COLLECTION AND STORAGE OF COMPUTER MONITORS, PERIPHERALS AND OTHER ELECTRONIC EQUIPMENT
POLICY AND PROCEDURE

Policy: To ensure all Computer Monitors, Central Processing Units (CPUs), peripherals and other electronic equipment are handled in accordance with all applicable regulations Federal, State and Local Regulations

Applicability: This policy and procedure shall apply to all Contractors, Project Managers, Facilities Operations, and Environmental Health & Safety (EH&S) Personnel.

Scope: Electronic equipment, such as monitors and CPUs, may contain hazardous materials. It is estimated that improperly discarded electronics account for about 40 percent of the lead found in municipal landfills and that significant amounts of mercury, cadmium, and other toxic heavy metals in landfills and municipal incinerators are also the result of improper disposal. Once an electronic device has outlived its useful lifespan, Columbia University collects, stores, and offers the equipment for recycling. It can be expected that computer monitors, CPUs, peripherals, and other electronic equipment will be generated during the following activities:
1. "Service request" requiring removal/disposal of computer monitors, CPUs, peripherals, and other electronic equipment
2. Renovation or demolition projects in areas where computer monitors, CPUs, peripherals, and other electronic equipment exist and are scheduled for removal/disposal
3. Any other activity that would cause computer monitors, CPUs, peripherals, and other electronic equipment to enter the solid waste stream

Procedure:
1. Segregate computer monitors, CPUs, peripherals, and other electronic equipment from other wastes/materials. All CPU hard drives must be cleansed before offering the material for recycling.
2. Exercise care when segregating these materials to ensure that they are not damaged during handling or storage. Computer monitor power cables should be wrapped up or properly secured before offering it for recycling.
3. Monitors should be stored in a manner that prevents breakage of the screen.
4. Contact Facilities to schedule the disposal of properly segregated computer monitors, CPUs, peripherals, and other electronic equipment or if you require assistance in determining if your specific equipment requires special handling.

Responsibility: It shall be the responsibility of all Contractors, Project Managers, Facilities Operations, and EH&S to ensure that this policy and procedure is adhered to.