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FIRE SAFETY

A new Fire Safety Handbook for students in residential housing will be distributed for the fall term. The handbook is being created to give emphasis to the importance of understanding the need for evacuation and to be prepared to respond in the event of an actual fire.

Included in the handbook are:

- General hazards to be avoided in residential housing
- Background in fire comprehension
- General response in the event of a fire
- Specific instructions if fire should break out in an individual's building or their own residence.

The University takes fire safety seriously and will take judicial action should students not comply with University guidelines.

NEW ENVIRONMENTAL SPECIALIST

Environmental Services is pleased to announce that Celeste Rufer has transferred from the Office of Construction and Facilities Management to be our new Environmental Specialist. Celeste has been at NYU for six years as a Code Compliance Specialist in Maintenance and Operations. With her experience and knowledge of NYU, she will be able to contribute immediately in her new role in Environmental Services. Celeste's role at Environmental Services will be to provide day to day oversight of the NYU hazardous, universal waste and recycling programs, manage the NYU petroleum bulk storage program, maintain the NYU Spill Prevention, Control and Countermeasures program, assist in laboratory fire safety, etc. Celeste can be reached at ext. 81086 or by email at: celeste.rufer@nyu.edu.

GAS CYLINDER USAGE

Make sure that your gas cylinders are in compliance with Federal, State, Local, and NYU regulations. Here are some tips to assure you meet the requirements:

- Cylinders must be labeled clearly stating: contents, type of hazard (i.e. flammable, etc.), and the manufacturer.
- Check cylinders for "Hydrostatic Test". This is engraved on the actual cylinder. The test must be within the past 10 years (expired cylinders must be returned promptly to the vendor – FDNY requirement).
- Cylinders must be in good condition, non-leaking, with an operable valve or regulator. A closure cap must be in place for cylinders without valves or regulators.
- Secure cylinders by using a floor stand, wall bracket, or bench bracket before removing the cylinder cap, and keep it secured at all times.
- Transport cylinders with a hand truck equipped with a chain or belt.
- Always wear safety glasses, gloves, and closed shoes when transporting cylinders.

NEW ELECTRONIC AND COMPUTER EQUIPMENT RECYCLER

This month the department of Environmental Services started a 3 month pilot program with a new company, CMB for disposal of old computer and electronic storage equipment such as servers, PC monitors, keyboards, hard drives, printers, fax machines, copiers, televisions and other monitors. Now, instead of recycling and disposal, computer and electronic equipment that is received in good condition will be refurbished for resale. In addition to the environmental benefits of equipment reuse, there will be no charge for disposal. This program could save the University a significant amount of money on disposal costs. However, if the equipment is not in good condition and cannot be resold, we will be charged for the recycling and disposal. Therefore, it is extremely important that old computer and electronic equipment are handled and stored so that it remains in good working condition. In addition, all computer and electronic equipment must have the data and software files destroyed or sanitized by the user or department disposing of the equipment and tagged (certified that the equipment is sanitized) for disposal by Asset Management. Guidelines to assist departments in completing this task can be found on ITs website at <http://www.nyu.edu/its/security/disposal.html>

Computer and electronic equipment in good condition and ready for disposal should meet the following criteria:

- All electrical and data cords are intact. Some departments have been cutting off the cords. Please stop this practice as it renders the equipment useless.
- The equipment must be stored inside in a dry environment.
- The equipment must be handled and stored in a manner that does not cause damage. Do not store the monitor face down as it damages the screen.
- The data files are destroyed or sanitized using ITS guidelines. The department disposing of the equipment is responsible for data file destruction.
<http://www.nyu.edu/its/security/disposal.html>. Do not remove the memory circuit boards, erase it only.
- After the memory circuit board and hard drive has been sanitized, please fill out a surplus form (www.nyu.edu/asset) and forward to the Asset Management Office.
<http://www.nyu.edu/asset/pdf/SurplusForm.pdf>
- Asset Management has tagged the equipment for disposal. The department disposing of the equipment is responsible for making sure the equipment is tagged. Guidelines to assist departments in completing this task can be found on the Asset Management website at: <http://www.nyu.edu/asset/surplus/special/computer.html>
- The facility manager for the building has collected the equipment and placed it in safe storage. The department disposing of the equipment is responsible to call the facility manager to arrange for the equipment to be removed from your area.
- The facility manager will call ES to coordinate pick up of the computers. The pickup schedule is the first Tuesday and Wednesday or Wednesday and Thursday of every month.

Attached is the NYU Safety Policy for Computer Equipment Disposal and Surplus. If you have any questions, please call Environmental Services at 998-1450.

The Pickup Schedule for the remaining 2005-2006 Academic year is as follows:

Date	Day of the Week
June 6&7, 2006	(Tues., Wed.)
July 5&6, 2006	(Wed., Thurs.)
August 1&2, 2006	(Tues., Wed.)

We ask all facilities to call Environmental Services in advance of scheduled pickup with quantity of equipment and location 212.998.1450.