

Guidance on Recycling IT Equipment v5

Introduction

UEA has a waste management and recycling service managed by Estates. Full details of the service can be seen at

<https://www.uea.ac.uk/estates/environmentalpolicy/waste-reduction>

Estates manage a compound where equipment can be recycled. To maintain security, the compound is kept locked and the key to it can be obtained from Andy Watts (x2045) or Rachel Buckenham (x3535).

Estates also maintain a Recycling Zone behind Congregational Hall where electrical items and hard plastic can be recycled.

ISD uses these services to ensure that as much equipment as possible is recycled or reused. ISD also augments these services where necessary. For example the Managed PC Service contract stipulates that the supplier provides a secure IT equipment recycling service. By working with Estates, IT support staff now have access to areas of the Estates compound where such equipment can be taken for recycling.

If your department/faculty does not have facilities such as wheelie bins for confidential document or media shredding, bins for batteries etc., then please contact Andy Watts.

If there is a large amount of equipment or heavy equipment to be recycled, please call the UEA Porters (Andrew Brinded x2080, email a.brinded@uea.ac.uk x2080) to arrange removal. They may charge for the service.

If you have any queries on recycling please contact the Waste and Recycling Manager, Andy Watts x2045, email a.watts@uea.ac.uk.



Recycling Options

The following table gives practical guidance to IT staff on where to recycle IT related equipment.

Item Description	Where to recycle
Analogue Telephone Equipment	Return to ISD Network Team or place in Electrical Recycling bin in the Recycling Zone
Batteries (as used in mice, remote controls etc)	Battery bins available across UEA.
Batteries (as used in UPS devices)	Contact Andy Watts to arrange for disposal. Do not use existing recycling services.
CD/DVD/Floppy disk/magnetic tape/video tape/USB drives	Place in Green wheelie bin in ITCS Reception.
Confidential printed documents	Place in confidential Blue wheelie bins available across UEA
Electrical equipment larger than a desktop PC in size.	Estates compound.
Electrical equipment smaller than a desktop PC in size.	Electrical waste bin in the Recycling Zone. Items in this bin are shredded.
Hard disk (not part of PC/laptop) containing non-confidential Information.	The IT Support team for degaussing and recycling
Hard disk (not part of PC/laptop) containing confidential Information.	The Data Centre operations room (ITCS 01.19, x2387) for degaussing and secure recycling There may be a charge for this service.
PC system boxes, laptops, flat screens, keyboard, mice and printers.	IT recycling crates in Estates compound. Crates are securely recycled by contracted supplier.
Printer cartridges (toner and ink). Not those used by photocopiers.	Take to Central Stores.
Servers/Specialist IT equipment	The Data Centre Team (ITCS 01.19, x2387) arranges for these to be collected by a specialist recycler.
VOIP Telephony Equipment	Return to ISD Network team or place in Electrical Recycling bin in the Recycling Zone
Items not on this list such as CRT TV screens and UPS.	Contact Andy Watts to arrange for disposal. Do not use existing recycling services.

