

VANDERBILT ELECTRONICS RECYCLING PROGRAM

What is the Electronics Recycling Program?

The Vanderbilt Electronics Recycling Program is a mechanism for disposing of computer equipment including monitors, CPUs, keyboards, printers, fax machines, and other electronic equipment such as TVs.

Why can't I just throw my old computer and electronics equipment in the dumpster?

Some electronic equipment contains levels of heavy metals that could leach out and contaminate water supplies if placed in an ordinary landfill. CRT computer monitors also contain toxic chemicals. **Environmental laws forbid this equipment from being disposed of as ordinary trash.**

But I've been told that if my computer doesn't work, no one will take it for recycling. Is that true?

No. ALL computer equipment will be accepted, regardless of its condition or brand. All parts of the computer system will be accepted (laptops, printers, keyboards, CPU towers, cords, and monitors).

How much does it cost to use this Program?

Nothing. This service, including collection, is provided **FREE OF CHARGE**.

What happens to the equipment?

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 a electronics recycling facility that disassembles or shreds electronics, segregates the parts, and recycles the materials.

What do I do when I no longer want my electronics (monitors, keyboards, etc. but NOT data storage devices such as CPUs or laptops)?

*If your equipment is NOT currently in the Vanderbilt System (i.e., it is not labeled with a Vanderbilt Property tag), simply contact the **VUMC Storage and Services Department** at **936-4626** and request a **Work Order form**. You can fill out the form and submit it by fax to the number on the form to have your equipment picked up.*

If your computer equipment IS in the Vanderbilt System, simply fill out a [Vanderbilt University Property Transmittal Form](#) and submit it according to the directions on the form. Please fill out as much information as is possible on the form.

What do I do when I no longer want my CPU or laptop?

You will follow the same process as above to have the equipment collected from your area and taken to the warehouse. However, you will first need to 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 must ensure that all sensitive information and Vanderbilt licensed software has been removed from the hard drive. The warehouse staff will not remove your equipment without a completed and signed **Tracking Document for a Cleaned Electronic Storage Device form** from the [University](#) or [Medical Center](#). You or your local computer support provider can erase the hard drive and complete this form. The completed form should be attached to the equipment prior to collection by warehouse staff. If you do not know who is your local computer support provider, [click here](#).

How do I dispose of removable electronic media (tapes, floppy disks, zip drives, CD's or DVD's) properly?

These types of electronic media are not identified as hazardous waste, and so are not eligible for the electronics recycling program. However, you must still destroy the data before disposal. Please refer to the [Vanderbilt Policy on Disposal of Information on Electronic Devices and Media](#) and [VUMC Policy OP 10-40.22, Disposal of Confidential and Restricted Information](#). If you no longer have a drive that will read and format the media, it may be physically destroyed. Please use the security tools provided by [NCS](#) or [ITS](#) if you need assistance with destruction of electronic media.

Questions?

Contact the Vanderbilt University Medical Center Storage and Services Department at 936-4626 or email 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](#).