



UCCS CAMPUS POLICY

Policy Title: Computer and Electronic Disposal

Policy Number: 700-006

Policy Functional Area: INFORMATION TECHNOLOGY

Effective:

April 9, 2013

Approved by:

Pam Shockley – Zalabak, Chancellor

Responsible Vice Chancellor:

Vice Chancellor of Administration and Finance (VCAF)

Office of Primary Responsibility:

Information Technology

Policy Primary Contact:

Information Technology, 719-255-3536

Supersedes:

N/A

Last Reviewed/Updated:

April 9, 2013

Applies to:

University faculty, administration, staff, employees, students, and contractor or any other individual or company using university property, equipment, or resources.

Reason for Policy: This policy sets certain guidelines and restrictions for the use and disposal of computers and electronics by any member of the university community be they faculty, retired faculty, administrator, university staff, classified staff, temporary employee, student, contractor or any individual or company using university property, equipment or resources.

I. INTRODUCTION

The University’s “General Policy regarding Computer and Electronics Disposal” sets certain guidelines and restrictions for the use and disposal of computers and electronics by any member of the university community be they faculty, retired faculty, administrator, university staff, classified staff, temporary employee, student, contractor or any individual or company using university property, equipment or resources.

University community members who dispose of computers and electronics on behalf of the University are required to maintain, use and dispose of such substances in accordance with the applicable State, Federal and Local laws and regulations as a condition of their employment, academic program or contractual agreement with the University. University community members should obtain assistance in ascertaining his/her obligations under these laws and regulations from the Department of Information Technology. Any community member who violates any such laws or instructions given by the Department of Information Technology shall be deemed to have acted outside the scope of his/her authority.

II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in The Laws of the Regents, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Procedures:

1. Colorado Senate Bill 12-133

In order to encourage recycling of electronics and to protect the environment in Colorado, a new law based on SB12-133, bans landfill disposal of certain electronic devices after July 1, 2013. The bill, signed by Governor John Hickenlooper on April 22, 2012, applies to electronic devices throughout the state of Colorado. Colorado state agencies are required to recycle their electronic devices using electronics recyclers that are certified to national environmental standards, such as the e-Stewards or R2 certification, or comparable national standard

2. University of Colorado Colorado Springs Policy

Because e-Steward certification provides a more stringent and transparent accounting for the proper handling and recycling of electronics, UCCS will ensure that university electronics are recycled by a vendor that can demonstrate the e-Steward certification or comparable standard.

3. Written procedures for Computer and Electronics Recycling, which include data security measures, are prepared by the Electronics Recycling Policy committee, which includes the following members:

- a. Sustainability Director, Chair
- b. Environmental Health and Safety Manager
- c. Physical Plant Director
- d. IT Director
- e. Auxiliary Services Executive Director
- f. Chair, Biochemistry and Chemistry
- g. Other members as designated by the Executive Team

4. The Electronics Recycling Committee shall review written procedures by July 31 of each year and submit changes to the Executive Team by August 1 of each year. The Executive Team shall evaluate the overall plan for approval by the Chancellor no later than September 1 of each year.

5. Procedures shall be posted on the Information Technology, Facilities Services, and Sustainability Office website.

III. KEY WORDS

- A. Colorado hazardous waste regulations (6 CCR 1007-3)

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
 - 1. [Colorado Senate Bill 12-133-2012](#)
- B. Procedures
 - 1. UCCS Electronics Disposal Process
 - 2. [e-Steward Excerpt of Standards](#)
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval April 19, 2013