



Office of Information Technology

Policy and Procedures for Computer and Peripheral Recycling and Disposal

The OIT Central Help Desk, in conjunction with Environmental Health and Safety, has developed guidelines to assist MSU departments that wish to dispose of computer and peripheral equipment that is no longer useful to them.

Computer components/CRTs contain hazardous substances, which can harm the environment if they are simply put out with the trash. These items and similar ones contribute most to the lead and mercury, which make their way into landfills or incinerators, and require substantial cost and effort to assure that these hazardous substances are not released into the air or water.

University Procedure for Computer Disposal

The University procedure for disposal of equipment is as follows:

1. Equipment can be disposed of by completing the online equipment disposal form located below. The form will require you to list the make and model of the equipment, the location, the computer owner, as well as the serial number and the asset tag.
 - <http://oit.montclair.edu/disposal.htm>
2. Once the form has been submitted, the OIT Help Desk will do the following:
 - a. Create an incident request for the disposal
 - b. Provide Inventory Control (Budget Office) with a copy of the disposal form to be removed from the campus inventory
 - c. Inactivate the equipment from the Help Desk asset tracking system
 - d. Remove all data from the hard drives of the computers and prepare them for disposal by a third party vendor
 - e. Place a TMA Work Order to have the equipment picked up for safe disposal if it ineligible for recycling by the third party vendor.

If you have any questions regarding this policy, please contact the Help Desk at x 7971.