

Fashion Institute of Technology

OPERATIONAL SERVICES

**Inventory Control:
Policies
and
Procedures Manual
2009**

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Inventory Control: Policies and Procedures Manual

A. Purpose

The purpose of this manual is to establish procedures for the management and accountability of College owned and controlled equipment and capital property to include: receipt and tagging of equipment, completion of a physical inventory count/reconciliation, transfer of equipment, removal of equipment from campus, acceptance of donated equipment, report of missing and stolen equipment, and disposal of equipment that is no longer needed. The Manual also contains instructions for properly managing and disposing of IT electronic equipment in accordance with the College's surplus (unwanted) electronic waste management program. The procedures promulgated in this Manual also apply to any equipment maintained and controlled by the College's related entities: FIT Staff Housing Corporation, FIT Student Housing Corporation, FIT Student Faculty Corporation and the Educational Foundation for the Fashion Industries.

The College has a significant investment in equipment, representing long-term commitments to fulfill its mission. The College owns and controls all equipment purchased with College funds or acquired through other funding sources (e.g., capital budget, grants, contracts and donations). However, regardless of the funding source, all eligible equipment needs to be recorded and tracked in the inventory control system. Conversely, the following equipment/property items are not required to be recorded in the system: personal property, supplies, library books, land, buildings, site improvements and built-in equipment.

College equipment and property shall be used for official college business only. Use of college resources for commercial purposes or for personal gain is prohibited. Any loan of college property (other than library materials) to any party for personal use is prohibited.

The Office of the Vice President for Finance and Administration has general oversight responsibility for the ownership and control of all College equipment and property. Asset Management, a unit of Operational Services, administers equipment and property matters and is responsible for

the centralized inventory control program. Custody and use of all property is the responsibility of the various departments. Therefore, it is incumbent upon department heads to exert vigorous supervision over the equipment and property entrusted in their care and under their control.

These procedures supersede any previously issued inventory control and property management procedures and are effective immediately.

Any changes to these procedures will be formally communicated to the campus community through memoranda issued by the Vice President for Finance and Administration. These changes will also be incorporated into this manual.

B. Objectives

The objectives of these inventory control and property management procedures include the following:

- Maintain uniform accountability for college equipment and property. The primary responsibility for control of college equipment rests with the officials to whom equipment is assigned and these procedures will ensure a uniform accountability over the processing, accounting and managing of college equipment and property.
- Assist college employees in pursuing their specific goals and responsibilities regarding equipment and property including security, utilization, maintenance, and disposal of equipment. Each employee in each department is responsible for taking precautions to prevent the loss or theft of college property. Valuable equipment should not be left unattended. Office or classroom doors should be locked when no one is present.
- Provide a basis for projecting and budgeting future capital replacement and other needs to meet academic standards and objectives of the College.

- Ensure compliance with basic standard equipment control guidelines promulgated by the Offices of the State and the City Comptroller requiring all departments and agencies to establish and maintain control over equipment and to implement a system of equipment control to provide a safeguard against loss and to facilitate effective utilization including determination of equipment need and identification of surplus. In addition, the New York State Governmental Accountability, Audit and Internal Control Act requires that all State agencies establish and maintain systems of internal control and review.
- Minimize the effects of the College's electronic waste on the environment by properly managing and disposing of electronic equipment and materials in accordance with applicable environmental regulations and best practices for managing environmental compliance. Any questions about electronic waste management should be directed to Joseph Arcoleo, Director of Environmental, Health and Safety Compliance at (212) 217-3752. **Attachment A** contains the document entitled "FIT Unwanted Electronic Waste Management Program" for informational purposes **only**.

C. Responsibilities for Inventory Control and Property Management

Asset Management

Asset Management, a unit of Operational Services, serves as a monitoring and control function. It is charged with assuring that organizational processes related to maintaining, reporting and disposing of equipment and property represent sound business practices and are compliant with procedures promulgated in this manual.

Basic functions provided by this Department are:

- Identify and tag all eligible equipment and property (Note: On an as needed basis, this function may be delegated to the Central Receiving Department)

- Respond to any departmental requests to move non-electronic equipment into storage. (Note: In the case of electronic equipment, the condition and disposition of the equipment will be determined by IT support staff.)
- Provide oversight for annual physical inventory of all college equipments and properties
- Update and code inventory records for equipment acquisitions and changes in the disposition of equipment (e.g., donated equipment, transfer to non-College entity, cannibalized and scrapped equipment, reported missing/stolen equipment)
- Certify the capitalization of IT related equipment (e.g., video, laptop, cellular phones, computer equipment)
- Respond to all questions and concerns raised by the campus community regarding the policies and procedures governing inventory control.

Departments of the College (Including Related Entities)

Department heads are delegated the responsibility of maintaining proper accountability and control of equipment within their jurisdiction. Fulfillment of these responsibilities on behalf of the Department Head may be delegated but the ultimate responsibility remains with the department head.

Specific responsibilities regarding College equipment are as follows:

- Know the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards. Report all changes in equipment location to Asset Management. This is critical for proper stewardship and good management practices.
- Assure that assigned equipment is being used for College business only.

- Prepare work orders requesting the transfer and scrap/disposal of all non-electronic equipment (e.g., furniture, file cabinets, tables and other office and classroom items).
- Provide assistance as needed to Asset Management during the scheduled physical inventory count/reconciliation by providing access to locked or normally inaccessible department areas and by helping to locate all equipment assigned to the department.
- Exercise reasonable custodial care over the safeguarding of equipment to prevent the theft and loss of College property
- Assure that department personnel are informed that property acquired for a specific individual's use remains College-owned property after the individual's position is terminated
- Coordinate with Human Resources the return of all College equipment before final compensation is available to terminated employees.
- Adhere to all responsibilities, policies and procedures set forth in this manual.

