

# Recycling Old Computers and Network Equipment



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### Donate to Charity

There's no reason to leave old computers, servers or other unused hardware lying around your office. One of our goals at Dynamic Computing is to keep track of IT assets and keep things clean and organized. The best thing to do with retired IT hardware is to get rid of it!

Dynamic Computing works with a charitable organization and can assist in this process. Our general policy when replacing something old with something new is to bring the old equipment back to our office and recycle it through a

charitable organization. If you have a large collection of old hardware, we can also arrange for a pickup directly from your office, though there may be a small fee associated with that service.

Our policy is to donate all of your old equipment to charity, but we may on occasion keep parts temporarily for use in testing, spare parts or other purposes aimed at providing better service to our clients.

InterConnection.org

Procedure:

Inventory all items in parts room for recycle pickup. Note: serial number, model number, company, machine name are logged into spreadsheet for tracking. These are needed for all laptops, desktops, NUC's.

If certificate of destruction is needed for any SSD keep track on spreadsheet and make sure items are in separate box labeled "email certificate to our Director of Operations: [REDACTED]

If there are any SSD that are destroy only make sure items are in separate box labeled "destroy only box". Keep track on spreadsheet

Work with Development Coordinator on inventory control. Fill out forms pre-pick up and submit photos of items. Work out details on date and scheduling pick up time. You will have to let them know how many gaylords they need to bring which determines the size of the vehicle they are driving. Once approved work with submitting approval for pass-down request from JSH. You will need to email Property Management directly providing them with details

on date and time.

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Once pass-down request is approved you will need to meet driver at loading dock on the day of pick up. You are only allowed to use the freight elevator when transporting recycle items from office to loading dock.

**The Support Team  
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## Custom Fields

- **Article Relevance:** High - Applies to all/most all environments
- **Article Status:** Director Reviewed

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