



SAF•T•GRAM

“A gram of safety is worth a pound of cure!”

EWASTE

Sources: <http://www.iowadnr.com/waste/recycling/ewaste.html>
<http://www.epa.gov/passiton/>
<http://www.epa.gov/epaoswer/hazwaste/recycle/ecycling/index.htm>
<http://w3.ouhsc.edu/ehso/ewaste.htm>

As the world becomes more and more dependent on electronic products, we face a new environmental challenge: electronics waste. Electronics waste (or **Ewaste**) includes discarded computers, keyboards, monitors, ink jet and toner cartridges, cell phones and rechargeable batteries, TVs, personal stereos, digital cameras, MP3 players, DVD players and electronic games. It is estimated that over 100 million computers, monitors and televisions and about 300 million other consumer electronics such as cell phones and printers become obsolete each year.

Ewaste accounts for 40 percent of the lead and 75 percent of the other heavy metals found in landfills. These toxic heavy metals include chromium, cadmium, mercury, beryllium, nickel, and zinc. These wastes also contain valuable metals including gold, silver, palladium, platinum, aluminum, and copper.

Recycling discarded electronic equipment not only conserves our natural resources, but helps avoid air and water pollution that are caused by the manufacturing of new products.



Photo source: <http://www.epa.gov/e-Cycling/basic.htm>



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Procedures for Managing Ewaste at OU

INK/PRINTER CARTRIDGES

Ink jet and toner/laser cartridges can be recycled, free of charge, by our current office supply vendor, OfficeMax. This can be accomplished in one of three different ways:



- Give your empty cartridges to the driver when you receive a shipment from OfficeMax.
- Send an e-mail to omxcollect@corerecycling.com and they will pick them up within 7-10 business days.
- If you have the bag or label from the replacement cartridge, place the used one in the bag and drop it in the mail or give it to UPS. Shipment will be prepaid by OfficeMax.

BATTERIES

Some batteries such as lead/acid car batteries and UPS batteries [small sealed lead-acid (SSLA)] contain sulfuric acid, which is a hazardous waste. Nickel-cadmium (Ni-CD) rechargeable batteries are another type of battery that contains hazardous constituents. On the OUHSC and OU-Tulsa campuses, for disposal or recycling of these types of batteries, contact the appropriate campus [EHSO Office](#).

On the OU-Norman campus, SSLA, Ni-CD, lead-acid car batteries, and all other rechargeable batteries can be recycled through the Refuse and Recycling Department. These batteries can either be transported to the Material Recovery Facility on the Research Campus or taken to the Tool Crib located on the main campus Physical Plant complex. Please contact Refuse and Recycling at either 325-8068 or Recycling@ou.edu with any questions or concerns you may have.



The following Environmental Protection Agency (EPA) website provides further information regarding the proper disposal of batteries:

<http://www.epa.gov/msw/battery.htm>.

CELL PHONES

At OUHSC and OU-Tulsa, the disposition of cell phones that store sensitive university data (e.g., spreadsheets with SSNs in email attachments) must follow the Electronic Data Disposal and Reuse policy found at <http://it.ouhsc.edu/policies/DataDisposal.asp> and the Portable Computing Device Security policy at <http://it.ouhsc.edu/policies/PortableDeviceSecurityPolicy.asp>. The [IT Service Desk](#) has the capability to provide a remote data delete service for University-owned BlackBerry cell phones. When properly notified, the Service Desk can remotely wipe the data from the BlackBerry before it goes to surplus or is re-used.



Once the device has had all software and data files destroyed in accordance with these policies, then personal cell phones may be recycled through several charitable organizations.

University-purchased cell phones should be recycled through the [EHSO](#) at OUHSC/OU-Tulsa or the Refuse and Recycling Department on the OU-Norman campus. Cell phones can be sent to Refuse and Recycling through Central Mail Services.

To recycle your personal cell phone, check out EPA's information at

<http://www.epa.gov/epaoswer/osw/consERVE/plugin/cellphone/cell-recycling-locations.htm>

"Working safely may get old, but so do those who practice it."

