



**UNIVERSITY OF HAWAII**  
**John A. Burns School of Medicine**

June 22, 2009

MEMORANDUM

To: JABSOM Kaka'ako

From: JABSOM Environmental Health and Safety Office (EHSO)

**Subject: Free E-Waste Recycling – Collection at JABSOM Kaka'ako Mailroom**

Apple is offering a free electronics recycling program for educational institutions this summer. In response to the interest in participating, Facilities Management has set aside a location in the main mailroom for the collection of E-Waste. In order to be eligible, we must collect a minimum of 25 computers, printers, or displays.\*

**What, Where, and How:**

\*Any brand of computers is eligible for free recycling. In addition to the 25 computers, printers, and displays, Apple will also accept all brands of the following equipment: monitors, laptops, fax machines, scanners, desktop-size copy machines, CD drives, hard drives, TVs, VCRs, projectors, overhead projectors, networking equipment, cables, keyboards, and mice.

Complete details are available on Apple's web site at:

<http://www.apple.com/education/recycle/index.php>.

- There are two pallets placed towards the back of the main mailroom (photo on page 2). There are signs indicating collection location and a list of acceptable items. Please do not leave your e-waste at the loading dock or in any other areas not designated for the collection of this waste.
- Please be careful when placing the items on the pallets; avoid piling items too high and unbalanced arrangements.
- A large box has been placed for the collection of smaller items, e.g. keyboards, power adapters, mice.
- If additional pallets or boxes are necessary, please inform JABSOM EHSO [jabsom-ehso@hawaii.edu](mailto:jabsom-ehso@hawaii.edu).
- Each department is responsible for taking their e-waste to the collection site. If assistance is needed, please complete a Work Order Request <http://jabsom.hawaii.edu/JABSOM/departments/intro.php?departmentid=79>.
- In accordance to UH Executive Policy E2.214 Security and Protection of Sensitive Information, please ensure that any hard drives have been cleansed of all sensitive information.
- Double-check items for any UH/RCUH/State of Hawaii decals. Departments should refer to their inventory lists in the event an item does not have its decal and Fiscal (Keenan Lee ext. 2-1146) can assist with searching by serial number if needed. If item is on inventory,

departments should complete an FMIS-76 Disposal Application, which is available at: <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 should be forwarded to the Fiscal Office (Keenan). Departments should not dispose of the item nor remove the decal until the Disposal Application is fully approved.

- If you are disposing of a working computer, please note the options for re-use by a non-profit or charity rather than recycling listed at: <http://www.hawaii.edu/askus/750>.
- **All items must be placed at the mailroom collection site by July 30, 2009.**

If you have any further questions or concerns, please contact us at [jabsom-ehso@hawaii.edu](mailto:jabsom-ehso@hawaii.edu). Thank you for your cooperation.

Mahalo!  
JABSOM EHSO  
<http://www.hawaii.edu/ehso/jabsom/>



Signs for designated collection area.

Posted list of accepted items.

Two pallets for the collection of e-waste.

Large box for the collection of small items.