Transfer of responsibility: When a department head or staff involved with equipment control is transferred from one department to another or terminates service with the College, Asset Management will conduct a physical inventory of all property charged to that department. This inventory should be checked against the equipment control records.

Central Receiving Department

The Central Receiving Department inspects delivered equipment orders to determine if the equipment is in an acceptable condition and in the correct quantity ordered. On an as needed basis, the Central Receiving Department may be delegated by the Asset Management Department to identify and tag eligible equipment for inventory purposes. Any equipment item having an

acquisition cost of \$500 or more and a useful life of two years or more will be inventoried.

Purchasing Department

When adding component parts to existing tagged equipment, the Purchasing Department is responsible for including the Purchase Order number and the inventory tag number of the existing piece of equipment on the purchase requisition of any component parts. These two numbers will serve to identify the inventory record of the existing piece of tagged equipment for valuation purposes.

Security Department

The Security Department is responsible for providing the Asset Management Department with copies of incident reports documenting any actual or suspected stolen equipment. Similarly, the Asset Management Department should provide the Security Department a listing of equipment items identified as missing as a result of the physical inventory for informational purposes and possible follow-up investigation. The inventory records will be adjusted by the Asset Management Department for all reported and documented stolen and missing equipment items. If items are returned or found, written notification must be sent to the Security Department and the Asset Management Department, which will record the equipment status change.

The Security Department is also responsible for administering the key/lock systems and controlling building key services. Any departmental request to replace standard key/lock hardware with high or special security key/locks must be approved by the appropriate divisional vice president and submitted to Security for review and appropriate action. Loss or theft of campus keys must be reported immediately to the Security Department.

Information Technology (IT) Department

The IT Department is responsible for coordinating any request for inventory action regarding electronic equipment, such as, but not limited to,

computers, CRT monitors, plasma and liquid crystal display screens, printers, keyboards, fax machines, and audio-visual equipment. Inventory action is defined as the transfer, storage or disposal of electronic equipment. IT will arrange for the transfer, storage and disposal of all electronic equipment from a department and in the case of the disposal of unwanted electronic equipment, IT will coordinate the disposal through the College's Office of Environmental, Health and Safety (see **Attachment A**). In addition, IT is responsible for examining all computers (CPUs) being removed from a department to ensure that any information on the hard drives is destroyed or erased. IT is also responsible for the assignment of notebook/laptop and desktop computers to employees.

Controller

The Controller is responsible for resolving any questions that arise over the definition of capital equipment for inventory purposes. Capital equipment is defined as an item of non-expendable tangible personal property, not permanently affixed to a building, having a useful life of two years or more and an acquisition cost of \$500 or more per unit. All equipment meeting this definition should be recorded on the College's equipment inventory and should be tagged with a control number for tracking purposes. Any questions regarding eligible equipment subject to inventory should be addressed to the Controller for resolution.

Human Resources Department

The Human Resources Department is responsible for coordinating with all appropriate departments the return of all College equipment, keys, identification card, any borrowed library materials, as well as ensuring that any outstanding balances are closed and computer user accounts are promptly deactivated.

Human Resources should also immediately notify the Asset Management Department when a department head's employment at the College is to end. The Asset Management Department will then conduct a physical inventory of the equipment under the control of the department head.

D. Equipment Inventory Control and Property Management Procedures

Receipt and Tagging of Equipment

The Central Receiving Department inspects delivered equipment orders to determine if the equipment is in acceptable condition and in the correct quantity ordered. If the equipment received is in good order and complete, a receiving report, which is generated from the purchase order, is signed by an authorized employee (student aides are not authorized to sign receiving documents) and a copy filed with the Asset management Department. If the equipment is delivered directly to the end user department, an authorized employee of that department must come to central receiving to sign the receiving report indicating acceptance of the delivery and if applicable, reporting any discrepancies with the order. In the case of discrepancies, the purchasing Department is also notified. (See also pages 28-30, Section IX of the FIT Purchasing Policies and procedures Manual regarding the receipt and inspection of materials delivered to FIT)

Any equipment item having an acquisition cost of \$500 or more and a useful life of two years or more will be inventoried. In addition, equipment purchased with grant sponsored funds will also be identified with assigned number assigned to active grants and contracts. In the case of component parts added to an existing piece of tagged equipment, no additional tag number will be issued. The value of the existing tagged item will be increased by the cost of the component part on the inventory records.

When feasible, equipment should be tagged with a decal as soon as the item is received. An inventory control number cannot be made for an item until it has been tagged with a decal. All decals should be uniformly-located. When practical, affix the decal to the equipment item in a highly visible location, preferably near the manufacturer's nameplate indicating serial and model number. Decals should also be placed where they can easily be seen and scanned, but where they will not interfere with the use of the equipment or be affixed in such a way as to deface the item. If decals are accidentally or mistakenly defaced or removed from equipment, a new decal shall be affixed to the item and the old inventory control number removed from the inventory control system.

Exceptions to tagging an equipment item are if the item is too small for a tag or there is not reasonable space on the item available to tag. In cases where the equipment is too small to be tagged with a decal, the words “cannot tag” should be added to the inventory control record of the item.

