



## Electronic Waste Recycling

The State of California's [Department of Toxic Substances Control \(DTSC\)](#) requires that used electronics be handled in an environmentally responsible manner. This means that old cellular phones, pagers, PDAs, telephones and the like cannot be placed in the normal trash. EH&S and Facilities Management make it easy to safely discard these devices. For an overview of all the various types of hazardous waste, click on this [link](#).

We have placed a number of drop off locations around campus where small items of electronic waste, such as batteries can be discarded. The University will collect these small electronic items and ensure that they are not sent to landfill for disposal. In fact, many devices and other items will be refurbished, repurposed or recycled.

Examples of e-waste that must not be discarded in the trash include:

- Calculators
- CDs
- Cellular Phones
- PDAs
- Telephones
- Wireless Devices
- Mice/Keyboards (small quantities)

Please refer any questions regarding e-waste to [EH&S](#). Note that only small, non-capital equipment may be placed into these collection containers. For large volumes of these wastes and disposal of larger components (i.e. computers, monitors, printers, etc.), you are required to coordinate disposal through your Department Property Administrator.

Chapman Financial Services is responsible for handling fixed and surplus assets taken in by the university. Surplus assets may be given to a department in need within the school or to a charity organization, or otherwise disposed of through proper channels.

If you have surplus assets you would like to contribute, use the below link to enter your request: <https://webfarm.chapman.edu/SurplusAssetForm/> . Completion of this form declares an asset as surplus and give the Surplus Asset Administrator (SAA) the authority to dispose of the surplus asset. This form will need to be completed and approved prior to submission to the SAA.

Thank you for your interest in electronics recycling!