

# VANDERBILT ELECTRONICS RECYCLING PROGRAM

## INSTRUCTIONS

Step 1: Complete a [Vanderbilt University Property Transmittal Form](#), if required.

If the equipment has a Vanderbilt Property tag, complete a [Vanderbilt University Property Transmittal Form](#) and submit it according to the directions on the form. Please complete as much information as is possible on the form. If the equipment does not have a Vanderbilt Property tag, proceed to Step 2.

Step 2: Erase, Destroy, or remove memory/data storage capability, if present.

You must ensure that all sensitive information and Vanderbilt licensed software has been removed from the hard drive. The equipment will not be picked up without a completed and signed the **Tracking Document for a Cleaned Electronic Storage Device Recycling** form (provided below). You must abide by the [Vanderbilt Policy on Disposal of Information on Electronic Devices and Media](#) or [VUMC Policy OP 10-40.22, Disposal of Confidential and Restricted Information](#).

You or your local computer support provider can erase the hard drive and complete this form. The completed form must be attached to the equipment. If you do not know who your local computer support provider is, [click here](#). If the equipment does not have memory storage capability, proceed to Step 3.

Step 3: Complete a **VUMC Storage and Services Work Order form** (provided below).

**Fax** the completed **Work Order Form** to **VUMC Storage and Services Department** at **936-4625**.

You can request a specific pick-up day and time window (AM or PM); just indicate your preference on the Work Order Form. If you would like a phone call prior to pick-up, put your telephone number or pager number on the Work Order Form.

Furthermore, you can take electronics to the **VUMC Storage** location on Fort Negley Boulevard between 7AM – 4PM, Monday through Friday. Call 936-4626 to make drop-off arrangements. A Tracking Document for a Cleaned Electronic Storage Device Form must accompany each storage device, or the drop-off will not be accepted.

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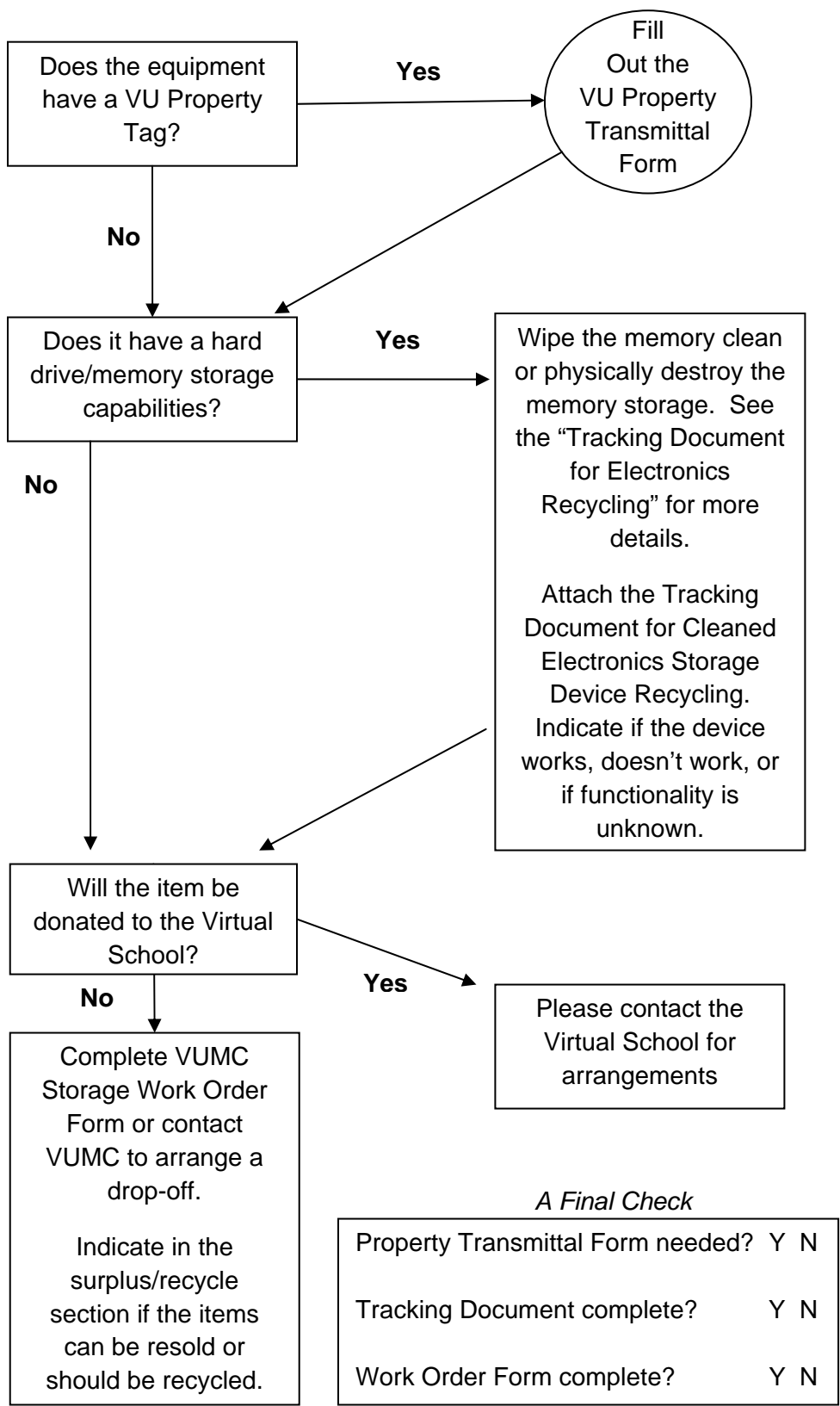
The Vanderbilt Electronics Recycling Program is a mechanism for recycling computer equipment such as monitors, CPUs, keyboards, printers, fax machines, and other types of peripherals. The Electronics Recycling Program also recycles electronics equipment such as TVs, DVD players, VCRs, etc.

