Cayuga Technology Hardware and Software Disposal Policy v11.30.11

Cayuga Community College must dispose of all technology hardware and software in accordance with federal, state, and local laws, including, but not limited to regulating waste and respecting copyright and software licensing. In addition, Cayuga Community College requires that all sensitive data be removed from all technology devices as part of disposal or prior to redistribution.

In the event that any Cayuga Community College department possesses technology hardware or software that is no longer required due to:

- Obsolescence
- Lack of continued need
- Unable to upgrade required hardware or software
- Damage
- Excessive maintenance cost
- Replacement equipment or software received

All such equipment/software is to be sent to Cayuga IT for evaluation. Based on assessment by Cayuga IT, the following process will be followed regardless of what budget originally purchased the item.

Redistributed: If the item meets current minimum standard requirements, it may be redistributed to a location within the College. Recommendations from the originating department will be considered when redistributing, but the final location will be based on the overall needs of the College.
Salvaged: Any hardware that can no longer be used, but has useful parts, will be salvaged for parts.
Disposed: Computer hardware and peripherals which are not usable in the above two categories will be disposed. This equipment will be picked up by a reputable environmentally certified recycling company in compliance with all local, state, and federal laws. Cayuga currently uses Regional Computer Recycling and Recovery (www.ewaste.com) for computer equipment recycling.

The New York State Department of Environmental Conservation has determined that **non-working and obsolete computer products must be treated as hazardous waste**. Monitors and terminals contain from 4 to 8 pounds of lead, and fail the NYS DEC Toxic Characteristic Leaching Procedure (TCLP) test for toxicity. Circuit boards of both computers and printers contain lead solder, mercury and cadmium, and often also fail the TCLP test. These items should be disposed of in an environmentally sound manner.

The key points of NYS DEC Regulations are:

1. All non-working /obsolete computer products should be disposed of in an environmentally sound manner
2. Monitors and terminals are always a hazardous waste (or household hazardous waste, if from household use).
3. Other components of a computer system (e.g., circuit boards, keyboards, mice) could be hazardous depending on their lead, mercury, or cadmium content, which can vary from product to product.
4. The recycling facility must be on file with the DEC.
5. A C7 Notification Letter must be filed with the DEC that a legitimate recycler is processing the product.
6. **The generator continues to be responsible for product improperly disposed of through non-recycling channels.**
7. Storage for over 90-180 days may be a violation.
8. Substantial penalties may apply for non-compliance.

Additional information is also available at the New York State Department of Environmental Conservation web site at http://www.dec.ny.gov/

Any equipment which is disposed will have a ***disposal record document*** provided by the certified recycling company and kept on file by the Dean of Information Technology at Cayuga with description, serial number, date discarded, and method of disposal.