

The Evergreen State College  
**Guideline for Electronic Equipment Disposal**

October 31, 2003

**How should electronic equipment be disposed of by the college when the custodian wishes to dispose of a particular device?**

The equipment custodian should contact Technical Support Services (TSS) for assistance in disposing unnecessary or obsolete electronic equipment, including computers.

**What will TSS do with used electronic equipment?**

TSS will determine if the device has any intrinsic value (e.g. might still be usable and supportable) and, if so, route usable equipment to other college units, or kept for spare inventory for future need or for parts as appropriate. If TSS does not identify a viable need on campus, TSS will see that the equipment is removed from the college's inventory and ship it off to State Surplus.

**What happens if TSS determines that the used electronic equipment has no reasonable intrinsic value?**

Equipment with no reasonable, intrinsic value (e.g. a computer no one would want to use, broken equipment, substantial circuit boards, etc.) will be removed from the college's inventory and taken by Facilities to the pick-up site for the college's contracted electronic recycling vendor.

**What are some examples of electronic equipment with no reasonable value?**

Examples of computer equipment with no reasonable value include:

- PC compatible over 5 years old.
- Desktop printer over 5 years old.
- Older monochrome displays
- Obsolete circuit boards
- In general, any computer equipment which is non-functional (excepting "classic" or highly specialized equipment - these items will require a judgment call).

Examples of other types of electronic equipment with no reasonable value include:

- Old Television sets
- Electro-mechanical typewriters
- Substantial circuit boards
- In general, any electronic equipment which is non-functional (excepting "classic" or highly specialized equipment - these items will require a judgment call).

**Can any electronic equipment still be thrown in the Garbage?**

Only if the equipment is substantially free from electronic circuitry. Examples include:

- Modern computer keyboards
- Computer Mice
- Other small items where the amount of electronics is inconsequential.

As a rule of thumb - "When in doubt, **RECYCLE!**"