

UCCS Electronic Disposal Process

1. Campus departments will [submit a work order](#) through Facilities Services to pick up various electronics. Facilities– Material, Acquisition, and Distribution Team (MAD Team) is responsible for the collection of larger electronics. The Office of Sustainability will service the 5-gallon small electronics buckets that include batteries and cell phones.
2. The work order will be routed to the MAD Team. The MAD Manager will respond to the work order creator to set up a time to pick up item(s).
 - a. The email will include this statement, “If this is a capital asset that cost \$5,000 or more contact Mary Lile, Property Accountant, mlile2@uccs.edu before removal.
3. MAD will pick up the item(s) then drop off the equipment at the Cybersecurity warehouse.
4. OIT will determine if equipment can be used elsewhere on campus, used for parts, recycled or disposed of.
5. OIT will destroy any data storage device associated with the equipment.
 - a. NOTE: This will ensure that any electronic device that had compliance related data, including, but not limited to HIPAA, PCI, FERPA, or other sensitive data has had the data properly destroyed.
6. OIT, with MAD’s support, will store computers and electronics at the Cybersecurity warehouse and make proper arrangements for periodic pick up by an E-Certified vendor, currently Blue Star Recyclers.
 - a. Storage by OIT will be in such a way as to prevent a release of any materials to the environment. Specifically, the items will be stored inside and treated as “valuable” until such time as they are disposed of. Items will be neatly stored in closed containers, on shelves or pallets. They shall be clearly labeled as e-waste with a date.
 - b. All e-waste must be removed within 1 year of it being picked up.
 - c. Copies of all disposal certificates shall be provided to EHS for record keeping.
7. If the electronic device is **leased/rented device** (I.e. copiers, etc.), then the device will need to be inspected by OIT prior to returning to the owner. Please submit a ticket through the OIT Service Desk to initiate the OIT inspection. OIT will review the equipment to ensure that all “stored” data has been properly destroyed/removed.
 - a. OIT will maintain documentation that the data has been destroyed/removed.
 - b. Once OIT has completed this step – the lessee is notified that they can the return the equipment to the owner