



Cal Poly Electronic Waste (e-waste) Disposal Guide

WHAT IS E-WASTE?

Electronic waste¹, or e-waste, refers to discarded electronic devices and equipment. These items contain valuable materials and potentially hazardous components that require proper handling and recycling.

Common Examples of e-waste (not limited to only these):

- Computers and laptops
- Monitors and televisions
- Printers and copiers
- Mobile phones and tablets
- Keyboards and mice
- Audio equipment
- Specialty equipment

WHY PROPER E-WASTE DISPOSAL MATTERS?

Many electronic devices can be repurposed or sold. Those that cannot be repurposed must be recycled. By repurposing or recycling e-waste, we conserve valuable natural resources that would otherwise be used to manufacture new products. Additionally, proper disposal prevents potential data security risks by ensuring that sensitive information is not accidentally released. Finally, it ensures that Cal Poly remains in compliance with both university policies and State & Federal regulations regarding electronic waste management.

HOW TO DISPOSE E-WASTE?

Electronic waste is managed by the Surplus Department. To request a pickup, submit a Work Order Request

1. Log in to the Cal Poly Planon system <https://planon.calpoly.edu/>
2. Select "Surplus Request" from the service menu
3. Provide details about the items to be collected
4. Specify the pickup location on campus
5. Submit the work order

OR

Departments can drop off their e-waste too for free by scheduling a drop off appointment here:

<https://outlook.office365.com/book/CalPolySurplus1@cpslo.onmicrosoft.com/>

Help Cal Poly stay green and sustainable by responsibly disposing of your electronic waste!

For more information, contact Cal Poly Surplus at surplus@calpoly.edu or (805) 756-5449.

¹ Batteries, thermostats, and light ballasts are not electronic waste. Contact hazwaste@calpoly.edu for questions related to these materials.