones, etc.) and devices that have personal or institutional data (cd's, floppies, zip disks, flash drives, etc.). If your area has technical support, please contact your technician to arrange for proper disposal.

#### **Electronic “devices” include, but are not limited to, the following:**

- Computers
- Monitors
- Laser and inkjet Printers
- Keyboards, mice, trackballs
- PDA's (Palm Pilots, PocketPC devices)
- Cell Phones
- USB Flash Drives and other memory card devices
- Floppies, CDs, Zip Disks with Personal or Department information
- Any other electronic devices that might contain hazardous components or data

#### **Please refer to the following chart to determine proper disposal procedures.**

**Note** – Equipment with state decals must have a Property Transfer form filled out and attached.

	<b>Type Of Device</b>	<b>Disposal Procedure</b>
1.	Computer <b>(\$30 labor fee—Please Attach CAF)</b>	Fill Out USRV Service Request Form
2.	Monitors – all: working or non-working	Fill Out USRV Service Request Form
3.	Laser printer – all: working or non-working	Fill Out USRV Service Request Form
4.	Ink jet printer – all: working or non-working	Bring to USRV for proper disposal
5.	Keyboards, mice, trackballs – all	Bring/send to USRV for proper disposal
6.	PDA's	Bring/send to USRV for proper disposal
7.	Cell phones	Bring/send to USRV for proper disposal

8.	USB flash drives and memory cards (SD, XD, CF, memory stick)	Bring/send to USRV for proper disposal
9.	Floppy disks and CDs with pre-printed labels. (No user data).	Dispose of in department trash
10.	Floppy disks, CDs, and Zip cartridges without pre-printed labels. (May contain user data).	Bring/send to USRV for proper disposal
11.	Other electronic equipment (see EHS web site for definition)	Call USRV for instruction

User Services will provide the proper data wiping and electronics disposal for the above items. Items with data will either be shred or have data wiped to government standards. Computers will incur a \$30 processing fee for labor in most cases. Disposal of all other items will be free of charge.

As always, please contact us with any questions or concerns.

### **User Services**

**898-6000**

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<http://www.csuchico.edu/usrv>