

Procedure for disposal of 'end of life' IT/AV equipment

Overview

Computer Disposals (CDL) is one of the UK's leading IT recycling and disposal specialists who offer an extensive range of services from the collection and disposal of a few mice through to on-going management and redeployment of equipment. Their offering to Ulster through the NWUPC (North West University Purchasing Consortium) contract offers the following:-

- Technical courier
- IT and WEEE disposal
- Data wiping and media destruction
- On-site hard drive destruction
- Equipment refurbishment, management and redeployment.

CDL is a member of ICER (Industry Council for Electronic Equipment) and is also ISP 9001 and ISO 14001 accredited. CDL has a WAST Carrier and WASTE Management License and is an Authorised Treatment Facility.

Our approach

In agreement with Physical Resources CDL will collect 'end of life' IT/AV equipment from each of the four campuses twice per year. A global email will be sent out by Physical Resources Department informing Faculties & Departments of the collection dates.

Highlights of the IT disposal service from CDL are as follows:

- **Free of charge** service irrespective of quantities or specification of equipment
- Includes all IT and electronic equipment, including mobile phones and telephony systems
- Open to all universities within the North West and associated members
- Retirement service that exceeds WEEE legislation and guarantees 0% landfill
- All hard drives data erased to HMG InfoSec Enhanced Standard 5
- Data erase certification produced for each individual hard drive
- Comprehensive asset reporting

It is imperative that all **HARD DRIVES & RAMS REMAIN INTACT** and that all equipment is left in good working condition.

Disposal process

Once returned to CDL, all equipment is segregated into non-hazardous and hazardous equipment. Equipment is further segregated into PC's, laptops, printers, monitors and servers. All other equipment is classified as general equipment.

Every item of equipment is bar-coded and allocated its own unique CDL asset number to facilitate future audit trails. Equipment ID, specification and details of condition are taken and uploaded into the asset report.

Equipment with hard drives is segregated from all other WEEE. Hard drives are data erased and/or destroyed as appropriate.

Every aspect of the disposal process is carried out in house at CDL with the exception of the final recycling process, which is carried out by an approved partner.

Asset report

CDL will provide asset reports to the University these reports will include the following information as a minimum:

- Unique job number assigned for that collection
- Make, model and specification of equipment
- Unique CDL barcode asset number for all items of equipment
- Equipment condition (Grade)
- Customer asset number
- Equipment Serial number
- Percentage of materials recovered from recycled equipment
- Additional comments

Recycling

In line with our environmental policy, CDL will aim to recycle as much equipment as possible and will retrieve and reuse as many components as possible. Any remaining equipment is forwarded to an approved recycling partner. Equipment is crushed and any remaining metals and plastics are segregated accordingly for reuse. Further information regarding the WEEE Directive can be found at www.computerdisposals.com

Collection & WEEE documentation

On the day of collection CDL will provide both a Duty of Care Transfer Note and Hazardous Waste Consignment Note, which have to be signed by the University (Physical Resources) and the CDL representative. All liabilities are passed to CDL at this point.

Equipment schedule

CDL will take the following equipment:

Acceptable	Not acceptable
PCs Printers CRT Monitors TFTs Scanners Laptops/Note books Photocopiers Fax machines Servers VCRs, DVD players Digital receiver boxes Projectors, visualizers, Video cameras Speakers Plasma/LCD screens Network Equipment (network switches) Cables (network cables, VGA cables, power leads etc.) Laptop accessories (docking stations, carry cases etc.) PC accessories (hard drives, keyboards, mice etc.) Printer accessories (paper trays, finishing units etc.) USB flash drives CD/DVDs Data tapes Server racks PC/AV security cages PC security cables Mobile Phones Loose Hard drives White Boards / Media Boards UPS Units, UPS Batteries, Lead Acid Batteries	Fridges, Freezers, Drinks Chillers, Ovens Microwaves Washing Machines Dishwashers Kettles Toasters

As outlined above CDL will complete an Asset Report along with WEEE documentation, for each individual campus to Physical Resources which includes destruction certificates* which detail the percentage of equipment graded:

1. Grade A – good working condition with no parts missing
2. Grade B – good working condition
3. Grade C – Non-working equipment deemed as BER (beyond economic repair)

*Planon job tickets and destruction certificates held centrally by Assistant/Facilities Services Manager

If you have any of the Non Accepted items for disposal please contact the Assistant / Facilities Services Manager on your specific campus and they will give you the details of your local waste contractor.

Hazardous waste

Physical Resources are solely responsible for the disposal of general office waste, food waste. Physical Resource provides a disposal service to assist Faculties & Departments that generate IT and AV waste, which is covered by the WEEE regulations. All other waste is classified as '**hazardous waste**' and is the responsibility of the Faculty/School/Department generating the waste to arrange for its' safe disposal. Guidance and contact details can be obtained from the contacts listed below.

University process

To ensure equipment is collected effectively the following is the **responsibility of the Faculty/Department:**

- All items for disposal must be stored in a dry/safe area by Faculty/Department prior to collection date (No central location allocated)
- All equipment listed by number/quantity/brief description - as per Pro-forma attached
- All hard drives & RAMs should remain intact (**all equipment left in good working order where possible**)
- Faculty /Department log request directly onto Physical Resources on-line helpdesk (Planon) using standard order "Disposal of IT & AV Equipment" between specified dates as per global email throughout the year
- Service Supervisor on your campus will liaise directly with you to arrange collection
- CDL will collect listed equipment only
- CDL will forward asset report and WEEE documentation to Physical Resources
- Facilities Services Manager to file WEEE documentation

Facilities Services Manager contact details

Jordanstown	Dave Bagshaw	d.bagshaw@ulster.ac.uk	66436
Belfast	Andy Drake	a.drake@ulster.ac.uk	67367
Coleraine	Geraldine Doherty	g.doherty@ulster.ac.uk	24565
Magee	Geraldine Doherty	g.doherty@ulster.ac.uk	24565

Items not notified on **Physical Resources WEEE Equipment Pro-forma** will not be collected for disposal

All equipment must be stored in a safe/dry location by Faculty/Department prior to collection date

WEEE Equipment Disposal Pro-forma

Name _____ Room Number _____ Faculty/Department _____ Date _____

Description	Quantity	Location/Remarks
PCs		
Printers		
CRT Monitors		
TFTs		
Scanners		
Laptops/Netbooks		
Photocopiers		
Fax machines		
Servers		
VCRs, DVD players		
Digital receiver boxes		
Projectors, visualizers, Video cameras		
Plasma/LCD screens		
Network Equipment (network switches)		
Cables (network cables, VGA cables, power leads)		
Laptop accessories (docking stations, carry cases)		
PC accessories (hard drives, keyboards, mice etc.)		
Printer accessories (paper trays, finishing units)		
USB flash drives		
CD/DVDs		
Data tapes		
Server racks		
PC/AV security cages		
PC security cables		
Mobile Phones		
Loose Hard drives		
White Boards / Media Boards		
UPS Units, UPS Batteries, Lead Acid Batteries		

Date of Collection _____

Service Supervisor _____