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	Originator:	Director, Computer Services
Confederation COLLEGE	Approved By:	CPC
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	Replaces:	NEW
OPERATING PRACTICE		

SURPLUS COMPUTER EQUIPMENT & DISPOSAL

Introduction

All computer and telecommunications equipment that has been purchased with College funds is the full property of Confederation College. It is the responsibility of the Computer Services Department to ensure that all surplus computer equipment is properly accounted for as outlined below.

Definitions

Computer equipment – includes devices such as computers, laptops, monitors, printers, scanners, telephones, televisions, projectors, etc. It also includes network and telecommunications equipment such as routers, switches, telephones, cell and smart phones.

Surplus computer equipment– any computer 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

Disposal Practice

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

2. Based on an assessment, the Computer Services Help Desk will (in priority order):

    I.   **Redistribute** the computer equipment to another location in the College that can make use of the equipment (put it back into service).

    II. **Sell** the computer equipment. At the discretion of the Computer Services Help Desk, 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). Computer equipment may be sold by special request to a College employee or student. All sale proceeds will placed into a College budget for the disposal fees of other computer equipment not covered by the **Ontario Electronic Stewardship (OES)** plan for electronic/electric equipment waste disposal.

III.   **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.

IV.   **Disposal** of the computer 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.

<u>Notes:</u>

In all circumstances where College computer equipment is being moved, sold, donated, or disposed, Computer Services will erase all College software and end-user data.

Equipment which is sold, donated, or disposed will be documented as 'disposed' by Computer Services for College asset tracking purposes.