

Date Prepared 7/2004
Prepared By Patty Watt
Revised 5/19/05

BMP EOC #15

TITLE: MANAGEMENT OF COMPUTER EQUIPMENT

Regulatory Citation: 6 NYCRR 371.1

Applicability: Personal Computers, Monitors, Printers, and Keyboards

Purpose: Proper management of outdated and non-functioning computer equipment.

Person or Department Responsible: Associate Coordinator of Business Services

Schedule: As needed

Procedures: Any old computers not donated to students will be inventoried by the Associate Coordinator of Business Services who will arrange for proper disposal/recycling with the approved vendor.

The Director of Environmental Health and Safety (EHS) is responsible for submitting notification to the State Dept of Environmental Conservation under 371.1(c)(7) of our intent to use the scrap metal exemption. If the disposal/recycling vendor changes, the Director of Business Services will notify the Director of EHS so that an updated notification can be filed.

Current Vendor: Waste Management and Recycling Products, Inc.
Schenectady, New York

Record keeping: N/A

Record Location: N/A

Contact: Associate Coordinator of Business Services 273-1900
Director of Environmental, Health and Safety (629-7163)

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