Completion of Physical Inventory

A physical inventory of equipment is performed every year. The inventory is conducted by Asset Management with the assistance of the departments. At the conclusion of the inventory, the departments will receive a report containing a listing of any equipment not found/located. The departments are required to review this report and to determine the disposition of any not found items. Each department is expected to complete the review within 30 days and submit the report with the status of these items to Asset Management. The submitted report should be signed by the department head or other authorized College official. All missing items noted on the report will remain on a department’s inventory records for two years. If the item is located during this time period, Asset Management should be notified. At the end of the two year period, any items marked as missing will be programmatically removed from the inventory records.

Inventory Action of Non-Electronic Equipment

The Inventory Control Form For Non-Electronic Equipment (see **Attachment B**) must be completed when non-electronic equipment such as, but not limited to chairs, desks, tables, file cabinets, specialized mechanical or laboratory equipment such as sewing machines, as well as other miscellaneous office and classroom items is permanently moved to another campus location, assigned to storage or scrapped/disposed of. The completed Form must contain a description of the non-electronic equipment, including tag and serial numbers and the new location, if applicable, and must be signed by the department head initiating the action. The completed Form must be submitted to Operational Services, Attn: Asset Management to update the inventory records for changes in equipment location, status and condition. Except for equipment assigned to storage, the department head will be responsible for preparing and submitting the

work order to ABM Facility Services for the transfer and disposal of equipment. In the case of equipment assigned to storage, Asset Management will be responsible for preparing and submitting the work order for pick-up and removal to storage. **Under no circumstances should any equipment awaiting pick-up be placed in hallways, public walkways or unsecured areas.** To do so is in violation of fire and safety codes, and susceptible to unauthorized removal.

It is not necessary to complete the Form when the non-electronic equipment is moved/transferred on a non-permanent or temporary basis. However, the department making the move is still responsible for coordinating the move and should keep a log of all such equipment moves, including tag number, serial number, temporary location and expected date of return, in order to maintain accountability of all moved equipment at all times.

If you know or suspect that old or obsolete equipment being disposed contains hazardous material, please contact the Office of Environmental, Health and Safety at extension 7-3752 or 7-3753 for assistance in handling the disposal of this equipment.

Inventory Action of Electronic Equipment

The Inventory Control Form For Electronic Equipment (see **Attachment C**) must be completed when requesting the permanent transfer, storage or disposal of electronic equipment from a department or office. Electronic equipment includes, but not limited to, computers, CRT monitors, plasma and liquid crystal display screens, printers, keyboards, fax machines, and audio-visual equipment. The department requesting the permanent transfer, storage or disposal of electronic equipment will complete the Form and call extension 7-HELP to arrange for IT support staff to either transfer the equipment to another location or to determine the condition of the electronic equipment for re-distribution within the College or for disposal as unwanted electronic equipment. In the case of requests to transfer equipment to another campus location, the requesting department head should sign and send the completed the Form to Operational Services, Attn: Asset Management for inventory control purposes, and keep a copy of the

Form for departmental records. Asset Management will be notified by the IT support staff when the equipment has been moved to the new location.

For requests to move electronic equipment to storage or for disposal, the IT support staff will use the department's completed form(s) to indicate whether the equipment will be re-distributed within the College or disposed of as unwanted electronic equipment. IT will sign-off on each form; affix a copy to each piece of equipment and provide copies of the form(s) to the department before submitting the original signed form(s) to Operational Services, Attn: Asset Management.

In the case of the disposal of unwanted electronic equipment, the IT support staff will notify the Office of Environmental, Health and Safety (EHS) to arrange for disposal of these items.

Where appropriate, IT support staff will examine all computers being removed from a department to ensure that any information on the hard drives is destroyed or erased. Under no circumstances should any electronic equipment be permanently removed from a department without the approval and assistance of IT support staff. In addition, no department is authorized to cannibalize parts from unworkable electronic equipment. That can only be done by IT support staff.

Under no circumstances should electronic equipment awaiting pick-up be placed in hallways, public walkways or unsecured areas. To do so is in violation of fire and safety codes, and susceptible to unauthorized removal.

It is not necessary to complete the Form when the electronic equipment is being moved/transferred on a non-permanent or temporary basis. However, the department is still required to call extension 7-HELP to arrange for the move by IT support staff and to keep a log of all such equipment moves, including tag number, serial number, temporary location and expected date of return, in order to maintain accountability of all moved equipment at all times.

Assignment of Notebook/Laptop and Desktop Computers to Employees

Notebook/laptop and desktop computers that are assigned to faculty and staff are intended for use for college related business as a productivity tool, curriculum tool and for research and communication. The use of a computer for personal purposes should be within the standards of good judgment, common sense, and in compliance with the College's Computer and Network Use Policy.

The assignment of computers to faculty and staff must be approved and requested by a department head. All requests for notebook and desktop computers must be submitted to IT Desktop Services by calling extension 7-HELP. Notebook and desktop computers shall be authorized for assignment only by IT Desktop Services and be the responsibility of the requesting department head for inventory control even though the computer equipment may be assigned to an individual faculty or staff member. Each person to whom a notebook is assigned will sign an agreement form acknowledging receipt and acceptance of responsibility for the equipment. IT Desktop Services will retain the original signed agreement and send a photocopy to Asset Management for inventory control. IT Desktop Services will also provide to Asset Management copies of all work orders and any related documents supporting the assignment of computer equipment for use by employees.

Faculty and staff assigned desktop computers may be permitted to remove the equipment from the College's premises for business use only with the written approval of the department head.

