



**TECHNOLOGY PROCEDURES FOR
DISPOSAL OF INOPERABLE
TECHNOLOGY EQUIPMENT**

Steps to Determine Equipment should be disposed:

1. Computers, printers, and any technology peripheral will be deemed unusable by the technology coordinator and outside contracted technicians.
2. All equipment will be deemed unusable by these guidelines
 - a. Parts are no longer available
 - b. Updated software programs will not operate on equipment.
 - c. Equipment is no longer repairable.

Data removal:

1. All administrative and teacher workstations will have all data and software removed prior to computers being placed for sale to the community.
2. Technology coordinator and outside contracted technicians will wipe hard drives to assure that no sensitive data left on the computers prior to sale or disposal.

Means Disposal:

1. When computers, printers and any technology equipment are deemed interoperable the following steps will be assured that equipment is disposed of properly:
 - a. Equipment will be placed at a central location; bus barn or store sheds at board office.
 - b. Any parts that are reusable will be removed and stored.
 - c. Then equipment may be placed for the community to purchase.
 - d. Any equipment not sold will be picked-up by an environment-friendly recycle company.

CHARLTON COUNTY DISPOSAL OF TECHNOLOGY EQUIPMENT WILL BE ACCOMPLISHED IN ACCORDANCE WITH THE GEORGIA HOUSE BILL 2 (01 HB 2/AP) AND IN ACCORDANCE WITH THE EPA:

HTTP ://[WWW.EPA.GOV/REGION02/R3/REQS.HTM](http://www.epa.gov/region02/r3/reqs.htm)