

## Preparing Consumer Electronics Waste for Collection

### Standard Operating Procedure

Revision Date: 08/16/23

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.

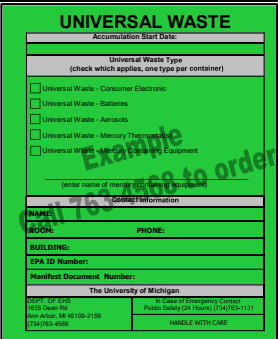
### Examples

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.

SUPPLY	DESCRIPTION
	<p>UNIVERSAL WASTE labels</p> <p>The “UNIVERSAL WASTE” label <b>must</b> be affixed to all waste containers used for consumer electronics.</p>



Gaylord Container

Gaylord containers

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.

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## Procedure: Completing the UNIVERSAL WASTE Label

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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

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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