

Disposal Procedure for Computers or any Device that Stores Data:

1. Submit IT Work Order to dispose of items (include Inventory Tag #)*.
2. IT works with this person to prepare item for disposal.
3. IT submits Facilities Work Order to recycle items once data has been removed.
4. IT confirms inventory data and sends to Business Office to remove from inventory.
5. Facilities Department will coordinate disposal with vendor.
6. Facilities Department will give copy of vendor disposal receipt to Business Office for inventory records.

Disposal Procedures for Equipment:

1. Submit Facilities Work Order to dispose of equipment (include Inventory Tag #)*.
2. Facilities Department works with equipment user to prepare it for disposal **.
3. Once the equipment is ready, the Facilities Department will store it until enough becomes available to warrant recycling.
4. Facilities Department confirms inventory data and sends it to the Business Office to remove the item from inventory.
5. Once enough items become available, the Facilities Department will coordinate with Vendor to have the items recycled in an environmentally friendly manner.
6. The Facilities Department will give a copy of the vendor disposal receipt to the Business Office for inventory records.

*** If Inventory Tag # is not available, look for inventory # written on equipment in black marker beginning with the number 93XXX. If neither number is available, please provide make, model and serial numbers of the item.**

****If scientific equipment, the Safety Officer will examine the equipment for chemical or radiation hazards. Once the examination is complete, the Safety Officer will tag the equipment for removal.**