

To: CASE Faculty and Staff

RE: e-Waste Disposal Form

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The term e-Waste is given to all discarded electronic devices such as computers, fax machines, televisions, lab equipment, or other such devices that contain circuitry. This type of material contains lead and other substances that, if not handled properly, could be released into the environment and cause harm. This is not to say that electronic devices by themselves are hazardous, only that in a landfill, the materials in the circuitry might be released by the action of water, dissolved organic acids, and other items found in the leachate of a landfill. As a result, EPA requires that e-Waste be handled differently from normal household paper and plastic waste.

Case Western Reserve University has responded to the EPA e-Waste requirements by collecting e-Waste from around the campus. These devices are then sent off campus to a number of companies that "demanufacture" the devices into component streams of plastic, metal, and glass. The streams are then reused in the manufacture of new products. During the process, some hazardous materials are collected that can not be reused. These materials are further processed as hazardous waste at a treatment storage and disposal facility.

The Case Western Reserve University e-Waste program starts with a written request from you, the end user of the electronic device, to the Department of Occupational and Environmental Safety. The form is available on the Plant Services, Customer Services, and DOES websites as a PDF file. The form contains fields for you to list how many pieces you have for dispose and where the pieces are located. Once the form is received by DOES, the request will become a work order for the Case Western Reserve University Custodial staff. The Custodial staff will then come to your location and remove the devices to a designated pick up point. We ask that you write the building and room where the devices came from on the outside of the devices in permanent marker.

Click [HERE](#) to access the e-Waste Disposal Request form.