

**ALFRED UNIVERSITY SURVEY FOR REMOVAL OF USED COMPUTER and OTHER ELECTRONIC EQUIPMENT or INSTRUMENTS, RECHARGEABLE BATTERIES and SCRAP METAL**

Semester: Spring / Summer / Fall (Circle only one)

Year:

Please search out all unwanted used electronic equipment or instruments that would qualify for recycling based on the *Disposal of Used Computer Equipment and Other Used Electronics Policy*. Office equipment, non-alkaline rechargeable batteries and scrap metal will also be accepted for recycling.

**Chairperson, Supervisor or designee should coordinate department survey efforts to eliminate duplicate submissions.** Submit completed form to Doug Clarke (clarkegd@alfred.edu) no later than one day prior to the announced collection date.

Note: Please attach the **Tagged For Electronic Disposal label** on equipment and/or boxes. The label may be found on the EHS web site under Labels.

Specific Location of stored material for pick-up (Room # or Area Name):

Division/Department Name:

Building:

Number of units:

Monitors (CRT) \_\_\_\_\_ approx. size \_\_\_x\_\_\_x\_\_\_

Separate Disc Drives \_\_\_\_\_

Monitors (CRT) \_\_\_\_\_ approx. size \_\_\_x\_\_\_x\_\_\_

Keyboards \_\_\_\_\_ Mouse (s) \_\_\_\_\_

Computer processing units \_\_\_\_\_ approx. size \_\_\_x\_\_\_x\_\_\_

Computer processing units \_\_\_\_\_ approx. size \_\_\_x\_\_\_x\_\_\_

NOTE: Remove cords and cables from all equipment where possible and place in a labeled cardboard box.

**PLEASE PLACE ALL CABLES, CORDS, BATTERIES AND SMALL ELECTRONICS IN LABELED CARDBOARD BOX(S).**

**Other equipment: (scrap metal, batteries, printers, fax machines, TVs, VCRs, PC Boards, UPSs, cables, laboratory instruments, etc.)**

What is it \_\_\_\_\_ how many \_\_\_\_\_ approx. size \_\_\_x\_\_\_x\_\_\_

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What is it \_\_\_\_\_ how many \_\_\_\_\_ approx. size \_\_\_x\_\_\_x\_\_\_

Name of person submitting this survey \_\_\_\_\_ phone # \_\_\_\_\_