



Saint Joseph's College

E-Waste Recycling Policy and Protocol

June 2017

As electronic waste proliferates, Saint Joseph's College recognizes the need to dispose of old electronic equipment from our campus in an environmentally and socially responsible way. E-waste contains many toxic contaminants, including, but not limited to:

- lead which can be found in the computer monitor and screens
- cadmium which is found in laptop batteries and
- mercury which is found inside audio equipment, phones, fax machines, scanners, digital pagers, and flat screen TVs.

Facilities Management, in collaboration with Information Technology (IT), will remove and recycle obsolete and non-working computers and electronic equipment from the Saint Joseph's College campus in an environmentally sound manner and in compliance with all state and federal recycling and disposal laws. At the end of each academic year, or when storage becomes an issue, Facilities Management will contract with a recycler certified under the e-Stewards and/or Responsible Recycling standards to remove collected materials.

The term "electronic waste" is applied to a wide range of products which require different types of processing at the end of their useful lives. Specific types of e-waste for which recycling is available and best practices for recycling on campus are as follows:

- Batteries
 - A collection station is located outside of the IT office in Mercy Hall. All batteries are accepted and recycled by Facilities through Big Green Box (<https://biggreenbox.com/>).
- Printer/copier cartridges
 - The preferred recycling method for empty cartridges is when vendor offers a mail-back program, save the original carton and use the shipping label provided inside to return the cartridge to the vendor.
 - If mail-back is impossible campus services accepts cartridges of any type. Additionally, there is a collection station for printer cartridges outside IT in Mercy Hall. These cartridges will be recycled through Cartridge World in Scarborough, ME.
- Cell phones

- Cell phones can be recycled on campus at the collection station located outside of the IT department in Mercy Hall. Facilities Management will periodically remove these cellphones and deliver them to a certified recycler
- Durable electronic equipment including (but not limited to) computers monitors, CPUs (towers or laptops), printers, keyboards and mice, computer speakers, routers, fax machines, desk phones, cameras, adding machines, label makers. calculators, POS devices and wires and cable formerly used on campus
 - Students, faculty or staff should contact IT at 893-7851 or helpdesk to arrange drop-off. Electronic equipment will be assessed by IT for reuse on campus. If reuse is determined to be unlikely, IT will send electronics to Facilities Management for storage until pickup is necessary. Pickup will be through an approved vendor who guarantees that all waste ultimately recycled through companies certified under e-Stewards and/or Responsible Recycling (R2).