Electronic Waste Management

Policy Name: Electronic Waste Management

Policy Purpose

This policy specifies the East Tennessee State University (ETSU or University) electronic waste (eWaste) disposal and recycling procedures for all University-owned electronic devices and equipment utilized by the ETSU campus community.

Applicability

This policy applies to all faculty, staff, students, and third-party vendors.

Responsible Official, Office, and Interpretation

The Department of Sustainability Coordinator is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Department of Sustainability. The Chief Operating Officer, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Electronic Waste (eWaste)

Electronic waste is a general category for electrical or electronic devices and equipment facing displacement or replacement that are hazardous due to the toxic metals present within their internal materials, coatings, and glass. Electronic waste or eWaste may include, but is not limited to: personal computers (or other devices with data storage drives), monitors, microwaves, televisions, keyboards, printers, telephones, stereo equipment, typewriters, radios, calculators, copiers, fax machines, cell phones, and audio equipment.

PASTA Program

Providing Area Schools with Technical Assistance (PASTA) is a program run by the ETSU Computing Department. It erases all digital data and 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.

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GovDeals

GovDeals is an online marketplace that provides services to government, educational, and related entities for the sale of surplus assets to the public.

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Policy

This policy applies to all University-owned electric and electronic devices and equipment utilized by the ETSU campus community. This policy also applies, where applicable, to operational aspects in facilities leased by ETSU.

Faculty, staff, and students are encouraged to actively try to reduce eWaste generation. Electronic devices and equipment must not be placed in the trash, even if it is broken or obsolete.

Broken or obsolete electronic devices and equipment may contain heavy metals and other materials that can become hazardous to human health and the environment. It may also contain electronically stored digital data that is sensitive, protected, or privileged information.

When electronic devices and equipment break or become obsolete, they must be properly disposed of or recycled by an ETSU Department of Sustainability approved contractor. All electronically stored digital data must be erased before final disposition of the electronic device or equipment. All data-sanitized ETSU surplus computers, laptops, tablets, etc., will be donated to local schools via the Providing Area Schools with Technical Assistance (PASTA) program, sold through GovDeals, or recycled by a vendor providing eWaste services to ETSU in accordance with all federal, state, and local laws and regulations, and University procedures.

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Procedures

1. eWaste Roles and Responsibilities

   1.1. Faculty, staff, and students are encouraged to identify all broken or obsolete ETSU owned electronic devices and equipment under their control.

   1.2. The device/equipment user shall complete an [Equipment Inventory Change/Deletion Request form](#) or email the [Central Receiving Inventory Supervisor](#).

   1.3. The Central Receiving Inventory Supervisor will process the form, remove the broken or obsolete item(s) from inventory, and dispatch an ETSU employee to pick up and deliver the items to the director of the PASTA program.

   1.4. The Director of the PASTA program will be responsible for the secure destruction of any electronically stored digital data before determining if the device/equipment should be donated to local schools, sold through [GovDeals,](#) or, if unusable, recycled by a university approved eWaste contractor.

   1.5. Unusable eWaste will be transferred to a locked storage container until the items are picked up by the recycling contractor at regular intervals.

   1.6. The recycling contractor will ensure eWaste items are mechanically shred and recycled according to specifications prescribed by the Department of Sustainability.

   1.7. The eWaste recycling contractor will provide the Sustainability Coordinator with a certificate of recycling/destruction and weight totals for the recycled items. The Sustainability Coordinator is responsible for record keeping and certifications of disposal for all eWaste.

   1.8. The Department of Sustainability will ensure the recycling vendor maintains a Business Associate Agreement (BAA) as required by the Health Insurance Portability and Accountability (HIPAA) Act of 1996 (HIPAA Privacy Rule).

   1.9. No outside (non-ETSU) eWaste will be accepted for recycling. Insert Title of Subsection.

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Applicable Forms and Websites

[PASTA program](#)

[Equipment Inventory Change/Deletion Request.](#)

[ETSU RECYCLES](#)

[Hazardous Waste Management Policy](#)

Authority and Revisions

Authority: FOCUS ACT § 49-8-203, et seq; Environmental Protection Agency (EPA) regulations (40 CFR 261); Health Insurance Portability and Accountability Act of 1996 (HIPAA); Family Educational Rights and Privacy Act of 1974 (FERPA)

Previous Policy: Facilities Management Policy Number 1300.2 (Electronic Waste Policy)

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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