

Computer Equipment Disposal Policy

The Department of Education (DOE) is required by federal and state law to appropriately recycle computer equipment; disposal and recycling may only be performed by authorized Service Providers. The Service Providers will be responsible for disposal, recycling, and EPA compliance. In addition, Service Providers will guarantee wiping obsolete machines clean of any DOE data.

Note: There is no fee for this service, but there are guidelines regarding pick up etc. that must be followed.

Basic PCS Service Program Schools can contact the NYCDOE Service Desk, (718) 935-5100, at any time during the year to request a disposal pickup. However, there will only be two periods during the fiscal year where these pickups will take place. One pickup will occur in October and one in April.

Standard PCS Service Program Schools can contact the NYCDOE Service Desk, (718) 935-5100, to open a ticket for a pick up request, and this can be scheduled at anytime during the fiscal year. For all scheduled pickups, a minimum of 20 units are required.

Once an order has been received, the Service Provider arranges for a pickup. Schools will be contacted to arrange a convenient pick up date and confirm contact information, and the availability of an elevator, a loading dock and parking. It is recommended that schools provide both a main and an alternate contact. Pick-ups are scheduled Monday thru Friday between the hours of 8 am and 5 pm. The Service provider will not guarantee an arrival time. The school contacts must be available between 8 AM and 5 PM on the scheduled pick up day.

Prior to the scheduled pick up, the school should make sure that the units are unplugged from electrical outlets and network connections. It is the school's responsibility to download or back-up any needed data that may exist on the hard drive.

Units should be free of any lockdown or security devices and **must be** centrally located. It is recommended that units are placed in a location which will enable minimal class disruption during the removal process.

School contacts are advised to observe and count each piece as it is being removed from the building. School officials should keep students away from the removal path until the job is complete. At the conclusion of the pickup, the Service Provider will note the number of pieces taken on the logistics bill of lading. School contacts will be asked to counter-sign the bill of lading to confirm the unit count. The school will get a copy at that time.

Approximately thirty to sixty business days after the pickup date, the Service Provider will send the school's contact a detailed Settlement report and Certificate of Disposal. The Settlement report includes item description including serial number, cosmetic condition and, if present, asset tag numbers. At the same time, the Service Provider will also notify the DOE to remove all items from the NYCDOE's Managed Seat Inventory List.

The Certificate of Disposal verifies that the hardware received under a specific tracking number has had or will have the data overwritten or reformatted by using an automated script (for example, data is overwritten with 0's and 1's).

In cases of non-functional hard drives, the data will be made non-readable by shredding or otherwise destroying the hard drives. Asset tags and other NYCDOE identification will be removed from the unit and destroyed. In addition, the Certificate of Disposal will confirm that all recycling complies with local, state and federal guidelines, including those of the EPA (Environmental Protection Agency). It is encouraged that schools/offices keep these certificates to protect oneself in case of an audit by the Federal or local authorities.

NYCDOE OWNED COMPUTER EQUIPMENT	
ELIGIBLE FOR PICKUP:	NOT ELIGIBLE FOR PICKUP:
<ul style="list-style-type: none"> • Desktop Computers (CPUs) • Loose Cables (boxed, 40 lbs. max.) • Loose Hubs/Routers/Switches (boxed, 40 lbs. max.) • Loose Keyboards/Mice/Pointing Devices (boxed, 40 lbs. max.) • Loose Notebook Computer Accessories (batteries, AC adapters, disk or optical drives, etc.; boxed, 40 lbs. max.) • Monitors (CRT and flat-panel) • Notebook Computers • NetBooks • Printers (low-end & workgroup, monochrome & color) • Servers 	<ul style="list-style-type: none"> • Appliances • Chemical Waste (other than toner cartridges) • Copy Machines • Docking Stations • Fax Machines • Furniture • Laboratory, Medical, Biological, or Nuclear waste • Lockdown & Security Devices • Projectors (overhead and other) • Scanners • Telephones • Televisions & VCRs • Textbooks, Library Books, Magazines, etc. • Typewriters • Other items not listed as "Disposable Units Eligible for Pick-Up"