



---

# EAST TENNESSEE STATE UNIVERSITY

---

## Facilities Management

**Policy Number:** 1300.2

**Title:** Electronic Waste Policy

**Implementation Date:** October 17th, 2016

### Introduction

Modern society has produced a wide array of electronic devices that have been a boon to productivity and personal enjoyment. The rapid pace of technological advancement continues to offer opportunities for new or upgraded electronic equipment. In turn, electronic waste or e-waste is now the fastest growing segment of Tennessee's solid waste stream.

E-waste is a general category for electronic products facing displacement or replacement that are hazardous due to the toxic metals present with their internal materials, coatings and glass. E-waste contains metals and other materials that can be hazardous to human health and the environment if they are not properly managed. According to an EPA study, 40% of the lead in U.S. landfills is from discarded electrical and electronic products. E-waste may include personal computers, monitors, televisions, keyboards, printers, telephones, typewriters, calculators, copiers, fax machines and audio equipment.

### Scope

This policy applies to all Facilities Management employees as it relates to the disposal of electronic waste. Additionally, this policy establishes Facilities Management's role in e-waste management with the campus community.

### Definitions

**E-waste:** Electronic waste or e-waste may include personal computers, monitors, televisions, keyboards, printers, telephones, typewriters, calculators, copiers, fax machines and audio equipment.

**PASTA Program:** Providing Area Schools with Technical Assistance (PASTA) is a program run by the ETSU Computing Department. It refurbishes surplus ETSU computers and related equipment for donation to local school systems and non-profits. It also provides technical assistance to local schools via students engaged in service learning. These students become the "help desk" for the teachers, trying to solve whatever problems are reported.

**GovDeals:** GovDeals provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet.

## **Procedures**

1. All ETSU surplus electronic devices, including computers and computer peripherals, must be sent to the Director of Providing Area Schools with Technical Assistance (PASTA) to determine if the surplus electronic device should be donated to local schools, should be sold through GovDeals, or should be recycled.
2. The Director of PASTA will be responsible for inventory control of surplus electronic devices and relaying asset numbers to the Central Receiving Inventory Supervisor to remove items from university inventory.
3. Facilities Management movers will pick up e-waste items from the PASTA program on weekly basis.
4. Facilities Management movers will take e-waste items that have been designated as recyclables to a locked storage container until the items are picked up by a recycling contractor. All hours used to transport items will be recorded on a TMA work order by the movers.
5. All electronic waste will be shredded by the recycling contractor per purchase order specifications prescribed by the ETSU Department of Sustainability.
6. The electronic waste contractor will provide the Director of Sustainability with a certificate of destruction and weight totals for the recycled items. The Director of Sustainability is responsible for record keeping and certification of disposal for all e-waste.
7. No outside (non-ETSU) electronic waste will be accepted for recycling.

## **Responsibilities**

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with university policies.

## **Contact Persons**

Associate Vice President for Facilities Management  
Director of Facilities Management Operations  
Director of Sustainability  
Business Director

**Approved by:** \_\_\_\_\_  
William Brady Rasnick, Jr., Associate Vice President, Facilities  
Management

**Date approved:** \_\_\_\_\_