It is the responsibility of each department/unit to verify the condition and location of all notebook and desktop computers, whether on-campus or off-campus included on the department's inventory records during each scheduled physical inventory or upon request from Asset Management. The department head should keep a log of all laptops assigned to faculty and staff, and desktop computers approved for off-campus use, including the name of the assignee, tag number, serial number and location of the equipment. Upon an assignee's termination or separation of employment,

the department head shall ensure that all College equipment in the assignee's possession is returned.

Acceptance of Donated Equipment

Donated equipment shall be accepted only if it has a valid use to a department. Any equipment that is donated must be in working order, free of viruses in the case of computer equipment and be of immediate use to a department. Thus, equipment that is obsolete, non-working or old should not be accepted. The College needs to protect itself from becoming a tax deduction depository for individuals or companies. If there is any question as to the legal ownership of the donated equipment, proof of ownership may be required. Acceptance of donated equipment requires the prior approval in writing of both the department chair/director and the dean/vice president, who the department head reports to. All donated equipment that meets the definition of taggable equipment with an estimated fair market value of \$500 or more becomes College property for inventory purposes and thus, becomes subject to all College inventory control policies and procedures. (Note: Taggable equipment does not include personal property, supplies, library books, built-in equipment and other non-inventoried items.) Donated equipment is recorded at its estimated fair market value on the date of acquisition. Generally, the fair market value may be based on the selling price of an equivalent item to educational institutions. **Attachment D** contains a copy of the form used to document the acceptance of donated equipment. The completed form should be forwarded to Operational Services Attn: Asset Management and a copy sent to the Educational Foundation Attn: Director of Development Services. The department should also retain a copy for its records.

Disposition of Replaced Computer Equipment

The IT Department will determine the disposition of replaced computer equipment. As this equipment is replaced, it is either redistributed within the College or if possible, donated to a local public school or other non-profit charitable organizations. Computer equipment is disposed of via the replacement/upgrading cycle at a considerable expense to the College, so computers with some residual usefulness should be considered for donation

if possible. Since the City Department of Education is the local sponsor for the College, public schools should have first priority over any donated computer equipment. In the exceptional case, computer equipment that has been upgraded through the replacement cycle may be re-distributed for a secondary use at the College as long as its use and redistributed location are approved by the Vice President/Chief Information Officer (CIO). Any decision to donate the computer equipment is made by the CIO after considering campus needs and in consultation with the Office of General Counsel. For computer equipment designated for donation, the IT Department has tools and procedures to ensure the removal of potentially sensitive College and/or personal data before the equipment is donated off-campus. It is also important to remove all inventory control tags from the donated computer equipment and to provide the tags to Asset Management for the purpose of removing the equipment from the inventory system database. A letter should also be prepared for the recipient to sign indicating that they did receive the donated equipment. Copies of this letter should be retained by the department, IT and Asset Management.

Report of Stolen and Missing Equipment

Departments are required to report all actual or suspected stolen equipment to the Security Department promptly and provide assistance in completion of the security incident report. The Security Department is responsible for providing the Asset Management Department with copies of incident reports documenting any actual or suspected stolen equipment. Similarly, the Asset Management Department should provide the Security Department a listing of equipment items identified as missing as a result of the physical inventory for informational purposes and possible follow-up investigation. The inventory records will be adjusted by the Asset Management Department for all reported and documented stolen and missing equipment items. If items are returned or found, written notification must be sent to the Security Department and the Asset Management Department, which will record the equipment status change.

Maintenance of Inventory Control System

The inventory control system is maintained by the Asset management Department. The equipment information maintained in the inventory control system includes data items covering the major areas of acquisition, asset description/identification and custodial responsibility. Equipment information that is required includes the following items:

- Purchase date
- Purchase order number
- Serial number
- Model number
- Manufacturer
- Description of equipment
- Cost of equipment
- College asset tag number
- Department assigned equipment
- Location of equipment

ATTACHMENT A

FIT Management Program for Unwanted Electronic Equipment, and Other Regulated Equipment

I. INTRODUCTION

The **FIT Management Program for Unwanted Electronic Equipment and Other Regulated Equipment** describes the College's requirements for source separation* and proper disposition of College assets that may contain electronic components or other unwanted equipment, including equipment that contains regulated chemicals*. This equipment may have hazardous waste* constituents that can enter the environment unless managed properly.

Electronic equipment and other regulated equipment that contain regulated chemicals cannot be disposed of in the regular trash. New York State Department of Environmental Conservation (NYSDEC), US Environmental Protection Agency (USEPA), and New York City Department of Sanitation (NYCDOS)* provide rules and regulations for the proper management of this type of equipment. FIT has chosen to recycle unwanted electronic equipment and unwanted equipment as scrap metal and other types of recycling and recovery in an environmentally conscientious manner.

The Program establishes requirements to assure that all College personnel recognize and appropriately address potential environmental hazards associated with improper accumulation and disposal of unwanted electronic equipment and equipment that may contain regulated chemicals. This Program applies to any electronic equipment that the IT department or any other regulated equipment that other FIT departments may purchase and no longer find useful or that no longer functions.

This FIT Program may exceed the requirements of the New York State Department of Environmental Conservation (NYSDEC), the US Environmental Protection Agency (USEPA), and New York City Department of Sanitation (NYCDOS) standards. This acknowledges that the College has determined that additional protective measures are the best demonstration of its

commitment to sustainability in the interest of the protection and stewardship of the environment.

