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**BMP# Computer #1**

**TITLE:** MANAGEMENT OF COMPUTER EQUIPMENT

**Regulatory  
Citation:** 6 NYCRR 371.1

**Applicability:** Personal Computers, Monitors, Printers, and Keyboards

**Purpose:** Proper management of outdated and non-functioning computer equipment.

**Person or  
Department  
Responsible:** Coordinator of Computer Services Operations (629-7272)

**Schedule:** As needed

**Procedures:** As needed the Computer Services Department will purchase new computer equipment to replace outdated computers. Once the new computers arrive, the Computer Service Department will replace the outdated computer equipment. The Computer Service Department will inventory the outdated equipment and remove the college inventory information. Outdated but operable computer equipment will be donated to organizations listed by the Vice President for Administration and Finance. Computer equipment that is not donated or inoperable will be submitted for surplus sale. The equipment that is not sold will be inventoried and the inventory send to the Director of Business Services for approval. The equipment will then be transferred to the HRC building where Business Services will arrange for proper disposal/recycling with the approved vendor.

The Coordinator of Environmental Health and Safety (EHS) is responsible for submitting notification to the State Dept of Environmental Conservation under 371.1(c)(7) of our intent to use the scrap metal exemption. If the disposal/recycling vendor changes, the Director of Business Services will notify the Coordinator of EHS so that an updated notification can be filed.

**Current  
Vendor:**

Waste Management and Recycling Products, Inc.  
Schenectady, New York

**Record  
keeping:**

N/A

**Record  
Location:**

N/A

**Contact:**

Coordinator of Computer Service Department (629-7289)  
Coordinator of Environmental, Health and Safety (629-7163)  
Director of Business Services (629-7292)