



**ELECTRONIC WASTE MANAGEMENT POLICY**

Responsible Official: **CHIEF OPERATIONS  
OFFICER**

Responsible Office: **DEPARTMENT OF  
SUSTAINABILITY AND  
RECYCLING**

**Policy Purpose**

This policy specifies the electronic waste (e-waste) disposal procedures for the (ETSU) campus community.

**Policy Statement**

This policy shall apply to all students, staff and faculty on the ETSU campus. This policy also applies, where applicable, to operational aspects in facilities leased by ETSU.

When electronic equipment breaks or becomes obsolete, it must be properly disposed of or recycled. This electronic equipment may contain heavy metals and other materials that can become hazardous to human health and the environment.

All ETSU surplus computers, laptops, tablets, etc., will be either donated to local schools via the PASTA program, sold through GovDeals, or will be recycled.

**Authority:** FOCUS ACT § 49-8-203 et. seq; Environmental Protection Agency (EPA) regulations (40 CFR 261).

**Previous Policy:** Facilities Management Policy Number 1300.2 (Electronic Waste Policy)

## Defined Terms

*A defined term has a special meaning within the context of this policy.*

Electronic Waste (E-Waste):	Electronic waste is a general category for electronic products facing displacement or replacement that are hazardous due to the toxic metals present within their internal materials, coatings, and glass. Electronic waste or e-waste may include, but is not limited to: personal computers, monitors, microwaves, televisions, keyboards, printers, telephones, stereo equipment, typewriters, radios, calculators, copiers, fax machines, cell phones, and audio equipment.
PASTA Program:	Providing Area Schools with Technical Assistance (PASTA) is a program run by the ETSU Computing Department. It refurbishes surplus ETSU computers and related equipment for donation to local school systems and non-profits. It also provides technical assistance to local schools via students engaged in service learning.
GovDeals	GovDeals is an online marketplace that provides services to government, educational, and related entities for the sale of surplus assets to the public.

## Policy History

Effective Date:

Revision Date: 9/16/22 Previous unit policy was implemented October 17th, 2016.

## Procedure

### E-Waste management procedures.

1. Electronic waste can either be picked up by the Recycling staff, or dropped off at the Recycling Center adjacent to Central Receiving at 325 Treasure Lane.
2. To recycle e-waste or toner cartridges and schedule a pickup contact [Cathy Webb](#) or call 423-439-7329.
3. Any surplus electronic device with a hard drive (e.g., computers, tablets, laptops, TVs, etc.) must be sent to the Director of Providing Area Schools with Technical Assistance (PASTA) to determine if the surplus electronic device should be donated to local schools, should be sold through GovDeals, or should be recycled.
4. The Director of PASTA will be responsible for inventory control of surplus computers, laptops, and tablet and for relaying asset numbers to the Central Receiving Inventory Supervisor to remove items from university inventory.
5. Facilities Management will periodically pick up e-waste items from the PASTA program.
6. Facilities Management will take e-waste items that have been designated as recyclables to a locked storage container until the items are picked up by a recycling contractor.
7. All electronic waste will be shredded by the recycling contractor per specifications prescribed by Facilities Management.
8. The electronic waste contractor will provide the Sustainability Coordinator with a certificate of recycling/destruction and weight totals for the recycled items. The Sustainability Coordinator is responsible for record keeping and certification of disposal for all e-waste.
9. No outside (non-ETSU) electronic waste will be accepted for recycling.

## Procedure History

Effective Date:

Revision Date:

**Related Form(s) & Contacts**

[ETSU RECYCLES](#)

[PASTA program](#)

The ETSU Recycling Center is adjacent to Central Receiving at 325 Treasure Lane, located in the warehouse behind Buccaneer Ridge Apartments.