The NYSDEC, USEPA, and NYCDOS consider unwanted electronic equipment, other unwanted equipment, including equipment containing regulated chemicals a regulated solid waste* at the time a College department finds the electronic equipment is no longer usable to FIT. These agencies regulate this type of solid waste as universal waste, electronic waste, or recyclable material. FIT is required to store regulated solid waste in secure locations on campus. Secure storage prevents the potential release of hazardous waste that can be released from improperly disposed of equipment.

The NYSDEC, USEPA, and NYCDOS require that only licensed waste transporters* can transport regulated waste to solid waste management facilities*. These handlers may carryout activities to recycle or reclaim metals from regulated waste.

The College's policy is to comply with the NYSDEC, USEPA, and NYCDOS regulations that pertain to the management of unwanted electronic equipment and equipment containing regulated chemicals. Compliance with this Program will protect the students, faculty, staff, and visitors (including contractors) from any potential adverse effects of toxic* or hazardous waste related to the improper management of unwanted electronic equipment and equipment containing regulated chemicals used or present on College premises including college buildings, rental facilities, and residence halls.

Please direct questions about this environmentally important Program to FIT's Director of Environmental, Health, and Safety Compliance. (See Table 1 - Contacts)

* The "Definitions" section at the end of this Program provides definitions for acronyms and capitalized terms as they are used in the Program.

II. RESPONSIBILITIES

A. COLLEGE-WIDE

1. Vice-Presidents:

- Designate employees who are responsible for ensuring compliance with federal, State, and local regulations, and the **FIT Management Program for Unwanted Electronic Equipment, and Other Regulated Equipment**.

2. Office of Environmental, Health and Safety Compliance (EHS):

- Ensure that this FIT Program and all procedures meet all regulatory requirements as part of a formal annual program review;
- Develop, review, and assist with training of FIT employees as required by NYSDEC/USEPA/NYCDOS;
- Provide advice and counsel to FIT employees about NYSDEC/USEPA solid and hazardous waste regulations;
- Identify regulated solid and hazardous waste regulated by NYSDEC/USEPA that FIT accumulates and disposes from activities on the FIT campus;
- Approve the solid waste management facilities used by bid contract vendors that dismantle, recycle, or dispose of unwanted electronic waste regulated by NYSDEC, USEPA, or NYCDOS;
- Serve as FIT's primary point of contact with regulatory agencies such as NYSDEC, USEPA, or NYCDOS in matters that concern compliance with solid and hazardous waste requirements;

- Investigate reports of improperly managed solid or hazardous waste, including unwanted electronic waste and prepare written reports, as needed, and
- Investigate reports of suspected environmental, health and safety issues that may not meet NYSDEC/USEPA/NYCDOS solid or hazardous waste requirements, and prepare written reports, as needed.

3. IT Department – Desktop Services Department:

- Inspect and evaluate IT department assets college-wide to determine usability on campus;
- Make waste determinations, document, label, and transport unwanted electronic equipment to secure EHS accumulation areas on campus, and
- Transport usable electronic equipment to IT department secure storage areas for reassignment.

4. Operational Services–Asset Management Department:

- Inspect and evaluate other College assets such as electronic equipment and unwanted equipment that contained regulated chemicals not under the purview of the IT department to determine usability on campus, and
- Follow the **FIT Management Program for Unwanted Electronic Equipment, and Other Regulated Equipment** and make waste determinations, document, label, and transport unwanted electronic equipment and equipment that contained regulated chemicals to a secure EHS accumulation area or to a designated recycling area on campus.

5. Facilities Management

- Establish designated and marked recycling areas on campus that are under the control of the Executive Director – Facilities Management.
- Provide assistance to departments, as needed to remove, reclaim or dispose of regulated chemicals from unwanted equipment;
- Transport oversize and other unwanted equipment to designated areas for accumulation and recycling; and
- Maintain College records that show amounts and disposal locations of regulated unwanted equipment for review upon request by authorized employees of the College and regulatory agencies.

B. DEPARTMENT

1. Deans and Directors:

- Either maintains responsibility or designate Department Chairs and Department Heads, to ensure that employees manage electronic equipment and equipment containing regulated chemicals equipment properly and accumulate unwanted materials on campus in compliance with **FIT Management Program for Unwanted Electronic Equipment and other Regulated Equipment**. Deans and directors also receive reports from the EHS department about compliance with this Program and are responsible to take appropriate administrative and disciplinary action in cases of noncompliance.

2. Department Chairs and Department Heads:

- Administer the department's compliance with the **FIT Management Program for Unwanted Electronic Equipment and Other Regulated Equipment**;
- Ensure that all department equipment that is no longer usable to the department is suitable for safe transportation from the department. This includes removal of paper and toner cartridges. This also includes the removal, reclamation, or disposal of regulated chemicals from

unwanted equipment. This includes the removal of free flowing oil, gas, or chemicals contained in reservoirs and tanks;

- Ensure that employees complete and submit applicable Inventory Control Form to IT Desktop Services Department, Operational Services-Asset Management, and EHS Compliance Departments (See Table 1 - Contacts) to request removal of unwanted electronic equipment and other equipment after department staff ensure removal of regulated chemicals. The completed form will allow either IT Desktop Services or Operational Services-Asset Management to remove this equipment from the College inventory of assets and allow evaluation and disposal at approved facilities;
- Ensure that the department's unwanted electronic equipment and equipment that contained regulated chemicals is appropriately labeled with applicable Inventory Control Form prior to removal from department;
- Report improper management or misuse of unwanted electronic equipment; and
- Provide training and instruction as needed to all employees who manage solid waste, universal waste, electronic waste, or recyclable material. This includes a periodic review of department practices and procedures to ensure that employees who designate unwanted equipment for disposal, or pack transport, mark or accumulate regulated solid waste in secure locations on campus know the requirements of this Program that apply to work that department employees carry-out.

