



Policy & Procedures

# Computing Hardware Disposal

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**Issued by:** Department of Information Technology

**Effective:** September 2009

**Applies to:** This document applies to faculty and staff who have been assigned a personal computer and to personnel who manage, maintain, and move this equipment

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## Introduction

A department may possess computer equipment that is no longer required due to a variety of reasons, such as obsolescence, excessive maintenance cost, or end of life-cycle. The equipment may also be considered surplus to the requirements of the department. Once the computing hardware is no longer needed or useful, it must be disposed of in a responsible manner. There are some instances where the computing hardware is no longer needed by the individual or department, but is still deemed viable. In this case, procedures must be in place to re-use the asset.

## Purpose

This policy defines what constitutes a viable or obsolete computer, how each will be handled.

## Definitions

### *Computing Hardware*

For the purposes of this document, computing hardware includes all forms of computers, computer components, and peripherals.

### *Viable Computer*

A computer is deemed viable if it can be utilized by another department and can still be effectively supported by ITS Helpdesk Services.

### *Obsolete Computer*

Computing hardware will be considered obsolete under one or more of the following conditions:

- It can no longer provide a “basic level of service”
- It has exceeded their useful life
- It can no longer be effectively supported by the ITS Helpdesk technicians
- It is no longer supported by the manufacturer

## **Means of Disposal**

### *Transfer/Redistribution*

An effort should be made to redistribute the computer equipment to a location within the University that may make use of the equipment. In this case, the computer is put back into service intact or with very minimal modification (such as adding memory). Asset inventory transfer forms must be submitted to transfer the equipment within the University.

### *Recycling*

Computer equipment can be sold to recyclers or disassembled for parts and supplies for reuse of components internally. Scrap components are also set aside for recycling.

## **Policy**

If the computer is still viable, it may be transferred to another department within the university. Asset inventory transfer forms must be submitted to transfer the equipment.

If it is determined that computer equipment cannot be reused or recycled, it must be disposed of in compliance with state and federal laws for environmental responsible disposition and in accordance with University computer disposal procedures.

## **Key Performance Indicators (KPIs)**

The following success of the policy will be assessed annually using the following quantifiable measures:

- Viable computers are being utilized
- Obsolete computers are disposed of in a proper and timely manner

## **Procedures**

### *Procedures for Transfer or Disposal*

1. The department with surplus equipment will notify IT by calling the Helpdesk.
2. ITS will assess the condition of the equipment at the departmental location and determine the means of disposal (see above).
3. Based on ITS’ assessment of the equipment, the department will coordinate the transfer of equipment with the Inventory Control Officer (x3085). If it was determined that the equipment is unusable, the Inventory Control Officer will arrange the transfer of the equipment to the University warehouse where it waits for periodic disposal in accordance with University disposal

procedures or is stored, to be redistributed to another location in the University. The Inventory Transfer form must be filled out and signed by authorized department personnel prior to the transfer.

Note: All paperwork generated either in-house or by removal contractor must be maintained in Asset Management files. Copies may be kept by ITS and Facilities Inventory Control offices.

### *Equipment Transfer*

- All procedures for the transfer of NJCU assets have been made.
- Components will be inspected, cleaned and repaired as necessary.
- Hard drives will be reformatted to current base software standards.
- Additional hardware or software will be installed as needed by the new owner, provided it has been pre-approved through appropriate channels.

### *Equipment Disposal*

- All data containing components including but not limited to, hard drives, floppy disks, tape, CD-ROM etc. will be removed and destroyed in a highly secure manner.
- The remaining components of the computing hardware will be sold or given to appropriate recycling companies for proper disposal.

## Contact

This policy is managed by:

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## Related Documents

- NJCU Software Standards
- Non-standard Hardware and Software Policy
- Responsible Use of Computer Resources
- General Principles and Guidelines

## Forms

- Inventory Transfer Form

*Note: All documents and forms are available from the ITS website, Documents page and the University Policy website page.*