E-Waste Procedures

When throwing away any electronics, all data/information and any tags will need to be deleted/removed before discarding.

Follow these E-Waste procedures outlined below:

1. Check for MLML, SJSU, or SJSURF asset tags
   - If present, remove the tag and stick it to a piece of paper. Write the Make, Model, and description of the device. Also include the serial number.
   - Give the paper with this information to Ivano and a copy to IT.
2. Remove the hard drive and label it with the group (e.g. MLML) and device info.
   - Coordinate for the destruction of data or drive with IT via an IT Helpdesk Ticket.
3. Check with IT to determine if any parts/components are still viable or useful.
4. Dispose the device in e-waste bins located in the corner of the corp yard by the warehouse door. Make sure the bins are covered after you’re done.

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