



# ELECTRONIC RECYCLING AT U OF L

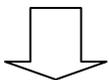
## Getting your department or group started:

Types of Electronic (E) equipment accepted: TVs, Computer hard drives, monitors, keyboards, and printers, lap tops, and other audio/visual equipment.

**IMPORTANT NOTE:** For security reasons, any departmental or work-related computer hard drive or lap top must be “wiped-cleaned” by the department Tier I Technology Specialist prior to submitting to Surplus Property.

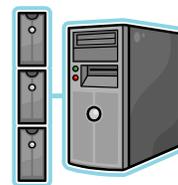
**Step 1:** Determine which of the following forms must be completed for the e-scrap item(s) to be picked up. All forms are located at the U of L Inventory Control/Surplus Property web-site link at <http://louisville.edu/surplus/forms>:

1. Pick up request for computer hard-drives and lap top computers must be submitted using the “Computing Device Surplus Certification” form.
2. All other electronic items with a U of L Property tag bar-code must be submitted on a “TRANOVER” form (regardless of value).
3. All other electronic items valued over \$1000 must be submitted on a “TRANOVER” form.
4. All other electronic items valued under \$1000 should be submitted on a “TRANUND” form.



**Step 2:** After your form has been submitted on-line and has been reviewed by the appropriate department, Physical Plant Labor crew personnel will come to your location and pick up designated items for reuse (I.e. “No Child Left Off-Line program” ) or recycling. Click here for more information about e-scrap recycling efforts at U of L.

[https://sharepoint.louisville.edu?Goto=computer\\_recycling](https://sharepoint.louisville.edu?Goto=computer_recycling)



**Questions or comments** about this program can be directed to the U of L – Physical Plant Grounds Department at 852-8181.