

# **Dr.C.V.Raman University**

**Kargi road,kota**

**Bilaspur(C.G)**

## **Policy on Electronic Waste Disposal**

### **E-WASTE POLICY PRINCIPLES-**

1. Environmental Conservation:- The University strives to ensure environmental conservation and protection from effects of e-waste
2. Safe disposal-The university recognizes the need to dispose e-waste in a manner that is safe with respect to its staff,teachers,students and stakeholders
3. Public awareness- The university strives to create awareness about e-waste,its effect and its safe disposal
4. Policy framework-The university recognizes the need to establish clear guidelines on e-waste management

#### **A. Purpose/objective of the policy**

This policy and procedure ensures that all used electronic equipment designated for disposal, such as computer monitors, central processing units (CPUs), laptops, peripherals and other electronic equipment, are handled,stored, and disposed of in accordance with all applicable central, State and Local Regulations and with Dr.C.V.Raman University Polices regarding data security.

#### **B. Applicability/scope**

##### **1. Applicability**

This policy and procedure shall apply to all teaching/Non-teaching Personnels and studens. Additionally, this policy and procedure shall apply to electronics purchased by University departments for use at University.

##### **2. Scope**

Electronic equipment, such as monitors and CPUs, may contain hazardous materials, such as lead. It can be expected that computer monitors, CPUs, peripherals, and other electronic equipment will be generated during the following activities:

- a. "Service request" requiring removal/disposal of computer monitors, CPUs, peripherals, and other electronic equipment
- b. Renovation or demolition projects in areas where computer monitors, CPUs, peripherals, and other electronic equipment exist and are scheduled for removal/disposal
- c. Any other activity that where computer monitors, CPUs, peripherals, and other electronic equipment have reached the end of useful service

### **C. Definition of e-waste-**

**Electronic waste** refers to computer monitors, laptops, CPUs, peripherals, and small electronic equipment potentially containing heavy metals.

### **D. Responsibilities**

It shall be the responsibility of all University faculty and staff to ensure that this policy and procedure is adhered to.

#### **1. Raman Green club Responsibilities**

The club shall be responsible for securing vendors that properly recycle, reuse, or dispose of electronic waste generated by University. They will manage all vendor activities pertaining to the disposal of electronic waste.

#### **2. University Information Technology (UIT)**

UIT shall be responsible for ensuring that the University's Data Sanitization Policy is maintained and adhered to at campuses.

#### **3. Dr.C.V.Raman University Departments**

Dr.C.V.Raman University Departments ("Departments"), including those that utilize internal IT services, are responsible for ensuring that electronic waste offered for disposal meets the standards set in the University's Data Sanitization Policy. Additionally, the Departments are responsible for ensuring the proper disposal of electronic waste used at University is disposed of in a manner consistent with this policy

### **E. STEPS FOLLOWED BY UNIVERSITY TO DISPOSE OFF E-WASTE:-**

1.Green Raman Club/Eco-club will send the list of all e-waste equipments to University after identifying e-waste in the university.

2.Collection of e-waste

3. Segregate computer monitors, CPUs, peripherals, and other electronic equipment from other wastes/materials. All CPU hard drives must be cleansed as per the University Data Sanitization Policy prior to offering the material for recycling.

a. UIT requires that all data bearing devices are clearly marked with a notification that all hard drives have been cleansed or removed, as per the Data Sanitization Policy.

4.Green Raman Club/Eco-Club inspection team will verify the working condition of all e-waste equipments.

5. Store equipment in a manner that prevents damage to such materials while awaiting disposal.

a. Monitors should be stored in an upright position or in a manner that prevents breakage of the screen. Computer monitor power cables should be wrapped up or properly secured before offering it for recycling.

b. Toner cartridges and paper should be removed from printers prior to disposal.

6. Departments replacing large equipment, such as large printers or copiers, should reach out attempt to

dispose of such equipment with the vendor providing replacement equipment.

7. Departments must ensure that leased equipment is returned to the leasing vendor.

8. Facilities may be contacted to remove electronic waste from University owned or maintained spaces that they may provide services. Raman Green club/Eco-Club should be contacted for removal and disposal of electronics for in leased spaces or for departments with a large volume of electronic waste.

9. Green Raman Club/Eco-Club will schedule the disposal of electronic waste from all campuses. Electronic waste disposal is performed by approved University vendors. Green Raman Club/Eco-Club will maintain all records of disposal, including shipping papers and certificates of recycling where applicable.

**F. Emergency contacts:-**

In the event of accidental destruction of any CRT monitor, Raman Green Club/Eco-Club must be contacted to provide guidance and assistance in the cleanup and disposal of such material

**H. Recordkeeping**

Green Raman Club/Eco-Club shall store records pertaining to electronic waste disposal

**G. Review of policy-**

The policy will be reviewed after every 5 years, as the need arises