End-User E-Waste circuit boards, monitors, **Initiate Disposal** keyboards, mice, etc Process R **Recycling Process Center** Shred hard Metals Prepare Disposal Form drives and other Cardboard Disassemble Computers (Purchasing Website) data storage Paper PC, laptop, hand held, etc devices, remove Pacific Recycling **Plastics** Sort ISU labels Wire Breakdown **Property Type Power cords** Aluminum Equipment Contact CPIS to test equipment, meters, **Original Property** CPIS process per Yes or unknown ≯ determine if on inventory electronic equipment, ves on CPIS Inventory State procedure (x.3288 or x.2176) etc. Notify ITS of final Disposal, tag # no Retain copy of CPIS Disposal Sheet (7 yrs) no See List of Common HazMat TSO schedules pickup and handle Contact TSO (x.2310) HazMat Items on Remove ISU Waste Disposal Inknown disposal, retain copy of disposal equipment, materias -yes-Furniture **Facilties Website** for pickup of HazMat tags/labels documents no no ITS Apply "Green" Tag ves Issue Service Contact ITS Help Desk, x. Property have digita Request & ITS Notify end user to submit Wiped? 4357, to schedule data Schedule Wipe Hard Drive memory? Work Order to Facilities for Schedule Pickup "wipe" (no charge) processing- no Fee no ITS Apply"Red no Tag Secure Storage Submit Work Order to Facilities Work Order Submittal End-user site Contact CPIS (Custodial Services -Recycling) Custodial for pickup, shreddin (X. 3288 or X. 2176 to & recycling determine if item has (no Fee for service) Submit Work Order to repurpose value Facilities Services Facilities Maintenance for Furniture? Apply "yellow" ta ves pickup & disposal. processes work orders Work Order Submittal (Maintenance Services - furniture) (no Fee for service) no no Work Order Submittal (Custodial Services -Recycling) Submit Work Order to Can items be CPIS /End-user Facilities Custodial for repurposed? discuss auction pickup and recycling. option? (no Fee for service) Legend ISU/Agency Use? Facilities ITS CPIS makes initial contact yes End-user negoiates with auction Apply "orange" Auction with auction house house the terms, fees and tag ISU discusses state CPIS End User delivery of items Completed Rev5 requirements Surplus Webs

10/2016

ISU Property Disposal Procedures - Original Value under \$2,000