



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:** Chief Information Officer

**Responsible Office:** Division of Information Technology

**Last Revised Date:** May 1, 2018

## **ELECTRONIC EQUIPMENT RECYCLING**

### **Policy Statement**

It is the policy of the George Washington University to either recycle or properly dispose of electronic equipment in a manner that removes any information from that equipment consistent with the university’s commitment to information security, while protecting the general environment from the potentially hazardous materials contained in certain electronic equipment components.

### **Reason for Policy**

The purpose of this policy is to establish general procedures for information security in the context of the classification, disposal, and recycling of unwanted electronic equipment at the campuses of the George Washington University in accordance with Environmental Protection Agency (EPA) regulations (40 CFR 261).

### **Who is Governed by this Policy**

Faculty, staff and students

### **Table of Contents**

<b>Policy Statement</b> .....	1
<b>Reason for Policy</b> .....	1
<b>Who is Governed by this Policy</b> .....	1
<b>Table of Contents</b> .....	1
<b>Policy</b> .....	2
<b>Definitions</b> .....	3

**Related Information**..... 3  
**Contacts**..... 3  
**Document History** ..... 3  
**Who Approved This Policy**..... 3

---

## **Policy**

---

### **Hard Drives and Other Data Storage Devices**

To protect any non-public information that may be stored on electronic equipment, hard drives and data storage devices must be sanitized of sensitive data prior to disposal. If your device has a hard drive, or if you are not sure if your device has a hard drive in it, contact the Division of Information Technology Help Desk, 202-994-GWIT (4948).

Examples of devices with hard drives include:

- A. Desktop and Laptop Computers,
- B. Servers,
- C. Multi-Function Copiers, and
- D. Mobile Devices

### **Hazardous Materials**

The Environmental Protection Agency (EPA) currently classifies discarded electronic equipment containing lead, mercury, and cadmium as hazardous waste under the Resource Conservation and Recovery Act (RCRA). As such, electronic equipment should not be discarded in the trash under any circumstances. For the purposes of this policy, electronic equipment waste includes but is not limited to the following: Computers, computer monitors, televisions, VCR and DVD players, copiers and printers, fax machines, cordless phones and cell phones.

In order to properly dispose/recycle electronic wastes, the university has entered into a partnership with eAsset Solutions for electronic equipment recycling. eAsset Solutions will properly dispose of the equipment and provide the university with documentation to support the asset disposition. If you have university-owned electronic equipment you wish to dispose of, follow the university's follow the e-cycling instructions in the university's [Waste and Recycling](#) procedures.

---

## Definitions

---

**Electronic Equipment Waste:** Any used electronic equipment, such as computer monitors or printers, which may contain hazardous materials including lead, mercury, and cadmium.

---

## Related Information

---

[Environmental Protection Agency](#)

[Information Security Policy](#)

[Hazardous Waste Management Policy](#)

[Surplus University Property Policy](#)

[Waste and Recycling Procedures](#)

---

## Contacts

---

Contact	Telephone	Email
IT Help Desk	202-994-4948	<a href="mailto:ithelp@gwu.edu">ithelp@gwu.edu</a>
Health and Emergency Management Services	202-994-4347	<a href="mailto:safety@gwu.edu">safety@gwu.edu</a>

---

## Document History

---

- **Last Reviewed Date:** June 29, 2018
  - **Last Revised Date:** May 1, 2018
  - **Policy Origination Date:** March 2, 2003
- 

## Who Approved This Policy

---

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.