

<b>Procedure Title</b>	Surplus IT Equipment and Disposal
<b>Procedure Holder</b>	Senior Director – Computer Services and Project Management
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	Jan 13, 2010
<b>Next Review Date</b>	January 30, 2026

## Purpose

This policy outlines the Colleges' policy and operating practice with regards to the handling of surplus Information Technology (IT) equipment as well as its disposal.

## Scope

The policy is applicable to all College staff and faculty.

## Definitions

### Word/Term

### Definition

Surplus Equipment

Any equipment that is no longer required by the College due to:

- Being beyond its useful life (equipment can no longer provide a basic level of service as determined by the Computer Services Help Desk)
- Excessive cost of maintenance, or repairs
- Inability to be upgraded to meet requirements
- Wear, damage, or deterioration
- Lack of continued need (it is no longer used)
- Replacement with newer equipment

Information Technology Equipment

Includes hardware devices such as computers, laptops, tablets, monitors, printers, telephones, televisions, projectors, audio visual equipment, and scanners, etc. It also includes network and telecommunications equipment such as switches, routers, wireless routers/access points, telephones, and cell/smart phones.

## Procedure Statements

All IT equipment purchased with College funds are the full property of Confederation College and are College assets. Further, as IT equipment can contain important and/or confidential data (i.e. workstations, servers), it is important that all IT equipment be handled appropriately – especially when transferring or disposing of it. It is the responsibility of the Computer Services Department to ensure that all surplus IT equipment is both properly accounted for (asset tracking) and handled for transferring or disposing as outlined in the next section.

### 1. Identification of potential surplus IT equipment.

- 1.1. When College staff or a Department identifies IT equipment as surplus, it is to be reported to the Computer Services Help Desk. Surplus equipment must not be disposed, sold, donated, given away, or redistributed without consulting the Help Desk.

### 2. Assessment of potential surplus IT equipment.

- 2.1. Help Desk or Technical Services (in the case of network or telecommunications type equipment) staff will assess the equipment to determine the value to the College, or if it can be disposed. Based on this, Computer Services staff will (in priority order):
  - 2.1.1. Redistribute the IT equipment to another location in the College that can make use of the equipment (put it back into service).
  - 2.1.2. Sell the equipment. At the discretion of Computer Services, equipment not fit to be redistributed may be sold. In such cases, the equipment will be sold 'as is', at a fair market price as determined by the Computer Services Help Desk (using an average of 3 researched prices of identical or similar equipment). IT equipment may also be sold by special request to a College employee or student. All sale proceeds will be placed into a College budget for the disposal fees of other IT equipment not covered by the Ontario Electronic Stewardship (OES) plan for electronic/electric equipment waste disposal.
  - 2.1.3. Donate the computer equipment – if the equipment cannot be redistributed or sold, the College may in special circumstances elect to donate the equipment to a 3rd party organization or charity.
  - 2.1.4. Disposal of the IT equipment. All surplus equipment that cannot be distributed using any of the above methods will be disposed of by the Computer Services Help Desk on an annual (or sometimes semi-annual) basis, typically during the summer months. Disposal of equipment will be done in an environmentally and socially responsible manner in accordance with applicable provincial and federal laws/procedures governing the proper disposal of electronic equipment waste.

### 3. Asset Tracking & Data protection.

- 3.1. In all circumstances where College computer equipment is being transferred, sold, donated, or disposed of, Computer Services will erase all College software and end-user data on the device. Equipment which is sold, donated, or disposed will be documented as 'disposed' by Computer Services for College asset tracking purposes.

## Non-Compliance

Staff not complying with this procedure will be reported to their supervisor for disciplinary action.

## Revision History

Version	Change	Author	Date of Change
Original	Original	Lee Johnson	13-01-2010
Update	Update to latest format	Paul Inkila	16-05-2022