

Preparing Consumer Electronics Waste for Collection

Standard Operating Procedure

Revision Date: 06/22/18

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 OSEH to arrange for disposal.

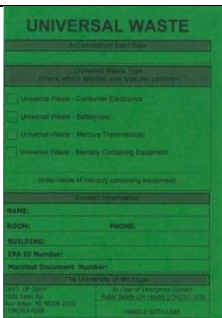

Examples

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 must be affixed to all waste containers used for consumer electronics.</p>
 <p>Gaylord Container</p>	<p>Gaylord containers</p> <p>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.</p>

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