

June 6, 2005

Computer Disposal Policy

Policy Statement:

All surplus university owned computers, faxes, copy machines, cell phones, and other electronic equipment with printed circuit boards shall be recycled by the University's selected and approved vendor, Dell Computer Co. In addition, all computers or servers declared surplus that contain hard drives shall be wiped clean to at least DOD Level 3 or shall be destroyed by magnetic degaussing.

Dell will place a recycling charge on each quotation for all new computers ordered after June 1, 2005. Currently the charge is \$15 per unit, with the CPU and monitor as separate units. This charge shall cover the recycling cost of all equipment currently in service.

Rationale:

Computer equipment or electronic equipment with printed circuit boards contain heavy metals, environmental toxins, and other hazardous materials. The proper disposal of this equipment is essential to avoid liability and to be an environmentally responsible corporate citizen.

In addition, computer hard disks may contain personal, confidential, and legally protected information that is still readable even when the files have been erased or the hard drive reformatted. Failure to destroy this information could lead to unauthorized access, identity theft, and liability to The University of Tulsa.

Responsibility:

The administration of the recycling program shall be under the Information Services Department and the Vice Provost and Chief Information Officer (CIO). The Director of Purchasing approves the declaration of surplus equipment.

Procedure:

- Departments that wish to declare computer equipment surplus shall send an email to the Director of Purchasing listing description, serial number, asset tag number, and operational condition of the units.
- Upon approval, the department shall notify the Help Desk at Extension 3500 or the appropriate College System Administrator.
- Equipment will be picked up by the Physical Plant or the System Administrator within the College.
- Dell Computer representatives will package and ship the equipment to a center where it will be recycled in an environmentally safe and responsible manner. The vendor will also overwrite the hard drive to DOD Level 3 and give The University of Tulsa a certificate of destruction and a hold harmless recycling statement. Information Services or the College System Administrator will destroy the hard drive by magnetic degaussing upon request of the department.