

Date Prepared 7/2004
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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Purpose: Proper management of outdated and non-functioning computer equipment.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