III. COMPLIANCE REQUIREMENTS

A. Department Assets and Equipment

- Individual departments and offices are responsible for the proper use of electronic equipment while it remains under their jurisdiction and

until the IT Department or the Operational Services Asset Management Department arranges for its removal from the department's inventory of assets; and

- All FIT departments must secure unwanted electronic equipment and equipment containing regulated chemicals at all times to protect any confidential data stored in memory or from physical damage while it is in use.

B. IT Desktop Services Department Equipment

- The IT Department purchases and manages all FIT computer, telecommunication, and selected audio-visual equipment. Individual departments are responsible for the proper use of this electronic equipment while it remains under the jurisdiction of the IT Department; and
- Both the IT Department and the EHS Compliance Department maintain secure accumulation areas for unwanted electronic equipment.

C. IT Equipment Disposal Procedure

- The FIT department completes the applicable Inventory Control Form for each piece of unwanted electronic computer equipment. The Department will contact IT via the Help Desk to arrange for IT to inspect the equipment. (See Table 1 - Contacts) Copies of Inventory Control Form ICS form are sent to:
 - IT – Attention: IT Desktop Services Manager, 6th Floor of Building 236; and
 - Operational Services-Asset Management -Attention: Inventory Control;
- The department retains one copy of the Inventory Control Form. The department will attach a copy of the Form securely to each piece of unwanted equipment. Items such as keyboards and mouse do not

need an Inventory Control Form. They should be put in a box for removal by IT;

- The IT Desktop Services Department will arrange with the department for the inspection and removal of equipment from the department's property inventory of College assets. The IT Desktop Services Department will also arrange for the transport of unwanted electronic equipment to the IT Desktop Services Department department's secure accumulation area;
- IT Desktop Services Department evaluates each piece of unwanted electrical equipment and makes a waste determination. This waste determination decides whether FIT will reuse the equipment on campus, sell, or designate it as a regulated waste for off-site recycling. The IT Department will as part of its determination:
 - Write the date of the waste determination on the applicable Inventory Control Form the department attached to equipment; and
 - Contact Director EHS Compliance and request:
 - Removal of the applicable Inventory Control Form from equipment; and
 - Application of a self-adhesive "Universal Waste" label that the EHS Department supplies.
- The IT Desktop Services Department will retain dated applicable Inventory Control Form for each piece of unwanted electronic equipment to be recycled and send a copy of each dated form to the Director-EHS Compliance. This record confirms the waste determination of the unwanted equipment;
- The IT Desktop Services Department will move all unwanted equipment for off-site recycling from their secure location and place it inside the EHS Universal Waste shed behind the B- Building;

- The EHS Department will take ownership and management responsibility for unwanted electronic computer equipment once it receives a record that confirms the IT department's waste determination and unwanted electronic equipment is secured inside of the secure accumulation area that EHS maintains for the accumulation of unwanted electronic equipment located in the EHS Universal Waste shed behind the B-Building.
- EHS may arrange to have the bid waste contractor remove unwanted equipment to be recycled directly from a department. This equipment must be stored in a secure area accumulation area that the department supervises and processed as described above.

D. Operational Services-Asset Management Department Equipment

- Operational Services-Asset Management Department manages all other unwanted electronic equipment and equipment, including equipment that contained regulated chemicals not under the purview of the IT Department.
- The only equipment exception is Lanier copiers and NYCDOS regulated designated recyclable materials collected as part of cleaning and maintenance services. Under the College contract with Lanier, the company is required to remove the old copier when a new copier is delivered and installed in a department. Each department is responsible to insure this procedure is followed. Similarly, Facilities Management manages designated recyclable materials collected as part of cleaning and maintenance services.

E. Operational Services-Asset Management Department Disposal Procedure

- A FIT Department completes an applicable Inventory Control Form for each piece of unwanted electronic computer equipment and other equipment only after removal of regulated chemicals. The Department will contact Operational Services- Asset Management to

arrange for inspection and removal of the equipment. (See Table 1 - Contacts) A copy of the applicable Inventory Control Form is sent to Operational Services-Receiving - attention: Inventory Control. The department will attach a copy of the Form securely to each piece of unwanted electronic equipment.

- The Operational Services-Asset Management will evaluate each piece of unwanted electrical equipment and other equipment that contained regulated chemicals and make a waste determination. This waste determination decides whether FIT will reuse the equipment on campus, or designate it as a regulated waste for off-site recycling. Operational Services-Asset Management will as part of its waste determination:
 - ✚ Write the date of the waste determination on the applicable Inventory Control Form the department attached to equipment; and
 - Contact Director EHS Compliance and request:
 - Removal of the Inventory Control Form from equipment; and
 - Application of a self-adhesive “Universal Waste” label that the EHS Department supplies.
- Operational Services-Asset Management will arrange for the removal of unwanted electronic equipment or other equipment that contained regulated chemicals from the Department’s property inventory. Operational Services- Asset Management will also arrange for the transport of unwanted electronic equipment or other equipment that contained regulated chemicals to either a secure Operational Services-Asset Management location, for reassignment to the EHS Universal Waste secure accumulation area, a designated recycling area on campus.

