



ENVIRONMENTAL HANDLING POLICY

Approved Date: 4/17/2009

Policy Overview

This document describes the University's policy for the systematic approach to disposing of electronic equipment and components. This policy applies to goods that do not meet the Restriction of Hazardous Substances (RoHS) directive. The University will follow the United States EPA waste management hierarchy:

- a. Reuse
- b. Recycle
- c. Disposal

Reuse

If electronic components or materials are in acceptable working order and deemed reusable, the University will choose one of the following methods for reuse:

- d. Self-Reuse. University employees will determine if the electronic component in question can be used by the University in the future. If the component can be reused, the University will return it to inventory to be reused at its own discretion in the future.
- e. Donation and Gifting. University employees may determine that the equipment is not suitable for immediate or near-term use by the University. In this case, and upon appropriate approval, the University may donate the equipment to a non-profit organization or gift the equipment to any individual or businesses the University sees fit. The individual receiving the equipment will be asked to sign the Excess University Property Release Waiver.
- f. Sale. The University, at its own discretion, may sell the unneeded equipment and components through any means that is seen fit by the University. The individual receiving the equipment will be asked to sign the Excess University Property Release Waiver.

Recycle

The University will recycle electronic equipment and compo-

nents if they are deemed unsuitable for future use and if they are deemed to contain non-hazardous materials. Non-hazardous waste includes:

- a. Scrap metals
- b. Whole circuit boards
- c. Precious metals

Disposal

Should electronic equipment or components be deemed neither reusable nor recyclable, the University will dispose of this equipment through an authorized electronic disposal or recycling entity.

Electronic Equipment Purchase

It is the goal of the University to take into account the environmental impact of all equipment. The University upon purchasing electronic equipment will maintain as one of the purchasing criteria the environmental impact of the equipment.

Electronic Equipment Use

It is the goal of the University to take into account the environmental impact of all equipment use and to strive to implement policies of use that have the most positive environmental impact as possible. Environmental concerns should be included in all aspects of equipment use such as, system designs to ensure the optimal operating environment for equipment and user policies to ensure the University community is aware of the environmental impact of equipment use.

Recordkeeping

A record of all recycled, donated, gifted or disposed of electronic equipment will be kept.

EXCESS UNIVERSITY PROPERTY POLICY RELEASE WAIVER

Olivet Nazarene University is transferring ownership to _____ (“Transferee”) the equipment identified on Section A attached hereto (the “Equipment”). Transferee desires and is accepting such Equipment, and acknowledges that the Equipment itself constitutes sufficient, good and valuable consideration to Transferee. The Equipment is accepted in “as is, where is and with all faults” and condition. Olivet Nazarene University assumes no responsibility, and expressly disclaims any and all warranties for the Equipment’s present condition, past or future maintenance, or longevity. Olivet Nazarene University is not the manufacturer nor is it a merchant of this Equipment. Transferee acknowledges that no representations are being made by Olivet Nazarene University as to the condition or maintenance of the equipment, nor to its fitness for any purpose that Transferee may intend for it. Transferee states that it has had an opportunity to inspect the Equipment, and that Transferee believes in its sole judgment that the Equipment is useful to Transferee and is not being accepted as waste or for disposal. Transferee hereby fully releases, absolves and holds harmless Olivet Nazarene University, its trustees, officers, administrators, faculty, staff employees or agents for any harm which arises out of the acceptance, use or eventual disposal of the Equipment. Transferee further agrees that Transferee shall indemnify Olivet Nazarene University, its trustees, officers, administrators, faculty, staff employees or agents against all claims, demands, suits, judgments, and all cost, expenses and counsel fees incurred on account thereof, which are based upon injuries, sickness, disease, or death suffered by Transferee or by third parties caused in any manner by the Equipment, and/or arising in whole or in part from any negligent acts or omission of Transferee, or the Transferee’s volunteers, agents, servants, employees, directors and/or trustees in relation to said Equipment and/or its use. Transferee agrees that this release has been freely and voluntarily executed and that the contents have been fully and completely read and understood. Olivet Nazarene University.

By: _____

Date: _____

Name: _____

Title: _____

[TRANSFEREE]

By: _____

Date: _____

Name: _____

Title: _____

Transferred Equipment

Manufacturers: _____

Item Description Quantity Serial No(s): _____
