

# Equipment Transfer Form Instructions

Please use these forms to keep your inventory current. Your inventory should show the correct location of your computer(s), equipment and furniture at all times.

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The Office of Environmental Health and Safety has developed procedures to comply with the hazardous waste regulations of the Federal Resource Conservation and Recovery Act (RCRA) as it pertains to disposal of used computers and electronic equipment. Most discarded electronics would qualify as a RCRA regulated hazardous waste. However, these same electronics would be exempt from RCRA hazardous waste regulations if they are properly managed for recycling purpose or disposed of as scrap metal where appropriate.

When computers or electronic equipment are to be recycled via the scrap metal exemption, the Office of Environmental Health and Safety will notify the New York State Department of Environmental Conservation (DEC) of its intent (C7 notification letter) that scrap metal obtained from used electronics will ultimately be recycled. This guideline, therefore, explains the procedure that Departments and Faculties should adhere to in accounting for equipment transfer and salvage.

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## **Part I**

1. Complete the section provided for requestor. Include Name, Dept., Date, E-mail and Phone Number.
2. Indicate whether a computer, other equipment or furniture is to be (i) transferred or (ii) salvaged (iii) donated
3. Fill in all spaces provided for each computer, equipment or furniture to be transferred or salvaged. Include the Description, Manufacturer/ Model, CUNY Tag # Serial # and Old Bldg/Floor/Room.

## **Part II**

Complete only one section: A, B, or C.

### **A. Procedure for transfer of computer(s), equipment, or furniture:**

Indicate whether equipment transfer is (i) within York College – On Campus, (ii) Off Campus, (iii) Donated

- (i) For equipment transfer within York College, list the new location (building, room, and floor)
- (ii) For equipment transferred off campus, the individual or department responsible for the equipment while off campus must sign the form. Go to Part III.
- (iii) For donated equipment off campus, the individual or department must complete a York College Donation Agreement form.

### **B. Procedure for Disposal of Computers:**

Contact Educational Technology or Computer Services to request a usability assessment of the computer(s) to be transferred or salvaged. Educational Technology will assess computers used in laboratories and by faculty. Computer Services will assess all other computers. Ensure that the technician signs the equipment transfer and salvage form to verify completion of assessment/data retrieval process. Send a work order and a copy of the equipment transfer or salvage form to B&G to request removal of the computer(s) to storage, (room LD02). When B&G collects the equipment, please obtain the signature of the B&G representative.

### **C. Procedure for Disposal of equipment or furniture:**

Indicate the condition of the equipment or furniture to be salvaged. Send a work order and a copy of the equipment transfer or salvage form to B&G to request removal of the equipment or furniture. When B&G arrives to remove the equipment, please obtain the signature of the B&G representative on the final two copies of the form. Go to Part III.

## **Part III**

Send the original form to the Property Management Department, Room 1H12E, and retain a copy for your records. Please be sure to obtain authorization of your department head before transferring or salvaging computers, other equipment or furniture from your department.