

ELECTRONIC WASTE AND RECYCLING

General

Electronic waste or e-waste is discarded electrical or electronic devices, which may be simplified as any device requiring a plug/outlet for power. For disposal purposes, e-waste is classified as *universal waste* and is a category of *hazardous waste*. Temple College strives to recycle all e-waste and contracts removal to an external service provider.

Temple College is responsible for all e-waste from “cradle to grave” as outlined in the Resource Conservation Recovery Act (RCRA) and will *only* manage institutional e-waste. Temple College will not accept donations of electrical devices without administrative approval from the Vice President of Administrative Services.

Examples of Electronic Waste:

- Televisions, computer monitors, printers, scanners, keyboards, mice, cables, circuit boards, lamps, clocks, flashlight, calculators, phones, answering machines, digital/video cameras, radios, VCRs, DVD players, MP3 and CD players
- Electronic scrap components, such as CPUs, which may contain contaminants such as lead, cadmium, beryllium, or brominated flame retardants
- Kitchen equipment: toasters, coffee makers, microwave ovens
- Laboratory equipment: hot plates, microscopes, calorimeters**
- Broken computer monitors, television tubes (CRTs)
- Used electronics destined for reuse, resale, salvage, recycling or disposal

**Any laboratory equipment that has the possibility of being contaminated with chemical, biological, or radioactive substances must be cleared before disposal.

Electronic Waste Disposal Procedures

Functional items that may no longer be useful to the institution may be given to the Temple College Information Technology Services (ITS) department. At the end of an item's useful life for the college, it will be prepared for disposal pickup and disposal using the following procedure:

1. All inventory property identification labels from Temple College will be removed and the item deleted from the College's inventory systems. *If an item has a grant inventory property label, the grant director should be notified to ensure there are no grant specific disposal instructions.
2. Following removal of identification labels, the item should be taken to the ITS department. If moving assistance is required, a maintenance work order should be completed.
3. The ITS designee will complete the E-Waste Form located in the Employee Portal under Documents, Business Office and submit to the service provider to schedule a collection date.

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4. After collection, a report of disposed items is submitted to the Temple College Asset Management Coordinator with a copy provided to the College's EPA Compliance Officer.

Note:

Any income generated from the disposal of E-Waste shall be made payable to Temple College and deposited in the College's other income, miscellaneous income account.