Departments need to work with Property Disposition when disposing of equipment. Property Disposition is responsible for recycling, selling, or disposing the surplus equipment.

When a department has surplus consumer electronics, Property Disposition will occasionally have the department contact EHS to arrange for disposal.

**Examples**

The following equipment are examples of consumer electronics:

- Computers
- Computer accessories
- Keyboards
- Microwaves
- Telephones
- Cell phones
- Printers
- Fax machines
- Copy machines
- Remote controls
- PDAs

**Supplies Available through Hazardous Materials Management**

The following supplies are available through Hazardous Materials Management (HMM). To order these supplies, call (734) 763-4568 or complete the online Waste and Supply Request form.

<table>
<thead>
<tr>
<th>SUPPLY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSAL WASTE</td>
<td>UNIVERSAL WASTE labels</td>
</tr>
<tr>
<td></td>
<td>The “UNIVERSAL WASTE” label must be affixed to all waste containers used for consumer electronics.</td>
</tr>
<tr>
<td>Gaylord containers</td>
<td>Buildings may have a Gaylord container at a loading dock to collect consumer electronics. If there is not a Gaylord container, then place the consumer electronic in any cardboard box.</td>
</tr>
</tbody>
</table>
Procedure: Completing the UNIVERSAL WASTE Label

The following fields must be completed on the UNIVERSAL WASTE label:

- Accumulation Start Date
  
  NOTE: The accumulation start date is the first day a consumer electronic is placed in the container.

- Universal Waste – Consumer Electronics

- Contact Information

NOTE: The container of consumer electronic must be collected by HMM within 10 months of the accumulation start date.

Procedure: Preparing Consumer Electronics for Collection

1. Is there a Gaylord box at the building’s loading dock?
   - If YES, place the consumer electronic in the Gaylord box.
   - If NO, locate any box to place the consumer electronic into. Complete a UNIVERSAL WASTE label and affix it to the box.

2. Within 10 months from the accumulation start date, request a waste collection from HMM using one of the following methods:
   - Call HMM at (734) 763-4568
   - Complete the online Waste and Supply Request form