



University of Pittsburgh

Department of Environmental Health and Safety

3700 O'Hara Street
B-50 Benedum Hall
Pittsburgh, Pennsylvania 15261
412-624-9505
Fax: 412-624-8524
<http://www.ehs.pitt.edu>

Memorandum

TO: Deans, Directors, and Department Chairpersons
FROM: Jay M. Frerotte, Director
DATE: November 15, 2002
RE: **DISPOSITION OF UNWANTED ELECTRONIC EQUIPMENT**

When electronic equipment breaks or becomes obsolete, it must be properly disposed or recycled. This electronic equipment may contain heavy metals and other materials that can become hazardous to human health and the environment, including:

- Lead - Computer monitors and televisions contain a cathode ray tube (CRT). CRTs contain leaded glass and are the largest source of lead, a poisonous metal, in municipal waste.
- Mercury - Some electronic equipment contains recoverable quantities of mercury, another poisonous metal.
- Cadmium - Rechargeable nickel-cadmium (NiCd) batteries are the largest source of cadmium in municipal waste.

The U.S. Environmental Protection Agency (EPA) currently classifies discarded electronic equipment that contains these hazardous materials as characteristic hazardous wastes under the Resource Conservation and Recovery Act.

To ensure that unwanted electronic equipment from the University of Pittsburgh is managed in accordance with EPA requirements, please follow the University's policy and procedure for the disposition of these items (*# 10-06-04 Surplus Equipment Recycling and Disposal*):

- **DO NOT PLACE ANY ELECTRONIC EQUIPMENT IN THE TRASH, EVEN IF IT IS BROKEN.**
- **REQUEST A PICKUP ONLINE:** Fill out a Surplus Property "Pickup Request Form" -- <http://www.pts.pitt.edu/surplus/pickup.htm> **OR**
- **REQUEST A PICKUP BY CALLING SURPLUS PROPERTY AT (412) 244-7071.**

Surplus Property donates electronic equipment to non-profit groups for continued use or sells it to the public. Unusable electronic equipment is sent to a recycling facility.

Please post and/or circulate the attached flyer throughout your departments to remind University employees to keep computers, monitors, and other electronic equipment out of Pitt's trash.

For questions regarding this program, please contact Dan DePra of Environmental Health and Safety at (412) 624-8526.