College of Natural Sciences and Mathematics

EQUIPMENT DISPOSAL PROCEDURE

The following is the procedure departments and support centers need to follow to dispose of laboratory equipment, computers, office equipment, and other non-disposable and recyclable items that should no longer be put into the dumpsters. This procedure helps ensure University compliance with State and Federal solid waste and environmental regulations which mandate recycling waste disposal requirements. It is important that faculty and staff do not place these items in the hallways, fire-egress areas, and especially not in the basement areas around the freight elevator of Sequoia Hall. Departments and support centers that do not follow this procedure will incur all costs for disposal of the item(s) and any fines that are levied. However, when this procedure is followed the service will be essentially free.

Note: As this procedure is being implemented, it is important to leave the equipment in place or in lab space within the department. Do not to put the equipment or items in the hallways or in the basement areas around the Freight Elevator or the Loading Dock of Sequoia Hall.

1. “Equipment Turn-in Request” - For items on department and service center inventories (i.e. have a CSUS decal number), the individual disposing of the equipment must submit a signed hardcopy of the “Equipment Turn-in Request” form (www.csus.edu/aba/forms/Equipt_Turn_In.pdf - 2006-03-2) to Property Management (Zip 6117). Contact Thurman Watson at ext. 8-6015 with questions. This step will determine whether the item is junk, has parts that can be salvaged or cannibalized from it to repair like instruments, should go to State Surplus, or the item has trade in-value or could be sold. It is recommended that this decision be made in consultation with technicians, knowledgeable faculty, and Property Management. A copy of the Equipment Turn-in Request should be put in an envelope, and attached to the item being disposed of. The item should be clearly specified on the outside of the envelope. If you do not have to submit this form, write in your own words the status of the item, sign and date it, and put it in the envelope attached to the item. At this time also collect any manuals or other documents which describe the operation and use of equipment and put them with the item.

2. “Decontamination Certification” - The next step for the person disposing of the equipment is to have the faculty member or technician most familiar with the equipment fill out and sign the CSUS Certificate of Decontamination. In cases where no one in the department is familiar with the use of the equipment, a qualified faculty or staff member from the department will make their best judgment of its “de-con” state and sign the form stating this. Both Federal and State Laws require that equipment and related items must be certified as free of radiological, biohazardous, and hazardous chemical contamination before they are disposed of or recycled. The original signed copy of this “de-con” form must be put in the envelope attached to
the equipment. Note that not all equipment being disposed of needs this form. If you have questions about this step, contact Tom Custer at (8-5865).

3. **“Environmental Clearance”** - The next step for the person disposing of the item is to have Environmental Health and Safety inspect the equipment for environmental hazards such as asbestos, batteries, freon, oil, lead, etc. These things must be removed and disposed of as hazardous waste. The person should e-mail EH&S (Staci Louie, slouie@csus.edu) to arrange for this inspection. If the item is free of hazardous waste, EH&S will sign the Environmental Clearance form, put it in the envelope attached to the item, and inform the person who made the request by e-mail that the Environment Clearance form has been signed.

4. **“Hazardous Waste Removal”** - If hazardous waste must be removed from the equipment and it can be done safely on campus, EH&S will arrange with the Electronic Support Center (Gordon Zanotti), the Equipment Support Center (Rod Sorenson) or Facilities Management to remove the hazardous waste. When the hazardous waste, like Freon or asbestos, can not be removed in the department area and needs to be transported to Facilities to do this, this will be indicated on the “Environmental Clearance Form”. When it is not safe to remove the hazard waste on campus, the entire item will be declared hazardous waste and disposed of by EH&S. Note that the Department may incur some costs for this step in the procedure. When all hazardous waste has been removed from the item, EH&S will sign off using the Environment Clearance form, put the form in the envelope attached to the item, and inform the person who made the request about the status of the item.

5. **“Recycling Work Order”** - Once cleared by EH&S, the person disposing of the equipment must submit a Work Order to Facilities Management Customer Service at 8-6242 or online (www.fm.csus.edu/Service_Request.htm) requesting that the item be picked up by the Recycling Center and indicating that all forms and clearances have been signed off. If you have any questions about this step in the procedure, call Kathleen Reynolds, Manager, Integrated Waste Management & Moving Services at 8-5801.

**Recycling Computers:** Computers are considered to be hazardous waste and so they no longer can be dumped in a dumpster and must be recycled. After completing step 1 above, remove all decals. If the computer(s) are declared junk and no longer have any value, you can place them in the large recycling boxes that are kept in the basement of Sequoia Hall for this purpose. Please do not put other equipment in these boxes. If you declare the computer(s) to have value on the “Turn-in Request”, you must attach the “Turn-in Request” to the computer(s) and complete step 5 in the procedure.
**Recycling Furniture:** Generally furniture only needs to go through step 5 of this procedure. You must submit a work order to Facilities Management requesting that the Recycling Center pick up the furniture. Do not just put the furniture in the hallways and hope that it will disappear.

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