

Disposal of Surplus Technology Equipment

To streamline the technology equipment disposal process, the university has entered into an agreement with Dell, who will now be working with departments directly to dispose of their technology equipment – as long as the department is disposing of 10 or more pieces at a time.

Equipment eligible for pickup includes all brands of computers, monitors, printers, fax machines, copiers (owned by UH), calculators, keyboards, computer mice, uninterruptible powers supply (UPS), servers, and related equipment. Items over 40 lbs. count as two pieces. A box of mice/keyboards are considered one piece.

What does this mean?

At no cost to the department, Dell will pick up technology equipment from departments, who have 10 or more pieces of equipment that they would normally send to Property Management. For those departments who have nine or fewer pieces of equipment, the old process of sending the equipment to Property Management will be in effect.

Do I need to do anything special to prepare the equipment for Dell?

Yes. An ARS Customer Pick-Up form must be completed and faxed to Minhthu Pham in Property Management 3-8798. This form is located on the Property Management web site. Dell will contact the department to arrange a pick-up time. All the department needs to do is ensure that the equipment is unplugged. Dell will handle the heavy lifting!

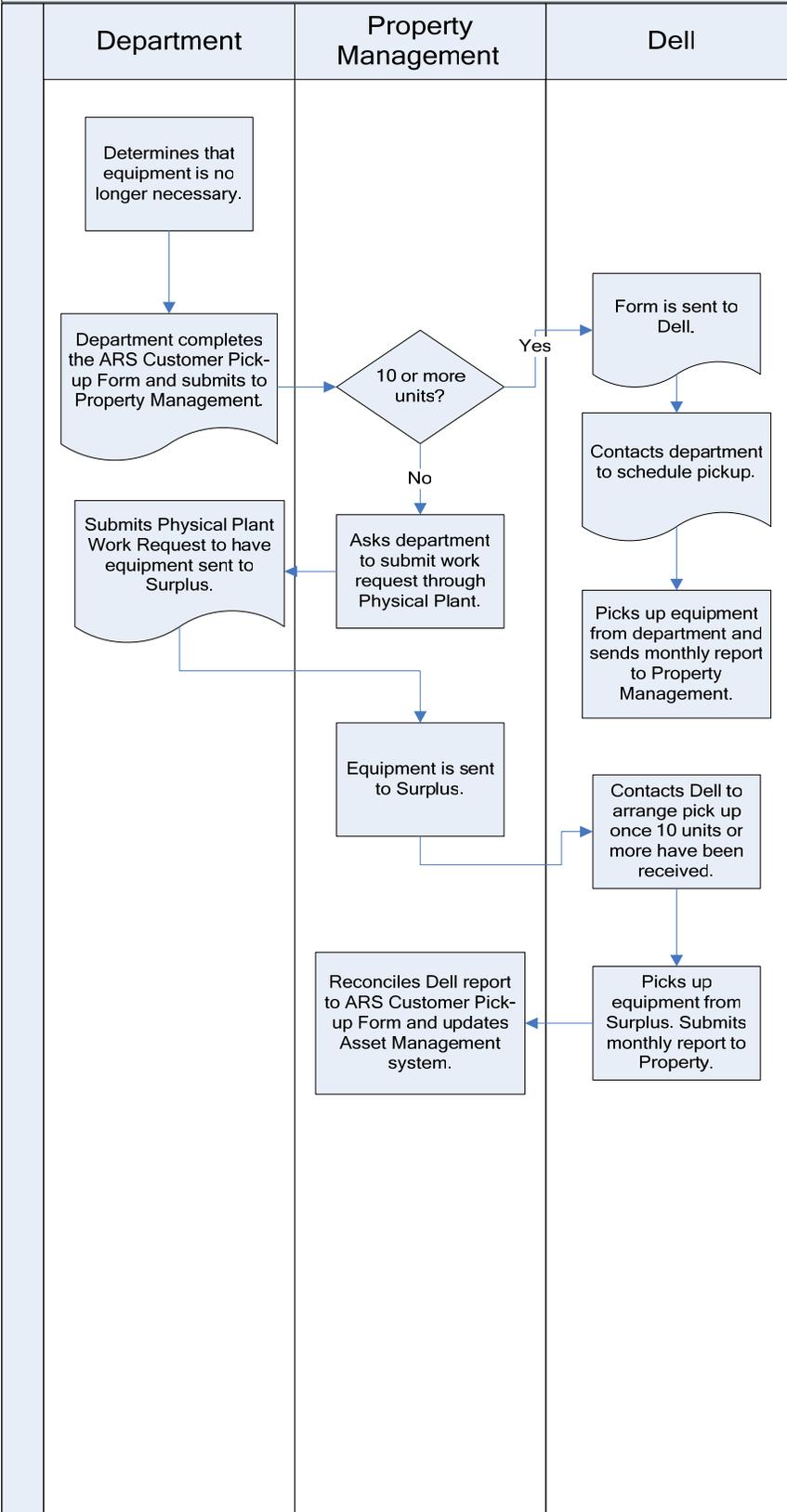
For computers, Dell will either erase all data on the computer hard drive, if it is suitable for resale, or completely destroy the hard drive (shred into tiny pieces), if it is not suitable for resale. Dell already performs this service for several federal and state agencies, including many of the US Department of Defense (DOD) agencies and the Environmental Protection Agency (EPA).

If the computer hard drive is not shredded, Dell performs a three-times Department of Defense overwrite on the hard drive, which is sufficient in most cases. However, departments can request a four, five, six, or seven-times DOD overwrite for no additional charge on the ARS Customer Pick-up form, if needed. This may be appropriate for computers containing highly confidential research information.

If the hard drive is shredded, the rest of the computer is broken down into core materials (plastics, metals, etc.) for recycling. Dell has a no-landfill policy that guarantees all equipment will be disposed of in a way that does not harm the environment and complies with EPA regulations.

To assist departments in using this new service, we have provided a flowchart on the following page. Questions about this new service can be directed to Emily Messa 3-8184 or Minhthu Pham 3-8757.

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Important Note:
 Equipment does not need to be palletized for pick up by Dell. It only needs to be unplugged prior to pick up.