All electronics are accepted regardless of condition or brand. **There is no fee** for the pick-up or recycling of electronics. If the equipment is in good working condition, it will be redistributed, sold, or donated, if possible. If the equipment is unusable, it is sorted and shipped to an electronics recycling facility that disassembles and shreds the components, segregates the parts, and recycles the materials.

### Questions?

Contact the Vanderbilt University Medical Center Storage and Services Department at 936-4626 or e-mail [recycle@vanderbilt.edu](mailto:recycle@vanderbilt.edu) with any questions or if you encounter any problems with the Electronics Recycling Program. For more detailed information on electronics and computer recycling, visit the [SustainVU web site](#).

# Electronics Recycling Flow Chart





Tracking Document for Cleaned Electronics Storage Device Recycling

Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

Electronics Information:

Item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Device type (CPU, PDA, etc.): \_\_\_\_\_

Model #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Processor: \_\_\_\_\_

Year purchased (if not known, approximate): \_\_\_\_\_

Is the device functional?       YES    NO    NOT KNOWN

Please list any accessories or peripherals that are included:

\_\_\_\_\_

Are all pieces functional?       YES    NO    NOT KNOWN

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

This device is being transferred to: \_\_\_\_\_

(e.g., Storage and Services, Virtual School, etc.)

I hereby certify that the electronic storage device listed below has been cleaned of all Vanderbilt information and licensed software according to the following procedure (check one):

Destroyed the information on the hard drive or media by first reformatting it and then running the following additional utility:

\_\_\_\_\_ (tools available at: [http://its.vanderbilt.edu/security/safe\\_tools](http://its.vanderbilt.edu/security/safe_tools))

Removed the hard drive or other media to secure it indefinitely.

Removed the hard drive or other media and physically destroyed it.

*Must be signed by administrator or designee*

Name (printed): \_\_\_\_\_

(signed): \_\_\_\_\_

**VUMC Storage & Service**

**700 Fort Negley Court**

**936-4626 (telephone)**

**STORAGE & SERVICE WORK ORDER**

**PLEASE COMPLETE AND RETURN TO FAX NUMBER: 936-4625**

SUBMITTED: \_\_\_\_\_, 20\_\_

WORK/PICK-UP LOCATION: \_\_\_\_\_  
Department Building Room Number

REQUISITIONED BY: \_\_\_\_\_  
**(PLEASE PRINT FULL NAME- REQUIRED)**

\_\_\_\_\_  
PHONE NUMBER  
(number for storage staff to use prior to pick-up)

**DESCRIPTION OF WORK**

**PLEASE BE SPECIFIC/PLEASE PRINT**

FOR SURPLUS/RECYCLE:

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Property Transmittal form needed? Y / N

Tracking Document for Electronics needed? Y / N

FOR STORAGE: (Storage items to be stored for a monthly fee)

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TO DELIVER OR MOVE:

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\*PLEASE NUMBER BOXES WHEN STORING SO THAT THEY CAN BE EASILY IDENTIFIED AND RETRIEVED