

**UNIVERSITY OF ARKANSAS AT LITTLE ROCK**  
Computer and Electronic Solid Waste Management Policy

**I. PURPOSE**

The University of Arkansas at Little Rock (UALR) recognizes that Act 1410, enacted by the General Assembly of the State of Arkansas in 2001 and codified by Arkansas Code Annotated Section 25-35 et. seq., is an act concerning computer and electronic solid waste management for the State of Arkansas. The intent of the Act is to achieve the maximum possible benefits from use of university owned computers, electronics, and peripherals; to achieve maximum benefit from the sale of surplus university assets; and to protect the public health, safety, and the environment by mandating steps to be taken to address the solid waste management of computers and electronic solid waste statewide. UALR hereby commits to this endeavor and implements the following policy for the management and sale of agency surplus computer equipment and electronics.

Definitions:

1. Agency – The University of Arkansas at Little Rock hereafter referred to as UALR.
2. Computer – A programmable electronic machine that performs high – speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.
3. Degauss – To degauss is to erase information from.
4. Demanufacturing – End of life disposition of electronic devices and computers; includes recovery of hard drives and chips with resale value, the removal of commodities, such as copper, aluminum, and gold for sale to scrap consumers, the removal and hazardous waste disposal of toxins and heavy metals, and the shredding or melting of materials that can be sold and manufactured into new products.
5. Director – The Chancellor of UALR or his/her designee.
6. Electronics – Devices utilizing electrons and electric circuits including household appliances, televisions, recording and playing devices for music or video tapes, compact discs and digital technology.
7. Fund – The Computer and Electronic Equipment Recycling Fund established by Act 1410 of 2001.

8. Marketing and Redistribution – The Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration, hereinafter referred to as M&R.
9. Primary Agency User – A UALR employee who has been utilizing the individual computer or electronic equipment in the course of his/her job duties. If the computer or equipment is put to use by another employee of UALR after the initial one, that employee will become the Primary Agency User and the previous Primary Agency User relinquishes all preferential claim to the computer or equipment.
10. Recycle – The use of previously manufactured materials including metals, glass, and plastics in the manufacture of new products.
11. Reuse – Use of electronics, computers and equipment for harvesting spare parts, resale or donation.
12. Surplus Computer Equipment – Computer components no longer in use by UALR that have residual market value.

## **II. SURPLUS COMPUTER OR ELECTRONIC EQUIPMENT**

No used computer or electronic equipment shall be considered surplus or shall be offered by UALR for sale or donation or shall be delivered to the M&R Section of the Office of State Procurement until after the equipment has met the following criteria:

1. The Primary Agency User has thirty (30) days after the replacement of the used equipment to examine the equipment and to evaluate whether or not it can be put to further use by the Primary Agency User's department. If the Primary Agency User deems the equipment cannot be of further use in their department, they will inform the campus community of the availability of the equipment. Informing the campus community will be completed by posting equipment information on the UALR web site at [www.online.ualr.edu/surplus](http://www.online.ualr.edu/surplus).
2. If the Primary Agency User does not receive any responses to the advertisement of the equipment within 45 days, the equipment will be analyzed to determine if it can be currently used by UALR.
3. If the Primary Agency User did not get anyone in the campus community to express interest in the equipment, it shall be the responsibility of the UALR Chief Information Officer (CIO) to make a determination if the equipment is expected to be utilized by UALR within the next six (6) months or if the equipment is obsolete for further UALR use.

3. UALR will not have a back stock of equipment that exceeds ten percent (10%) of the total computer and electronic equipment at UALR.
4. Equipment purchased with grant money may require the grantor's written permission for disposal of the equipment. The Primary Agency User is responsible for ascertaining the source of funds with which the equipment was purchased and obtaining necessary approvals for transferring the equipment from UALR inventory.
5. Equipment will be declared surplus only after a determination is made that the equipment cannot be utilized by UALR or is not anticipated to be utilized by UALR as defined in this policy.

### **III. PLAN**

The following plan will be used by UALR to implement this policy. This plan is subject to change as UALR promulgates additional regulations.

1. All hard drives of surplus computer equipment will be destroyed within ninety (90) days after replacement. A Certificate of Destruction form will be signed and completed by the Primary Agency User or his/her designee. The form will be retained within the Department for a period of five (5) years.
2. UALR surplus computers and electronic equipment will be disposed of by one of the following methods:
  - a. Equipment should be offered first for use to other UALR departments within forty-five (45) days after the equipment has been replaced.
  - b. Equipment may be kept as back stock for the purpose of harvesting for the repair, maintenance and upgrade of equipment in use. Back stock shall not exceed ten percent (10%) of the total computer and electronic equipment at UALR.
  - c. Surplus equipment may be sold to Arkansas public schools, but at a price not less than five percent (5%) above depreciated value as determined by the Department of Finance and Administration.
  - d. Unsold surplus equipment may be:
    - donated to the Arkansas public schools;
    - sent to the M&R Section of the Office of State Procurement for sale, auction, recycling, donation, demanufacturing or disposal;
    - maintained in the University's possession;

- sold or auctioned by the M&R Section of the Office of State Procurement via an Internet web site.

#### **IV. ADMINISTRATIVE PROCEDURES**

UALR shall apply the administrative procedures of M&R to any sale process.

The sale price of computer and electronic equipment offered for sale to an Arkansas public school shall not be less than five percent (5%) above depreciated value. Depreciated value will be determined by the Department of Finance and Administration.

Any Arkansas public school purchasing equipment will do so with the provisions and understanding that it is purchased on an “as is” basis without any warranty of any kind by UALR.

#### **V. DISBURSEMENT OF REVENUES**

Funds generated from the sale of UALR surplus computer and electronic equipment to public schools, or by other sale, shall be allocated as follows:

1. If the sale of surplus computer or electronic equipment is made within UALR to Arkansas public schools:
  - a. Sixty percent (60%) of the proceeds shall be returned to UALR.
  - b. Fifteen percent (15%) of the proceeds shall be deposited with the M&R Section; and
  - c. Twenty-five (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by ACT 1410.
2. If the sale of computer or electronic equipment is outside UALR and conducted by the M&R Section, either internally or via the Internet:
  - a. Fifty percent (50%) of the proceeds shall be returned to UALR;
  - b. Twenty-five percent (25%) of the proceeds shall be deposited with the M&R Section; and
  - c. Twenty-Five percent (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by Act 1410.

## **VI. SEVERABILITY**

If any provision of this Policy and Plan for Computer and Electronic Solid Waste Management, or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications herein which can be given effect without the invalid provision or applications, and to this end, provisions of this policy and plan are declared to be severable.

January 30, 2002 (Adopted)