



UCCS CAMPUS POLICY

Policy Title: Computer and Electronic Disposal

Policy Number: 700-006

Policy Functional Area: Information Technology

Effective:

August 13, 2025

Approved by:

Jennifer Sobanet, Chancellor

Jennifer Sobanet
Jennifer Sobanet (Aug 13, 2025 11:30:14 MDT)

Responsible Vice Chancellor:

Vice Chancellor for Administration and Finance

Office of Primary Responsibility:

Office of Information Technology

Policy Primary Contact:

Office of Information Technology, 719-255-3536

Supersedes:

April 9, 2013

Last Reviewed/Updated:

August 13, 2025

Applies to:

Faculty, staff, students, and any individual or company using university property, equipment, or resources.

Reason for Policy: This policy sets certain guidelines and restrictions for the use and disposal of computers and electronics.

I. INTRODUCTION

This policy sets certain guidelines and restrictions for the use and disposal of computers and electronics by any member of the university community including any individual or company using university property, equipment, or resources.

University employees must dispose of computers and electronics via the on-campus system, according to the disposal procedures. University members should obtain assistance in determining obligations under this policy from the Office of Information Technology.

II. POLICY STATEMENT

A. General Requirements

1. All university electronics must be disposed of pursuant to this policy. This includes leased equipment prior to return to the vendor.
2. To encourage recycling of electronics and to protect the environment in Colorado, Colorado law bans

landfill disposal of certain electronic devices. Colorado [statute](#) and [regulations](#) apply to electronic devices throughout the State of Colorado and require state agencies to recycle electronic devices using electronics recyclers that are certified to national environmental standards, such as the e-Stewards or R2 certification, or comparable national standard.

3. All university electronics will be recycled by a vendor that can demonstrate the e-Steward certification or comparable standard.

B. Electronics Recycling Policy Committee

1. The Electronics Recycling Policy Committee ("Committee") shall be comprised of representatives from the following departments:
 - a. Office of Sustainability
 - b. Office of Information Technology ("OIT")
 - c. Facilities Services
 - d. Environmental Health and Safety
 - e. Controller's Office
 - f. Senior Faculty Associate to OIT
 - g. Other members as designated by the cabinet
2. The Committee shall create the university process for electronics disposal, which shall include data security measures. All university departments, employees and students are required to comply with this process. The process shall be posted on the university websites for OIT and will be linked from Facilities Services, and the Office of Sustainability websites.
3. The Committee shall also review other university policies and procedures that relate to electronics disposal and provide recommendations every three years or as directed by the VCAF.

C. Transfer of Property

1. A university community member cannot give or sell property to faculty or staff. The university holds auctions to provide equal opportunity to purchase property.
2. A university community member cannot give or sell property directly to a company (non-profit or for profit), person, or charity.
3. A transferring Principal Investigator (PI) cannot take university property without permission from the university.

III. KEY WORDS

A. Electronic Device

1. "Electronic device" means a device that is marketed by a manufacturer for use by a consumer and that is:
 - a. A computer, peripheral, printer, facsimile machine, digital video disc player, video cassette recorder, or other electronic device specified by rule promulgated by the Solid and Hazardous Waste Commission ("Commission"); or

- b. A video display device or computer monitor, including a laptop, notebook, ultra book, or netbook computer, television, tablet or slate computer, electronic book, or other electronic device specified by rule promulgated by the Commission that contains a cathode ray tube or flat panel screen with a screen size that is greater than four inches, measured diagonally.
- c. Any device capable of storing data such as but not limited to:
 - Medical devices that store data
 - VOIP phones
 - Smart Phones
 - Devices that process and/or store CHD data (Card Holder Data)
 - Cameras, Digital Video Recorder, or Tape Recorders
 - Devices that store and/or process Research Data
 - Non-alkaline batteries

2. "Electronic device" does not include:

- a. A device that is part of a motor vehicle or any component part of a motor vehicle, including replacement parts for use in a motor vehicle.
- b. A device, including a touch-screen display, that is functionally or physically part of or connected to a system or equipment designed and intended for use in any of the following settings, including diagnostic, monitoring, or control equipment:
 - Industrial
 - Commercial, including retail
 - Library checkout
 - Traffic control
 - Security, sensing, monitoring, or counterterrorism
 - Border control
 - Medical
 - Governmental or research and development
- c. A device that is contained within any of the following:
 - A clothes washer or dryer
 - A refrigerator, freezer, or refrigerator and freezer
 - A microwave oven or conventional oven or range
 - A dishwasher
 - A room air conditioner, dehumidifier, or air purifier
 - Exercise equipment
- d. A device capable of using commercial mobile radio service, as defined in 47 CFR 20.3, that does not contain a video display area greater than four inches, measured diagonally.
- e. A telephone

B. "Processing for reuse", as defined by C.R.S. § 25-17-302(3)(a), means a method, technique, or process by

which electronic devices that would otherwise be disposed of or discarded are instead separated, processed, and returned to their original intended purposes or to other useful purposes as electronic devices.

- C. "Recycle" or "recycling", as defined by C.R.S. § 25-17-302(3)(a), means processing, including disassembling, dismantling, shredding, and smelting, an electronic device, or its components to recycle a useable component, commodity, or product, including processing for reuse. "Recycling", with respect to electronic devices, does not include any process defined as incineration under applicable laws or rules. As per the Association of the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment & Rating System (STARS):
<https://stars.aashe.org/wp-content/uploads/2019/07/STARS-2.2-Technical-Manual.pdf>.
- D. "e-Steward" certification program for electronics recyclers is designed to enable individuals and organizations who dispose of their old electronic equipment to easily identify recyclers that adhere to the highest standard of environmental responsibility and worker protection. e-Stewards Certification is open to electronics recyclers, refurbishes and processors in all developed countries. <https://e-stewards.org/>
- E. "R2 – Responsible Recycling" standard sets forth requirements relating to environmental, health, safety, and security aspects of electronics recycling. R2 also requires e-recyclers to assure that more toxic material streams are managed safely and responsibly by downstream vendors-all the way to final disposition. It also prohibits e-recyclers and their downstream vendors from exporting these more toxic materials to countries that have enacted laws making their import illegal. <https://sustainableelectronics.org/>
- F. "MAD Team" – "Material, Acquisition, and Distribution Team," UCCS Facilities Services Department

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

- 1. [IT Security Program APS 6005](#)
- 2. [Retention of University Records APS 2006](#)

B. UCCS Disposal Guidelines

- 1. [UCCS Electronics Disposal Process](#)
- 2. [UCCS e-waste Leased Data Disposal Certification](#)
- 3. [UCCS Capital Equipment Standard Operating Procedures](#)

C. Regulatory Guidelines

- 1. [Hazardous Waste – Standards for Universal Waste Management 6 CCR 1007-3 Part 273](#)
- 2. [Colorado Department of Public Health & Environment \(CDPHE\) Electronics and Computer Waste](#)
- 3. [Colorado SB12-133](#)
- 4. [C.R.S. 25-17-301](#)

D. Other Resources (i.e., training, secondary contact information)

1. [The e-Steward Standards](#)

V. HISTORY

Initial policy approval	April 19, 2013
Revised	August 13, 2025


Michael Pasque, Senior Assistant University Counsel (Aug 13, 2025 11:09:50 MDT)

Legal Sufficiency Approval

UCCS Policy 700-006 Computer and Electronic Disposal

Final Audit Report

2025-08-13

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