- The Operational Services-Receiving Department will retain dated applicable Inventory Control Form for each piece of unwanted electronic equipment to be recycled and send a copy of each dated form to the Director-EHS Compliance. This record confirms the completed waste determination.
- The Operational Services-Asset Management will ensure that all unwanted electronic equipment for off-site recycling is placed inside the EHS Universal Waste shed behind the B- Building. Operational Services-Asset Management will ensure that all other equipment that contained regulated chemicals is placed in a designated recycling area on campus.
- The EHS Department takes ownership and management responsibility for unwanted electronic equipment once it receives a record that confirms the Operational Services-Asset Management waste determination and unwanted electronic equipment is placed inside of the secure accumulation area that EHS maintains for the accumulation of unwanted electronic equipment that is a shed located behind the B-Building.
- Facilities Management takes ownership and management responsibility for all other equipment that contained regulated chemicals once it receives a record that confirms the Operational Services-Asset Management waste determination and equipment that contained regulated chemicals is placed in a designated recycling area on campus.
- EHS may arrange to have the bid waste contractor remove unwanted electronic equipment to be recycled directly from a department. This department shall store this equipment in a secure accumulation area that the department supervises and ensures that it is processed as described above.

F. Recordkeeping

Department Chairs and Department Heads shall ensure that that records associated with management of unwanted electronic equipment are managed as follows:

- Keep College records associated with management of unwanted electronic equipment for one (1) year from the date designated for disposal; and
- Keep copies of all records that federal, state, and local authorities require for management of unwanted electronic equipment for three (3) years from the date designated for disposal.

APPENDIX

DEFINITIONS

Accumulation Area: The secure areas where FIT stores unwanted electronic equipment or other regulated equipment prior to being reassigned or shipped off-site for disposal.

Characteristic Waste: A waste that is a hazardous waste because it exhibits at least one of the following properties:

- **Ignitable:** A liquid waste having a flash point less than 140° Fahrenheit (60° Centigrade); a solid that, through friction, absorption of moisture, or spontaneous chemical change, burns vigorously when ignited; an ignitable compressed gas; or any material that is classified as an oxidizer. Ignitable wastes are designated by the waste code D001.
- **Corrosive:** An aqueous waste with a pH equal to or less than 2 (known as an acid waste) or a pH greater than or equal to 12.5
- **Reactive:** A waste that reacts violently with water, exhibits explosive characteristics, or contains cyanide or sulfide and can form toxic gas. Reactive wastes are designated by the waste code D003.
- **Toxic:** A waste that fails a laboratory procedure known as the Toxicity Characteristic Leaching Procedure (TCLP). The procedure tests for the concentrations of 40 specific chemical compounds and metals under certain conditions. If the concentration of any chemical compound or metal is greater than the allowable level specified by USEPA and NYSDEC, then the waste is a hazardous waste. Toxic wastes are designated by waste codes D004 through D043.

Designated Recyclable Materials: Solid waste that may be separated, collected, processed, marketed, and returned to the economy as raw materials or products, including but not limited to wood, paper glass, corrugated cardboard, plastic, food waste, tires, and yard waste. This material may be found in items such as: light bulbs, mercury switches, metal hydride or wet cell batteries, fixtures, furniture, tools, construction and demolition debris, etc.

Destination Facility: A facility that treats, disposes of, or recycles a particular category of universal waste.

Disposal: The abandonment, discharge, deposit, injection, dumping, spilling, leaking, or placing of any kind of solid or hazardous waste into or on any land or water so that such waste or any constituent thereof may enter the environment. In addition, disposal refers to the thermal destruction of wastes and the burning of such wastes as fuel for recovering usable energy.

Electronic Equipment: means equipment that may contain electronic components that may contain hazardous waste constituents that may enter the environment unless managed properly. Electronic equipment includes:

- Computer Processing Units (CPU) tower;
- Laptop;
- Cathode Ray Tube (CRT);
- Plasma Display Screen;
- Liquid Crystal Display screen;
- Printer;
- Keyboard/Mouse/Speakers;
- Phone and Mobile Phone;
- Fax Machine;
- Equipment/Battery Charger;
- Audio Visual Equipment; and
- Other Electronic Equipment and Devices

Hazardous Waste: Any waste that poses a present or potential threat to human health, living organisms, or the environment. There are two types of hazardous wastes: listed wastes and characteristic wastes.

Metal Salvage Facility: A facility that separates for recycling or reuses various types of metals from equipment, appliances, and fixtures, and from other types of metals.

Recycling: Any process by which recyclable materials are separated, collected, processed, marketed, and returned to the economy as raw materials or products.

Regulated Chemicals: Chemicals products that either OSHA or NYSDEC regulate and if released pose a present or potential threat to human health, living organisms, or the environment. These include but are not limited to: oils, fuels, refrigerating gases, solvents, inks, lubricants, electrolytes, coolants, etc. **(Note:** Only an USEPA certified technician with universal certification is permitted to prepare a refrigerating gas-containing appliance for disposal.)

Solid Waste: All materials or substances that are discarded or rejected, including but not limited to, garbage, refuse, rubbish, tires, ashes, contained gaseous material, incinerator residue, and construction and demolition debris. Materials that are not solid wastes include domestic sewage, industrial wastewater discharges, radioactive materials, hazardous waste, and medical waste.

