

Standard Operating Procedures (SOP) for:			
<b>IT Equipment Disposal</b>			
SOP Number:	<b>DG10</b>	Version Number:	<b>1.2</b>
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Date	<b>15 July 2014</b>

Accountability:	
Position	Line Managers
Responsibility:	
Position	Director of IT Services Heads of Department

Revision History			
Version	Description	Author	Date
1	Initial version.	Saul Freeman	22/04/2010
1.1	Annual review Changes to the Wording & re-sentencing	Ian Dickson	09/07/2014
1.2	Updated based on comments from Johnathan O'Regan	Shelim Miah	22/04/2015

Purpose and Objective:	
To ensure that IT equipment disposal is carried out in accordance with both College policy and industry best practice and that IT equipment disposals satisfy the legislative, regulatory and contractual obligations placed upon QMUL.	

References:	
SOP DG16 – Disposal of Information	

SOP Text
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	Responsibility	Activity
1.	Director of IT Services/Heads of Departments	QMUL departments shall follow the disposal procedures described in this SOP for PCs and all other IT equipment to ensure that QMUL is protected from any future liability.
2.	Director of IT Services/Heads of Departments	Where computing hardware within its usable lifespan is surplus to the requirements of the asset owning department, reasonable efforts shall be made to see if any other unit within QMUL is able to make use of the equipment where this is permitted by any contractual agreement under which the equipment was purchased or supplied.

3.	Director of IT Services/Heads of Departments	All IT equipment which cannot be utilised or is no longer operable shall be disposed of via IT Services in accordance with health, safety and environmental regulations. Staff will not be permitted to have or purchase any old hardware.
4.	Director of IT Services/Heads of Departments	The European Community directive 2002/96/EC on waste electrical and electronic equipment (WEEE) sets collection, recycling and recovery targets for all types of electrical goods and imposes a responsibility for the disposal of waste electrical and electronic equipment on the manufacturers of such equipment. QMUL approved suppliers and manufacturers have an obligation to recycle any brand of IT equipment purchased before 13 August 2005, on a like for like basis, when new equipment is being purchased from the supplier and to provide recycling for equipment purchased from the supplier after 13 August 2005. QMUL also maintains one or more contracts or arrangements with companies specialising in the secure disposal of waste electrical and electronic equipment (WEEE) including computing equipment. Asset controllers wishing to dispose of computer equipment must ensure that this equipment is disposed of through IT Services.
5.	Director of IT Services/Heads of Departments  Disposal Contractors	IT Services shall make a record of equipment being disposed of via a disposal contractor.  On collection of items for disposal the contractor shall provide a consignment note for any hazardous WEEE that is collected. This shall be signed by the contractor and a designated member of QMUL staff. A disposing contractor shall also provide a waste transfer note for any non hazardous WEEE. Copies of these documents shall be retained by IT Services.
6.	Director of IT Services/Heads of Departments	In the case of all disposals (including any significant change of use of the equipment, e.g. from one department to another), IT Services shall ensure that a data disposal risk assessment has been carried out and appropriately documented and that all data is removed using the appropriate QMUL approved data removal methods and in line with any contractual obligations relating to the equipment. See SOP DG16 – Disposal of Information.
7.	Director of IT Services/Heads of Departments	No computer equipment shall leave QMUL with user files or data on any storage media unless it is through a company that is suitably accredited and which is being used to remove this data as part of the contracted disposal process and the equipment is not excluded from being disposed of in such a manner by contractual or other agreements. Following disposal, the contractor shall provide a certificate to confirm that data has been securely destroyed which the asset controller shall retain. See SOP DG16 – Disposal of Information.  Where contractual obligations do not permit the removal of data from equipment by third parties the default method for data removal should follow the method specified in those contractual obligations.
8.	Director of IT Services/Heads of Departments	IT Services and asset controllers shall jointly and separately ensure that all required data stored on equipment due for disposal has been transferred, archived or destroyed in line with policies in

		place in departments, across QMUL as a whole or in line with contractual obligations as appropriate. When in doubt, the most stringent policy should be applied.
9.	Director of IT Services/Heads of Departments	In the case of all disposals where the equipment leaves the ownership of QMUL, in order that QMUL discharge its obligation to comply with software licenses and copyright law, IT Services shall ensure that all software (other than the original operating system and open source software) is removed, unless fully transferable software licenses including original media and documentation are supplied with the equipment. The original operating system may only be retained if the original certificates are available to be transferred with the machine.
10.	Director of IT Services/Heads of Departments	QMUL hardware asset and configuration management databases shall be promptly updated by IT Services and the asset controller (as appropriate) when an asset has been disposed of.
11.	Director of IT Services/Heads of Departments	All removals and transfers of software licences from disposed assets shall be recorded in the appropriate QMUL licensing databases.
12.	Director of IT Services/Heads of Departments	Organisations that have awarded Grants to purchase IT equipment, on decommissioning or transition of the project, the IT equipment must be sent to IT Services to remove all data in accordance with the <a href="#">DG16 Information disposal</a> SOP, and uninstall applications and licences before being returned to the organisation.
13.	Director of IT Services/Heads of Departments	Other Grant awarded IT equipment are to be returned to IT Services to be either wiped and re-issued or disposed of as appropriate.