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NEW ELECTRONIC AND COMPUTER EQUIPMENT RECYCLING PROCEDURES

Environmental Health & Safety will be transitioning from recycling computer equipment for parts to recycling for reuse in other institutions. Computer 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 any components, please only erase hard drive.**
- 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 Health and Safety at 998-1450.

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

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 stamped or 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 ENVIRONMENTAL SPECIALIST

Environmental Health & Safety 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 and universal waste programs, manage the NYU petroleum bulk storage program and CFC program, maintain the NYU Spill Prevention, Control and Countermeasures program, assist in fire safety facility inspections, etc. Celeste can be reached at ext. 81086 or by email at: celeste.rufer@nyu.edu.

NEW SENIOR ENVIRONMENTAL BIOSAFETY SPECIALIST

Environmental Health and Safety is pleased to announce that Neha Prasad has joined NYU Environmental Health and Safety to be our new Senior Environmental Biosafety Specialist. Neha comes to NYU after five years at UCLA in their Environmental Health and Safety Department. Neha's role at NYU will be to manage the biosafety program (Bloodborne Pathogens, Select Agent compliance, rDNA, regulated medical waste, biosafety cabinets, grant reviews and biosafety risk assessments), and assist in other environmental health and safety programs, including indoor air quality, training, and asbestos abatement. Neha can be reached at ext. 81440 or by email at: neha.prasad@nyu.edu.

HOLIDAY FIRE SAFETY

The holidays are a time to enjoy family and friends and reflect on those things that are the most important to each of us. There should be nothing more important than providing a safe and secure home for your family. By following these simple, but often overlooked, safety tips you will be well on your way to a safe and happy holiday season.

1. CHRISTMAS TREES

- **Artificial Trees** -- When purchasing an artificial tree, look for one labeled "Fire Resistant." Although this label does not mean the tree won't catch fire, it does indicate the tree will resist burning and should extinguish quickly.
- **Selecting a Live Tree** - Needles on fresh trees should be green and hard to pull back from the branches. The needles should not break if the tree has been freshly cut. Old trees can be identified by bouncing the tree on the ground. If many needles fall off, the tree has been cut too long, has probably dried out and is a fire hazard. Live trees are not permitted in NYU academic buildings.
- **Caring for your tree** - Do not place the tree close to a heat source, including a fireplace or heat vent. The heat will dry out the tree, causing it to be more easily ignited by heat, flame or sparks. Do not put your live tree up too early or leave it up for too long. Keep the tree stand filled with water at all times.
- **Disposing of the tree** -- Never put tree branches or needles in a fireplace or wood burning stove. When the tree becomes dry, discard it promptly. The best way to dispose of your tree is to take it to a recycling center or having it hauled away by a community pick-up service.

2. DECORATIONS

- Follow the manufacturer's instruction on how to use tree lights. Any string lights with worn, frayed or broken cords or loose bulb connections should not be used. Never use electric lights on a metal tree.
- Unplug Christmas tree lights before leaving home or going to sleep.
- Never use lit candles to decorate a tree.
- If you use candles to decorate a room, make sure they are in stable holders and placed them where they cannot be easily knocked over. Never leave a burning candle unattended.
- All holiday decorations should be nonflammable or flame-retardant and placed away from heat vents.
- Never put wrapping paper in a fireplace, it can throw off dangerous sparks and produce intense flames that can cause a chimney fire.

3. GUESTS

- Keep your family and overnight guests safe with a working smoke alarm on every level of your home, in every bedroom, and in the halls adjacent to the bedrooms. Test smoke alarms monthly and replace batteries at least twice a year.
- Overnight guests should be instructed on the fire escape plan and designated meeting place for your home.