



Electronic Waste Management Plan

Lafayette College Electronic Waste Management Plan

Department of Public Safety – Environmental, Health and Safety

Standard Operation Procedure (SOP) #48

1.0 Introduction

As part of the Lafayette College Environmental, Health and Safety (Public Safety EHS) Program, this guide serves as a working document for the proper management of electronic waste that is generated at the College.

This plan will be reviewed and updated as necessary. The newest version may be viewed on the [Public Safety EHS website](#) or by requesting a copy from Department of Public Safety (DPS) Environmental, Health and Safety (EHS). Should you have questions about electronic waste or other environmental, health and safety issues, or wish to explore the use of less hazardous materials, contact DPS/EHS at (610) 330-5604.

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3.0 Objective

This plan has been developed to facilitate the handling, storage, pick-up, and disposal of electronic waste in a safe and environmentally responsive manner that complies with all applicable federal, state and local regulations.

4.0 Applicability

Each group in the College has an important function and responsibility in handling electronic waste. The Department of Public Safety, Environmental, Health and Safety Division within the is responsible for managing electronic waste activities. Specific DPS/EHS responsibilities include:

- Implementing federal, state, and local regulations pertaining to the handling, storage, transportation, and disposal of electronic waste;
- Preparing, submitting, and maintaining applicable records, reports, and manifests; sharing of documents with the standability department to support the green initiative.
- Implementing and improving procedures for deactivation, forensic removal of all data, recycling, and disposal of electronic waste; and,

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5.0 Management of Electronic Waste Process

- DPS/EHS will send out a survey form to gather information to help determine the need for an electronic waste pick up biannually (January and July).
- The request will include the following information:
 - Contact person for the department requesting the pick up
 - Phone number to reach the contact person
 - Email Address
 - A list of items that are being requested for pick up
 - Reason for disposal of the item
 - For tablets, phones or other small computerized electronics where they set back to factory settings and the password removed
 - Check box for verification that the items are Lafayette College owned.

At the deadline of the survey DPS/EHS will review the results and contact IT with the following requests:

- Removal of hard drives from any computer or laptop. This does not take the place of the ITS current trade in program for computers or monitors.
- Confirmation that data was removed from all other computerized electronics will be completed by IT. The process is a combined method of data destruction and degaussing.
- Confirmation that none of the items are owned by IT and needed to be returned on an exchange program

DPS/EHS will schedule the date for pickup upon completion of the collection of data.

Departments will be notified by Facilities Operations Department through campus email.

The below information will be provided by DPS/EHS via an excel sheet to Facilities Operations Director and Grounds Supervisor.

- Date of pickup requested (should be two days prior to scheduled pick from the recycling company)
- Detailed location of pick up
- Contact person and email for any follow up questions
- How many boxes and if there are any larger items to be picked up

6.0 Definition of an Electronic Waste

The term used to describe used electronics that are no longer functional and are either discarded, donated, or recycled. E-waste can be hazardous because it may contain materials like lead and mercury. If not disposed of and recycled properly, e-waste can threaten the environment and human health. College owned items eligible for this program include:

- Cell phones (reset to factory setting)

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- Televisions
- Monitors
- Tablets (reset to factory setting)
- Laptops (hard drive removed)
- Printers
- VCR
- Gaming Equipment
- Radios
- Medical Equipment
- Cameras
- Calculators
- Speakers
- Batteries
- Chargers

7.0 Storing Waste (Accumulation Areas)

Storage of all electronic waste will be the responsibility of the requesting department until a pick-up date is scheduled.

8.0 Packaging of Electronic Waste

- Place small items should be placed in a box for facilities operations to pick up on the scheduled date.

Battery Recycling and Disposal

Battery Type	Recycling/Disposal Procedure
Alkaline	Recycle/Regular Trash
Lead Acid	Contact Public Safety EHS
Lithium	Contact Public Safety EHS
Mercury	Contact Public Safety EHS
Nickel Cadmium	Contact Public Safety EHS
Nickel Metal Hydride	Contact Public Safety EHS

Alkaline (carbon-Zinc): These are common non-rechargeable batteries that most people use. Alkaline batteries are not regulated as hazardous waste and can be recycled or disposed of in regular trash.

Lead-Acid Batteries: These include automotive and smaller gel-cell batteries commonly used in emergency lighting systems. Lead-acid batteries contain regulated amounts of lead and must be recycled.

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When leaking, these batteries pose a significant contact hazard. Sulfuric acid is often the liquid constituent of these batteries, and is severely corrosive to skin. Only handle if properly trained and if proper personal protective equipment is available. Leaking batteries cannot be recycled, they must be managed as hazardous waste. Departments using these types of batteries should recycle them in accordance with state and local laws.

Lithium Batteries: These batteries come in a variety of shapes and sizes, and are commonly used in computer clocks, cameras, watches, and other equipment. Used lithium batteries are not regulated hazardous waste and are typically recycled, however, if damaged, DPS/EHS manages them as a hazardous waste.

Mercury Batteries: These are usually small and button shaped. Mercury batteries contain regulated amounts of mercury and should be handled as hazardous waste. These batteries are no longer available in the United States although they may still be found in older equipment.

Nickel-Cadmium: These are the most common rechargeable batteries and are commonly found in cellular phones, and other types of rechargeable equipment. NiCd batteries contain regulated amounts of cadmium and should be handled as hazardous wastes.

Nickel Metal Hydride: These are rechargeable batteries that are commonly used in cordless hand tools and other types of equipment. These batteries are not regulated as hazardous waste, but Public Safety EHS manages them as such.

Reduction

- Reduce the quantity of waste produced, either by repurposing, donating or eliminating the usage.
- Clearly mark or label the content of all containers
- Analyze the waste you generate: is it necessary to generate the waste and what possible modifications can you make to the procedures that would result in the elimination or volume reduction of the waste generated.

9.0 Proper Destruction or Disposal

A 3rd party recycling company (EZPC Recycling, LLC) will collect and certify proper destruction of electronic waste. The following criteria was used to select a vendor;

- Scope of work
- Method of disposal- must be environmentally responsible
- Availability of pick up in the Easton Area (without sorting of items)
- Reports available with details of disposal methods
- Financial Obligations
- Customer Service

10.0 Personal Items

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This program is intended for college-owned e-waste only. We encourage you to use the following resources to recycle your personal e-waste.

- Counties, townships and municipalities often host their own recycling events throughout the year. Please call them or check websites for more information. Use [this link](#) to find the dates for collection and drop off events in your county.
- Find the closest commercial drop off site to you using [Earth911](#)

For additional Sustainability information refer to [Lafayette College Sustainability](#)