Solid Waste Management Facility (SWMF): Any facility used for the management or disposal of solid waste. Examples include, but are not limited to, storage facilities; transfer stations; landfills; incinerators; refuse-derived fuel processing facilities; construction and demolition waste processing facilities; composting facilities; used oil storage, reprocessing, or re-refining facilities; recyclables handling and recovery facilities; and waste tire storage facilities.

Source Separation: The dividing of solid waste into some or all of its component parts at the point of generation.

Transporter: A person who is engaged in the off-site transportation of solid waste by rail, highway, or water.

Universal Waste Handler: A generator of universal waste or a facility that receives universal waste from other universal waste handlers, that accumulates universal waste, and that sends universal waste to another universal waste handler or to a destination facility.

Waste Determination: The procedure that is used to determine whether a waste is hazardous or non-hazardous. The determination can be made either through knowledge of the waste or the process generating the waste, or through sampling and laboratory analysis of the waste.

FIT Management Program for Unwanted Electronic Equipment, and Other Regulated Equipment

Table 1 - Telephone Contacts

Office of Environmental Health & Safety Compliance	
Joseph Arcoleo, Director	212-217-3752 Fax: 212-217-3751 joseph_arcoleo@fitnyc.edu
L. Jean West, Department Coordinator	212-217-3753 Fax: 212-217-3751 louella_west@fitnyc.edu
IT Department	
7-Help Desk	212-217-4357
Louis Vitale, Manager, Desktop Services	212-217-3444 louis_vitale@fitnyc.edu
Operational Services Asset Management	
William Ansong	212-217-4765, 4767 william_ansong@fitnyc.edu
Facilities Management	
ABM	212-217-4420

Attachment B

**Fashion Institute of Technology
Inventory Control Form
For Non-Electronic Equipment**

Instructions

Complete and submit this form to Operational Services, Attn: Asset Management for all non-electronic equipment (e.g., furniture, file cabinets, tables and specialized mechanical or laboratory equipment such as sewing machines) that is permanently transferred, scrapped or surplused. For equipment to be transferred or scrapped, the department should submit a work order to ABM Facility Services to transfer to another campus location or pick-up for disposal. For surplus equipment (i.e., in good condition, but excess/not needed), Asset Management will submit a work order to move the equipment into storage. The department must attach a copy of the form to each piece of surplus equipment and store it in a secure area until it is picked-up.

Department Name/ Number: _____

Contact Name: _____ Building: _____ Room No.: _____

Phone #: 7-_____ Date: _____

Type of Inventory Action (Check one box only)

Transfer Equipment to another Campus Location

Scrap Equipment for Disposal

Surplus Equipment for Storage

Condition of Equipment (Check the boxes that apply)

Good/Usable

Obsolete

Broken/Non-repairable

Excess/Not Needed

Equipment Spreadsheet

FIT Asset Tag #	Serial #	Description	From Bldg/Room	To Bldg/Room

Comments:

Department Chair/Director Approval _____ Date _____

Attachment C

**Fashion Institute of Technology
Inventory Control Form
For Electronic Equipment**

(Includes: computers, CRT monitors, plasma and liquid crystal display screens, printers, keyboards, fax machines, chargers and audio-visual equipment)

This form is used to request the permanent transfer, storage or disposal of electronic equipment. After completing the form the department head should call extension 7-HELP to arrange for IT support staff to either transfer the equipment to another location on campus or to determine the condition of the equipment for re-distribution within the College or for disposal as unwanted electronic equipment. For transfers only, the requesting department should send the signed completed form to Operational Services, ATTN: Asset Management and keep a copy for its records. For requests to move electronic equipment to storage or for disposal, the completed form will be used by IT support staff to document the condition of the equipment for storage or disposal. **IT support staff will sign-off on the form, affix a copy to each piece of equipment and provide copies of the form to the requesting department before submitting the original signed form to Operational Services, ATTN: Asset Management.**

Under no circumstances should any electronic equipment be permanently removed from a department without the approval and assistance of IT support staff. In addition, no department is authorized to cannibalize parts from unworkable electronic equipment. This can only be done by the IT Department.

Department Name/ Number _____

Contact Name _____ Building _____ Room No. _____

Phone # 7-_____ Date: _____

Type of Inventory Action (Check one box only)

Transfer Electronic Equipment to another Campus Location

Scrap Electronic Equipment for disposal

Check the condition of equipment:

Obsolete

Broken//Non-repairable

Assign Electronic Equipment to IT Storage

Check the condition of equipment:

Excess/not needed

Good/Usable

Equipment Spreadsheet

FIT Asset Tag #	Serial #	Description	Destroyed/Erased Hard Drive (Y/N)	From Bldg/Room	To Bldg/Room

Remarks:

Department Chair/Director Approval _____ Date _____

IT Department Approval _____ Date _____

Attachment D

Fashion Institute of Technology
Inventory Control Form
For
Acceptance of Donated Equipment

Description of Equipment: _____

Condition of Equipment: _____

Intended College Use of Equipment: _____

Equipment Donor: _____

Address: _____

Phone Number: _____

Estimated Value of Equipment: _____

Source of Valuation: _____

Department Equipment Assigned To: _____

Location (Building, room #): _____

Contact Person and Phone Number: _____

Approved By:
Department Chair/Director: _____ Date: _____
Dean or Vice President: _____ Date: _____

Directions

1. Complete the Inventory Control Form
2. Send original completed form to Operational Services, Attn: Asset Management, and a copy to the Educational Foundation, Attn: Director of Development Services
3. Photocopy form for departmental records
4. Have the Contact Person available to assist Asset Management in tagging the donated equipment