A. Purpose
This policy and procedure ensures that all used electronic equipment designated for disposal, such as computer monitors, central processing units (CPUs), laptops, peripherals and other electronic equipment, are handled, stored, and disposed of in accordance with all applicable Federal, State and Local Regulations and with current Columbia University Policies regarding data security.

B. Applicability/scope
1. Applicability
   This policy and procedure shall apply to all Contractors, Project Managers, Facilities Operations, and Environmental Health & Safety (EH&S) Personnel. Additionally, this policy and procedure shall apply to electronics purchased by Columbia University departments for use at Columbia University.

2. Scope
   Electronic equipment, such as monitors and CPUs, may contain hazardous materials, such as lead. It can be expected that computer monitors, CPUs, peripherals, and other electronic equipment will be generated during the following activities:
   a. "Service request" requiring removal/disposal of computer monitors, CPUs, peripherals, and other electronic equipment
   b. Renovation or demolition projects in areas where computer monitors, CPUs, peripherals, and other electronic equipment exist and are scheduled for removal/disposal
   c. Any other activity that where computer monitors, CPUs, peripherals, and other electronic equipment have reached the end of useful service.

C. Definitions
   Electronic waste refers to computer monitors, laptops, CPUs, peripherals, and small electronic equipment potentially containing heavy metals.

D. Responsibilities
   It shall be the responsibility of all Columbia University faculty and staff to ensure that this policy and procedure is adhered to.

1. EH&S Responsibilities
   EH&S shall be responsible for securing vendors that properly recycle, reuse, or dispose of electronic waste generated by Columbia University. They will manage all vendor activities pertaining to the disposal of electronic waste.

2. Columbia University Information Technology (CUIT)
   CUIT shall be responsible for ensuring that the University’s Data Sanitization Policy is maintained and adhered to at campuses governed by Morningside.

3. Columbia University Medical Center Information Technology (CUMC IT)
   CUMC IT shall be responsible for ensuring that the University’s Data Sanitization Policy is maintained and adhered to at properties and departments under their control.

4. Facilities Management
   Facilities Management ("Facilities") shall ensure that all electronic waste requiring disposal via service requests or routine sweeps of Columbia University properties are properly segregated from other wastes and stored in a manner designed to contain release of any hazardous materials contained...
within the electronic waste from entering into the environment. The electronic waste shall be stored in
pre-determined collection areas designated specifically for electronic waste storage.

5. **Columbia University Departments**
Columbia University Departments (“Departments”), including those that utilize internal IT services,
are responsible for ensuring that electronic waste offered for disposal meets the standards set in the
University’s [Data Sanitization Policy](#) (see Section K). Additionally, the Departments are responsible
for ensuring the proper disposal of electronic waste used at Columbia University is disposed of in a
manner consistent with this policy.

E. **Procedures**
1. Segregate computer monitors, CPUs, peripherals, and other electronic equipment from other
wastes/materials. All CPU hard drives must be cleansed as per the Columbia University [Data
Sanitization Policy](#) prior to offering the material for recycling.
   a. CUMC IT requires that all data bearing devices are clearly marked with a notification that all hard
      drives have been cleansed or removed, as per the Data Sanitization Policy.
2. Store equipment in a manner that prevents damage to such materials while awaiting disposal.
   a. Monitors should be stored in an upright position or in a manner that prevents breakage of the
      screen. Computer monitor power cables should be wrapped up or properly secured before offering
      it for recycling.
   b. Toner cartridges and paper should be removed from printers prior to disposal.
3. Departments replacing large equipment, such as large printers or copiers, should reach out attempt to
   dispose of such equipment with the vendor providing replacement equipment.
4. Departments must ensure that leased equipment is returned to the leasing vendor.
5. Facilities may be contacted to remove electronic waste from Columbia University owned or
   maintained spaces that they may provide services. EH&S should be contacted for removal and
disposal of electronics for in leased spaces or for departments with a large volume of electronic waste.
6. EH&S will schedule the disposal of electronic waste from all campuses. Electronic waste disposal is
   performed by approved University vendors. EH&S will maintain all records of disposal, including
shipping papers and certificates of recycling where applicable.

F. **Emergency contacts**
In the event of accidental destruction of any CRT monitor, Environmental Health and Safety must be
contacted to provide guidance and assistance in the cleanup and disposal of such material.

G. **Medical Surveillance**
N/A

H. **Recordkeeping**
EH&S shall store records pertaining to electronic waste disposal, including any shipping papers and
certificates of recycling.
   1. Morningside, Nevis, and Baker Athletic Center records are stored at the Morningside EH&S Office.
   2. CUMC records are stored at the CUMC EH&S Office.
   3. LDEO records are stored at the LDEO Safety Office and at the Morningside EH&S Office.

I. **Appendices**
Appendix 1 - Contact Information by Campus
J. Forms
N/A

K. References
New York State Department of Environmental Conservation (NYSDEC) –
Recycling of electronic waste as scrap metal - 6 NYCRR 371.1(c)(7)

Columbia University Data Sanitization Policy

L. Acknowledgements
N/A
Appendix 1

Contact Information by Campus

**Environmental Health & Safety (EH&S)**

**Phone Numbers**
- Columbia University Medical Center: (212) 305-6780
- Morningside Campus: (212) 854-8749
- Lamont Doherty Earth Observatory: (212) 854-8749
- Nevis Laboratories: (212) 854-8749

**EH&S Web Pages/Email Addresses**
- EH&S Email: [ehs-all@columbia.edu](mailto:ehs-all@columbia.edu)
- [ehs.columbia.edu](http://ehs.columbia.edu)
- Hazardous Materials Team: hazmat@columbia.edu
- Chemical waste pick-up requests (all campuses) and sharps container requests: [http://vesta.cumc.columbia.edu/ehs/wastepickup/](http://vesta.cumc.columbia.edu/ehs/wastepickup/)
- Research Safety Team: labsafety@columbia.edu
- Research Safety - Assignments by Campus: [http://www.ehs.columbia.edu/LabAssignment.html](http://www.ehs.columbia.edu/LabAssignment.html)

**Facilities**

**Contacts for E-Waste Disposal by Campus**
- Columbia University Medical Center: (212) 305-4357 (HELP)
- Morningside Campus: (212) 854-2222
- LDEO – Safety & Security: (845) 365-8860
- Nevis Laboratories: (914) 591-8883