

Electronic Device Disposal Guidelines

This document describes how surplus electronic equipment should be processed to meet three different university requirements: 1) secure data wiping, and 2) computer equipment recycling, and 3) consumer electronic device (CED) disposal.

	Type Of Device	Process	Send to
1.	Computer – working; below USRV minimum standards	Wipe drive, create EDD record, attach EDD label	PROP
2.	Computer – working; meets or exceeds USRV minimum standards	Wipe drive, create EDD record, attach EDD label	USRV
3.	Computer – non-working, with hard drive	Remove drive, create 2 EDD records, attach EDD labels	USRV – drive PROP – computer
4.	Computer – non-working, no hard drive	Create EDD record, attach EDD label	PROP
5.	CRT monitor – working	none	PROP
6.	CRT monitor – non-working	none	EHS (CED waste)
7.	LCD monitor – working	none	USRV
8.	LCD monitor – non-working	none	EHS (CED waste)
9.	Laser printer – all: working or non-working	none	USRV
10.	Ink jet printer – working	none	PROP
11.	Ink jet printer – non-working	none	EHS (CED waste)
12.	Keyboards, mice, trackballs – working	none	PROP
13.	Keyboards, mice, trackballs – non-working	none	EHS (CED waste)
14.	PDAs	Hard reset (data wipe) if possible, create EDD record, attach EDD label	USRV
15.	Cell phones	Hard reset (data wipe) if possible, create EDD record, attach EDD label	USRV
16.	USB flash drives and memory cards (SD, XD, CF, memory stick) **NOT RAM**	none	USRV
17.	Computer RAM	none	EHS (CED waste)
18.	Floppy disks and CDs with pre-printed labels. (No user data).	none	normal trash
19.	Floppy disks, CDs, and Zip cartridges without pre-printed labels. (May contain user data).	none	USRV
20.	Backup tapes	none	USRV
21.	Other electronic equipment – working, no data	none	PROP
22.	Other electronic equipment (see EHS web site for definition) – non-working, no data	none	EHS (CED waste)
23.	Other electronic equipment – may have data	Call USRV	

- Notes: 1. All equipment with state ID tags must also have a Property Transfer form filled out and sent to Property.
2. All items sent to USRV (zip 415) or EHS (zip 019) for disposal should be labeled “For Disposal”.