



## UCCS SAFE OPERATING PROCEDURE

### 16. SAFE HANDLING AND DISPOSAL OF COMPUTER PARTS AND ELECTRONIC EQUIPMENT

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(For assistance, please contact [Environmental Health & Safety](#).)

Computers, computer accessories, and other electronic equipment (e.g. computers, telephones, fax machines, copiers, etc.) commonly contain toxic metals in their circuit boards or other components. If placed in a municipal landfill, these metals can leach from the equipment over time and contaminate soils and groundwater. For this reason, the [Colorado Department of Public Health and the Environment \(CDPHE\)](#) regulates disposal of [computer parts and other electronic equipment](#) as “[Universal Waste](#)”.

At UCCS, [Facilities Management](#) manages this waste stream in accordance with regulatory requirements, including State surplus property rules. Unwanted computer and electronic equipment is picked up and processed for proper disposal. Equipment may be offered for redistribution to the campus prior to processing for disposal.

#### **To ensure compliance with hazardous waste regulations and State rules:**

- Do not dispose of computer parts or other electronic equipment in the garbage.
- Surplus all unwanted computer parts, electronic equipment, and circuit boards through [Facilities Management](#).
  - If you have questions on how to surplus this equipment, contact [Facilities Management](#) at (719) 255-3313.
- Do not speculatively accumulate electronic equipment.
- Refer to UCCS Policy 700-006 for additional information.

Last reviewed by Cynthia Norton on September 22, 2021