

Technology Equipment Disposal Policy

I. Introduction

SUNY Cortland's surplus or obsolete technology equipment including but not limited to computers, monitors, printers, external hard drives, USB thumb drives and cellular telephones must be discarded according to legal requirement, environmental safety regulations, State University of New York, local, State of New York and federal laws approved methods.

II. Procedure to Dispose of Old Technology Equipment

- A. Disposal and disposal procedures of all technology equipment assets will be centrally managed and coordinated by Campus Technology Services in association with the SUNY Cortland Property Control Officer.
- B. Campus departments fill out the Technology Disposal Form; attach it to the equipment being disposed of or surplus and contact Campus Technology Services to arrange for pick-up of surplus or obsolete technology equipment.
- C. Campus Technology Services will evaluate returned technology equipment to determine its remaining life and appropriateness to be reassigned elsewhere on campus.
- D. Technology equipment that does not meet reassignment standards will be disposed of in accordance with legal requirement, environmental safety regulations, State University of New York, local, State of New York and federal laws approved methods.