



To: MSU Departments
From: Laura Humberger
Assistant Vice President, Financial Services
Date: Tuesday, December 23, 2008
Re: Notice of E-Waste Charge, Effective January 1, 2009

As of January 1, 2009, the University is implementing a charge to fund the costs of handling and disposal of "E-Waste." As previously communicated to you by the Safety and Risk Management Office, Safety and Risk Management and Property Management offices recently halted their collection and disposal of computers and peripherals due to lack of funding available to appropriately handle the items. Recently-enacted regulations regarding what is considered hazardous waste, as well as stringent data destruction requirements, have increased the level of effort (time, space, personnel) required to handle electronic waste.

As such, a charge on all purchases of computers and related equipment (printers, keyboards, etc) will be implemented effective January 1, 2009, as was discussed at the most recent UPBAC meeting. A 2.5% charge will be assessed on all expenses in account code 62245 (computers and equipment less than \$5,000). For the first month or so, the charge will appear as a monthly assessment. For example, all of January's 62245 expenses will be aggregated, and a 2.5% fee assessed to the index which made the purchase. This charge is expected to be reflected in Banner in the first week of February. In the near future, an automated process will be established whereby the fee is assessed more regularly (most likely on a weekly basis). For example, a \$1000 purchase of computer equipment in account code 62245 will result in a charge of \$25, which will both be reflected in the same index.

Large purchases, over the \$5,000 threshold and appearing in other Banner account codes, will not receive a charge, but the owner may be assessed a fee based on the size of the equipment and the effort necessary to dispose of it in accordance with applicable regulations.

There is one exception to the January 1st implementation date. Student computer and equipment fee accounts, for which the FY 09 allocation has already been made, will begin seeing the charge on July 1, 2009 to allow for the new charge to be reflected in the FY10 allocations.

The E-Waste program will be managed by the Safety and Risk Management office, which will soon be distributing procedures to be followed with respect to the disposal of electronic waste.

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for Administration
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