COMPUTERS AND ELECTRONIC MEDIA

At OUHSC and OU-Tulsa, the disposition of all computers and electronic media must follow the Electronic Data Disposal and Reuse policy found at <http://it.ouhsc.edu/policies/DataDisposal.asp>. Once the device has had all software and data files destroyed in accordance with this policy, the equipment should be classified as surplus and a [Removal of Equipment form](#) and a Request for Moving Services form (OU-5093) should be completed and submitted to Equipment Inventory, SCB-224N.

At OU-Norman, the disposition of all computers and electronic media should be handled through OU Property Control. A [Surplus Equipment Form](#) should be completed and forwarded to OU Property Control located at 2101 W. Tecumseh Road Suite B. Please contact OU Property Control at 325-2782 if you have any questions or concerns.



The EHSO encourages everyone to do their part to minimize waste and recycle/reuse our valuable resources, both at work and at home. For information on how you can help the environment by recycling or donating your HOME computers and electronics, check out EPA's webpage at

<http://www.epa.gov/epaoswer/hazwaste/recycle/ecycling/donate.htm>.

2007 Paper Recycling Totals

OU has done an awesome job recycling paper and, as a result, see the number of trees OU saved by recycling that paper. Keep up the good work!

	OU-Norman	OUHSC	OU-Tulsa
Tons	453.69	37.72	9.81
Trees saved	7,719	641	167
KWH of energy saved	1,861,836	154,680	40,258
Gallons of water saved	3,178,744	264,089	68,733
Cubic yards of landfill not used	1,497.50	124	32.48
Pounds of air pollution not released	27,246	2,264	589



Surplus Chemicals

Don't forget! In an effort to reduce waste at the University (saving \$\$\$ and other resources), the EHSO has established a surplus chemical program. These chemicals are in good shape, mostly unopened, and available free of charge to **University departments**. For a complete list, visit the OUHSC EHSO website at <http://w3.ouhsc.edu/ehso/SurplusOKC.htm> or Norman EHSO website at <http://w3.ouhsc.edu/ehso/SurplusNorman.htm>.



**Know safety, no injury.
No safety, know injury.**



LAB SAFETY CORNER

Biological Safety Cabinet Moving Guidelines

<http://w3.ouhsc.edu/ehso/bsc.htm>

Laboratory personnel and Department Business Managers should note that before a biological safety cabinet (BSC) is moved, decontamination may be required.

The Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH) publication entitled *Biosafety in Microbiological and Biomedical Labs* found at <http://www.cdc.gov/od/ohs/biosfty/bmb15/sections/AppendixA.pdf> says:

"Before a BSC is relocated, a risk assessment considering the agents manipulated within the BSC must be performed to determine the need and method for decontamination."

NSF/ANSI Standard 49 for BSCs states:

"Cabinets potentially contaminated with biological agents should be suitably decontaminated before they are moved to another location."

Therefore, Site Support/Physical Plant/Operations will not/should not move a biological safety cabinet unless a risk assessment is performed (by the EHSO) to determine the need for decontamination. Alternatively, the need for decontamination can be presumed.

The University has a contract in place for BSC certification and decontamination. The current vendor on this contract is A+ Biomedical, who may be reached at (918) 665-0346.

If you have any questions, contact your campus [EHSO Office](#).

Guidelines and Requirements for Shipping Chemicals

<http://w3.ouhsc.edu/ehso/shippingchemicals.htm>

The shipment of hazardous chemicals, infectious agents, some clinical specimens, formaldehyde, and dry ice is regulated by the Department of Transportation and other regulatory agencies. If you ship any of these materials, documented training is required. Training on shipping all of these materials EXCEPT hazardous chemicals is provided in the EHSO DOT Shipping Biological Materials course available at https://www.ouhsc.edu/ehso/training/new_logon.asp (HSC and Tulsa employees) and https://www.ouhsc.edu/ehso/training-norman/new_logon.asp (Norman employees).



Don't learn safety by accident.

The Saf•T•Gram is published by the University of Oklahoma Environmental Health and Safety Office

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