



ENVIRONMENTAL HEALTH
AND SAFETY

HAZARDOUS MATERIAL FACT SHEET

Computer and Electronic Equipment Disposal

Computers can contain sensitive information; therefore, you must call the IT Help Desk (9-7700) when you want to surplus a computer so that they can clean the hard drive per UNMC Policy 6056, [Retention and Destruction - Disposal of Private and Confidential Information](#).

In addition, computer components and other electronic equipment often contain small amounts of regulated heavy metals. Examples of this include: leaded glass in computer monitors and lead solder on circuit boards. The Nebraska Department of Environmental Quality (NDEQ) regulates material containing lead and other heavy metals as hazardous waste (universal waste). Therefore, none of these materials can be thrown in the normal trash. See Hazardous Material Fact Sheet - Universal Waste

Once all confidential material is removed from the computer or electronic equipment the material can be recycled. UNMC policy no. 2005 [Waste Handling - Universal Waste](#) requires all surplus computers and other electronic equipment to be handled through General Supply/Furniture Stores. The material will then be reused, sold, or recycled.

You can get rid of surplus computers and electronic equipment by first calling the IT Help Desk (402) 559-7700 to have the computer's hard drive cleaned and then completing the form on eSHOP to have the computer and any other electronic equipment picked up.

Please contact General Supply/Furniture stores at (402) 559-5220 if you have questions.

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Please call 402.559.6356 or
email unmcehs@unmc.edu with any questions