



E-Waste Recycling Program at UH Kaka'ako

The University of Hawaii has established a long-term, free-of-charge quarterly recycling program of UH electronic waste (eWaste), compliments of APPLE. This program is designed for recycling of UH E-waste equipment only; NO personal or public equipment accepted.

WHAT, WHERE, AND HOW

Acceptable UH eWaste Items *(any brand of device is acceptable)*

Computer Systems & Accessories

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> All-in-Ones | <input type="checkbox"/> Keyboards & Mice | <input type="checkbox"/> Speakers |
| <input type="checkbox"/> CPUs | <input type="checkbox"/> Laptops | <input type="checkbox"/> Switches |
| <input type="checkbox"/> CRT Monitors | <input type="checkbox"/> LCD Displays | <input type="checkbox"/> UPS Systems |
| <input type="checkbox"/> Hard Drives | <input type="checkbox"/> Optical Drives | <input type="checkbox"/> Wires & Cables |
| <input type="checkbox"/> Hubs | <input type="checkbox"/> Servers | |

Handheld Devices

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Cell Phones | <input type="checkbox"/> PDAs |
| <input type="checkbox"/> Pagers | <input type="checkbox"/> Two Way Radios |

Office Equipment

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Adding Machines | <input type="checkbox"/> Printers | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Fax Machines | <input type="checkbox"/> Scanners | <input type="checkbox"/> Typewriters |
| <input type="checkbox"/> Photo Copiers | <input type="checkbox"/> Surge Protectors | |

Audio & Video Equipment

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Camcorders | <input type="checkbox"/> LCD Projectors | <input type="checkbox"/> Televisions |
| <input type="checkbox"/> Cameras | <input type="checkbox"/> Overhead Projectors | <input type="checkbox"/> VCRs |
| <input type="checkbox"/> DVDs | <input type="checkbox"/> Radios | |
| <input type="checkbox"/> Games Systems | <input type="checkbox"/> Stereos | |

Materials NOT Accepted

- | | |
|--|---|
| <input type="checkbox"/> Batteries not Integral to Computer Systems <i>(no loose batteries!)</i> | <input type="checkbox"/> Household Appliances |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Microwaves |
| <input type="checkbox"/> Contaminated Equipment of any type | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Cracked or Broken CRT Screens | <input type="checkbox"/> Smoke Detectors |
| <input type="checkbox"/> Hairdryers | <input type="checkbox"/> Styrofoam |
| <input type="checkbox"/> Hazardous Materials of any type | <input type="checkbox"/> Fluorescent Bulbs |

- In accordance with the ***UH Executive Policy E2.214 Security and Protection of Sensitive Information***, which can be found at <http://www.hawaii.edu/apis/ep/e2/e2214.pdf>, ensure that any hard drives have been cleansed of all sensitive information. UH Information Technology Services (ITS) has compiled tips for ***Securely Deleting Electronic Information***, which can be found at <http://www.hawaii.edu/askus/706>. Simply deleting files isn't enough; you must overwrite the disc files.

- Before initiating any disposal effort, you must verify ownership using the UH/RCUH/State of Hawaii decal number (or serial number if no decal is found) against the departmental inventory records. If the item cannot be found on the inventory records, Departments should refer to their inventory lists and Fiscal Officers can assist with searching by serial number. If the item is on inventory, departments must complete a FMIS-76 Disposal Application <http://www.fmo.hawaii.edu/FMIS/pdf/fmis76.pdf>. The property custodian should sign on the "Signature of Property Custodian" line on Page 2 and the original form must be forwarded to the Fiscal Office. Departments should not dispose of the item nor remove the decal until the Disposal Application is fully approved.



- Prior to taking your eWaste to the collection site, you must contact Kaka'ako EHSO at kakaako-ehso@lists.hawaii.edu or at 692-1855.
 - There are designated eWaste collection pallets – please inquire. Signs indicating collection location and a list of acceptable items are placed at the collection sight. Please place smaller items, e.g. keyboards, power adapters, mice, into a small cardboard box.
 - Do NOT leave your e-waste at the loading dock or in any areas not designated for the collection of this waste.
 - Be careful when placing the items on the pallets; avoid piling items too high and unbalanced arrangements.
 - Each department is responsible for taking their e-waste to the collection site.