



Subject: **COMPUTER EQUIPMENT DISPOSAL & SURPLUS**

Policy No. 123

APPLICATION

All New York University academic and housing facilities.

PURPOSE

It is the intention of New York University to ensure that: 1) all computer and electronic storage devices, either for surplus or recycling, are purged of all data; and 2) all CRTs and electronic equipment are correctly and efficiently stored, collected, transported and recycled, in accordance with all applicable regulations. All CRTs, computers, electronic storage devices, and other electronic equipment collectively referred to herein as ‘computer equipment’.

The University is moving away from recycling computer equipment for parts to recycling for reuse in other institutions. Therefore it is extremely important to handle and store computer equipment in a manner that allows for this. Section 2.0 addresses the new changes to this Policy.

POLICY AND GENERAL INFORMATION

A standard computer monitor contains 4-8 pounds of lead. Most electronic devices contain materials, particularly heavy metals, which are regulated as hazardous materials/waste by the state and federal government. Circuit boards, switches, relays, batteries, and plastic stabilizers in many other electronic devices can contain mercury, a highly toxic metal, and cadmium compounds, which are suspected carcinogens. As such, disposal of such equipment is regulated by both state and federal regulations and must be handled by the department of Environmental Health and Safety.

This policy was also written to ensure compliance with federal regulations relating to the prevention of disclosure of confidential information and to ensure compliance with software license agreements. The Asset Management office and the department of Information Technology Services (ITS), have developed procedures for ensuring that any computer equipment intended for disposal, reuse or transfer within the University be destroyed or overwritten prior to getting approval for surplus or disposal. Details of these procedures are referenced in this policy.

1.0 RESPONSIBILITIES

- 1.1 The Senior Director of Environmental Services or designee is responsible for:
 - 1.1.1 developing the Computer Equipment Disposal Safety Policy;
 - 1.1.2 providing the departments with information about the Policy;
 - 1.1.3 assisting the departments in implementing the Policy;
 - 1.1.4 coordinating the removal of all computer equipment for recycling;
 - 1.1.5 maintaining computer equipment recycling disposal records; and

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- 1.1.6 periodically evaluating the effectiveness of the Policy.
- 1.2 Department Chairpersons, or designees, are responsible for compliance with the Policy in their departments. Their responsibilities include:
 - 1.2.1 ensuring that all employees who work with the removal of computer equipment or wish to have computer equipment removed, receive information about this Policy; and
 - 1.2.2 ensuring that the procedures listed in this Policy are followed prior to the designation of any computer equipment, whether on campus or computer equipment authorized for use off-campus, is designated for disposal.
- 1.3 Employees who are discarding old/unwanted computer equipment are responsible for:
 - 1.3.1 overwriting or destroying all data on the computer equipment by utilizing an overwrite method outlined in the ITS guidelines. Physical destruction or removal of internal parts is not considered proper policy.
 - 1.3.2 removing any personal or departmental tags or labels that may have been applied to the computer equipment by the employee or employee's department. Do not remove the original manufacturer's label and/or the NYU barcode label with the recognizable torch logo.
- 1.4 Employees who are discarding old/unwanted computer equipment that was provided to them by their department for off-campus use; are responsible for:
 - 1.4.1 returning such equipment to campus for disposal.
 - 1.4.2 overwriting or destroying all data on the computer equipment by utilizing an overwrite method outlined in the ITS guidelines.
 - 1.4.3 removing any personal or departmental tags or labels that may have been applied to the computer equipment by the employee or employee's department. Do not remove the original manufacturer's label and/or the NYU barcode label with the recognizable torch logo.
- 1.5 Asset Management will be responsible for the following:
 - 1.5.1 Removing any NYU barcode label from the certified "sanitized" computer equipment.
 - 1.5.2 "Tagging" computer equipment with a yellow "NYU Asset Management Authorized for Disposal" label.
- 1.6 Computer Equipment Recycling Contractor will be responsible for the following:
 - 1.6.1 Identifying and removing only the computer equipment that has been "tagged" with the yellow "NYU Asset Management Authorized for Disposal" label.
 - 1.6.2 Rejecting (leaving on campus) any equipment that has not been "tagged" and/or has not been rid of any and all NYU identifiable tags or labels.
 - 1.6.3 Once taken to the Recycling Center, prior to recycling or reuse, removing the yellow "NYU Asset Management Authorized for Disposal" label.

2.0 COLLECTION OF COMPUTER EQUIPMENT FOR SURPLUS OR DISPOSAL

- 2.1 Prior to disposing or sending for surplus, all software and data files on all computer equipment must be destroyed or sanitized. ITS has issued information and guidelines to assist departments in accomplishing this task. The information is available on ITS's website at: <http://www.nyu.edu/its/security/disposal.html> .
- 2.2 After successfully destroying or sanitizing any data contained on the computer equipment, the computer equipment must be "tagged" for disposal or surplus by Asset Management. Information and guidelines for achieving this are located on Asset Management's website at: <http://www.nyu.edu/asset/surplus/special/computer.html>.
- 2.3 Once the data has been successfully destroyed or sanitized and the computer equipment has been "tagged" for surplus or disposal by Asset Management, the building manager should be contacted to arrange for the equipment to be removed from your area. The building manager will contact Environmental Health & Safety to coordinate the removal of the equipment for recycling/disposal.
- 2.4 Computer equipment must be handled and stored so that it remains in good working condition. This includes the following:
- All electrical and data cords must remain intact. Cutting the cords renders the equipment useless.
 - All computer equipment must be stored in a dry environment and handled and stored in a manner that does not cause damage.
 - Removal of hard drive, memory circuit board, etc. renders the equipment unusable. This process should only be used if that which is being removed is strictly used for institutional use only (i.e. to use in another institutional computer) not for resale or personal use).