

# **E-Waste Disposal Policy and Procedures**

## **1. Purpose**

The purpose of this policy is to establish standardized procedures for the proper disposal of electronic waste (e-waste) at the university. These procedures are designed to prevent harmful materials such as lead, mercury, and cadmium from entering the environment and to support the recycling of valuable metals and plastics.

## **2. Scope**

This policy applies to all university departments, faculty, staff, and students responsible for the disposal of batteries, computers, laptops, monitors, televisions, printers, phones, and other electronic devices.

## **3. Responsibilities**

1. Individual departments are responsible for preparing e-waste according to the procedures outlined in this document.
2. Departments must deliver prepared e-waste to the designated collection areas within the Physical Plant Operations Department (Building D, storage building).
3. The Operations Department is responsible for providing designated containers and ensuring that e-waste is stored and processed in compliance with applicable environmental regulations.

## **4. Procedures**

### **4.1 Batteries**

1. Alkaline batteries (A, AA, AAA, C, and D sizes) must be kept together for disposal. Terminals do not require taping.
2. Alkaline 9-volt batteries must be kept separate. A cap or tape must be placed over both terminals to prevent short circuits or fire hazards.
3. Lithium-ion or silver oxide button/coin cell batteries must be lined up in rows with scotch tape placed over both sides to prevent short circuits and fire hazards. Larger lithium or silver oxide batteries must have exposed terminals taped. These batteries must not be mixed with other types of batteries.
4. Lead-acid batteries (commonly 5–12 Volt/5–8 Amp hour, though sizes may vary) must have terminals capped or taped to prevent short circuits or fire hazards.
5. Departments must deliver batteries to the Operations Department (Building D) and place them in the designated containers. The larger lead-acid batteries should be placed on the shelving unit provided.

## **4.2 Computers, Laptops, TV Screens, Printers, and Phones**

1. All-important data must be backed up prior to disposal.
2. Hard drives must be physically removed and destroyed if sensitive data security is a concern.
3. Printer cartridges must be removed and disposed of according to the manufacturer's instructions. Cartridges must not be delivered to the e-waste disposal location.
4. Devices must be placed in the designated cardboard gaylord disposal containers located in the Operations Department (Building D).
5. For large quantities, departments must submit a work order to arrange transportation to the Operations Center.

## **4.3 Other Electronic Items**

1. Other items may include miscellaneous electronic circuit boards such as HVAC control units, IT equipment, smoke detectors, and similar devices.
2. Light bulbs removed by maintenance personnel must be stored separately at the Operations Center. These materials must be managed in accordance with Environmental Protection Agency (EPA) regulations and disposed of by the Operations Department.

## **5. Compliance**

All university departments must comply with these procedures to ensure safe and environmentally responsible e-waste disposal. This policy is under the oversight of the Campus Safety and Risk Management Department.