

DISPOSAL OF IT EQUIPMENT

[ICT002]



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ACRONYMS AND DEFINITIONS

ED	Executive Director
GOB	General Operating Budget
HOD	Head of Department
ICTS	Information and Communication Technology Services
PASS	Professional, Administrative and Support Staff
UICTC	University Information and Communications Technology Committee





1. OBJECTIVE

The purpose of this policy is to:

- Provide rules, procedures and guidance on how to dispose of unwanted IT equipment;
- Maximise continued use of IT equipment for the UCT community, in a fair, equitable and environmentally friendly manner; and
- Provide guidance when IT equipment is disposed of to the public.

2. APPLICABLE TO

All UCT staff, third parties and students, including joint staff on WCG conditions of service.

All UCT IT equipment (laptops, desktops, computers, keyboards, mouse devices, monitors, screens, printers and cables, tablets) and enterprise hardware (network devices and servers) purchased from UCT funds, including GOB and Research funds, as well as equipment donated to the University.

3. EXCLUSIONS

Exclusions may only be made by following the process for deviation from finance policy. Deviations and exceptions must be based on a demonstrated business need and motivated by completing form [\[FM041\]](#) *Request for exception to finance policy*.

4. DEFINITIONS

The following definitions apply to terms as they are used in this policy:

Degaussed	Degaussing is the process of decreasing or eliminating a remnant magnetic field. It removes all readable data from magnetic storage devices.
Desktop Computer	A computer comprising of a separate keyboard and monitor and requiring power to operate.
Enterprise Hardware	Equipment used in the running of UCT's core computing infrastructure, including network switches, routers and server hardware.
Laptop Computer	A portable computing device (also called a notebook), which includes a battery. It refers to any portable computer, including Apple MacBook devices.
Securely Erased Data	The removal of all remnants of data from any storage medium, permanently and irreversibly using forensic methods.



5. POLICY

All IT equipment purchased using UCT funds belongs to the University, even if bought using research funds. Refer to policy [\[GEN001\] Funds deposited with or held by UCT](#).

Unwanted IT equipment must not be abandoned. This includes broken IT equipment which must be recycled as e-waste. Contact [ICTS Helpdesk](#) or Ext. 4500 to arrange for collection.

When IT equipment is no longer required by a:

- Department, the HOD, after consultation with the Faculty/PASS IT manager/co-ordinator, is responsible for ensuring that the disposal takes place in accordance with this policy; or
- Research unit, the Director of the research unit, after consultation with the Faculty/PASS IT manager/co-ordinator is responsible for ensuring that the disposal takes place in accordance with this policy.

6. POLICY DETAILS

6.1 CONSIDERATIONS

UCT Asset Register

- Before proceeding with the disposal of any IT equipment, first check whether the item is listed on the UCT Asset Register, refer [\[AST001\] Assets](#).
- Where an item of IT Equipment is listed on the UCT Asset Register, the rules and procedures relating to the disposal of an Asset must be followed, as per policy *Disposal of redundant and second-hand goods* [\[PUR001\]](#).
- Ensure assets are fully depreciated and/or all funder requirements have been met for the sale or disposal of the Asset.
- Even if the IT equipment is not registered as an Asset, it may be on a departmental inventory list. For audit purposes, the list must be updated by the department, and the Faculty/PASS finance manager informed.





Data Removal

Any UCT desktops or laptops and enterprise hardware which are to be disposed of to third parties MUST have:

- All data securely erased, and all data must be completely scrubbed from any storage devices including hard disks, flash storage, solid state storage or firmware to ensure that all private or confidential information is removed.
- All magnetic tapes degaussed before disposal.
- The original purchased Operating System reinstalled to ensure all software licence requirements are adhered to.
- Been branded as 'disposed of by UCT' if the UCT desktop computers or laptops have previously been branded as 'UCT' to denote ownership.



This formatting (and if necessary, re-branding) process is triggered by logging a call with the IT helpdesk or Ext. 4500. Please bear in mind that such calls will receive a lower priority status in the IT Workshop.

As an option, ICTS can assist with the disposal of a larger number (minimum 10) of devices (e.g. student computer lab roll-down).

6.2 ORDER OF ELIGIBILITY

If required, ICTS can advise on an appropriate valuation of the IT equipment.

In order to facilitate the disposal of surplus IT equipment by a UCT department, in a fair and equitable manner, the offers must be made sequentially as follows:

1. For UCT use in the faculty/PASS department where the surplus IT equipment resides for a minimum of 10 working days;
2. For UCT use in other UCT faculties/PASS departments for a minimum of 10 working days;
3. To UCT staff, for personal use, for sale for value, for an agreed time period;
4. To UCT students, for personal use, for sale for value, for an agreed time;
5. To the public by sale or donation, with the approval of the Dean/ED/Director of the area.



Options 1 and 2 may only take place if the equipment is still supported by ICTS and the hardware is capable of running a supported Operating System which can be maintained with security patches.



Options 3 to 5 may only take place after it has been determined that the equipment is not required by any other UCT faculties or departments for UCT business use.



6.3 ICTS SUPPORT FOR HARDWARE

When IT equipment is moved to another university area, ICTS will continue to support it as long as the item:

- Is still under the manufacturer or extended ICTS warranty;
- Has only been serviced by or via ICTS.



Where items have not been maintained by ICTS and/or are not in good condition, ICTS will assess the item before undertaking to continue support.



ICTS does not support equipment sold to staff, students, or disposed of into the public domain. It must be clearly stated on the invoice that the item is sold “voetstoots”.

6.4 SALE AND/OR DISPOSAL OF ENTERPRISE HARDWARE

Enterprise hardware should be disposed of when it reaches:

- End of support;
- End of life; or
- End of usable life.

Enterprise hardware should not be redeployed, sold to another UCT department or reconnected to any UCT infrastructure once disposed of.

All enterprise hardware must be securely erased of any data before disposal, including hard disks, flash storage, solid state drives and firmware.

Enterprise hardware should be sold for a nominal residual value with the funds deposited into a fund nominated by ICTS. This equipment should be sold in descending order of priority to:

1. Staff, for personal use;
2. Students, for personal use;
3. Third party, for sale or donation;
4. Disposed of to an e-waste company.



7. POLICY VIOLATIONS

All UCT staff (including joint staff), third parties and students are expected to comply with this policy. Failure of an individual student, member of staff, joint staff or third party to comply with this policy may lead to the instigation of disciplinary procedures and, in certain circumstances, legal action.

8. RELATED POLICIES AND GUIDELINES

- Assets [AST001]
- Delegated Authorities Limits [GEN002]
- Delegated Authorities Limits [GEN002]
- Disposal of redundant and second hand goods [PUR001]
- Funds deposited with or held by UCT [GEN001]
- Insurance Cover Guidelines [FG008]
- Replacement cycle of end-user IT equipment [ICT001]

9. IMPLEMENTATION RESPONSIBILITIES

Line managers are responsible for ensuring all policies and procedures are communicated to and implemented by the responsible individual(s), including research staff. The Faculty/PASS finance manager has to ensure reasonable controls exist to support the implementation of policies.

10. CONTACT

ICTS helpdesk

icts-helpdesk@uct.ac.za

021 650 4500





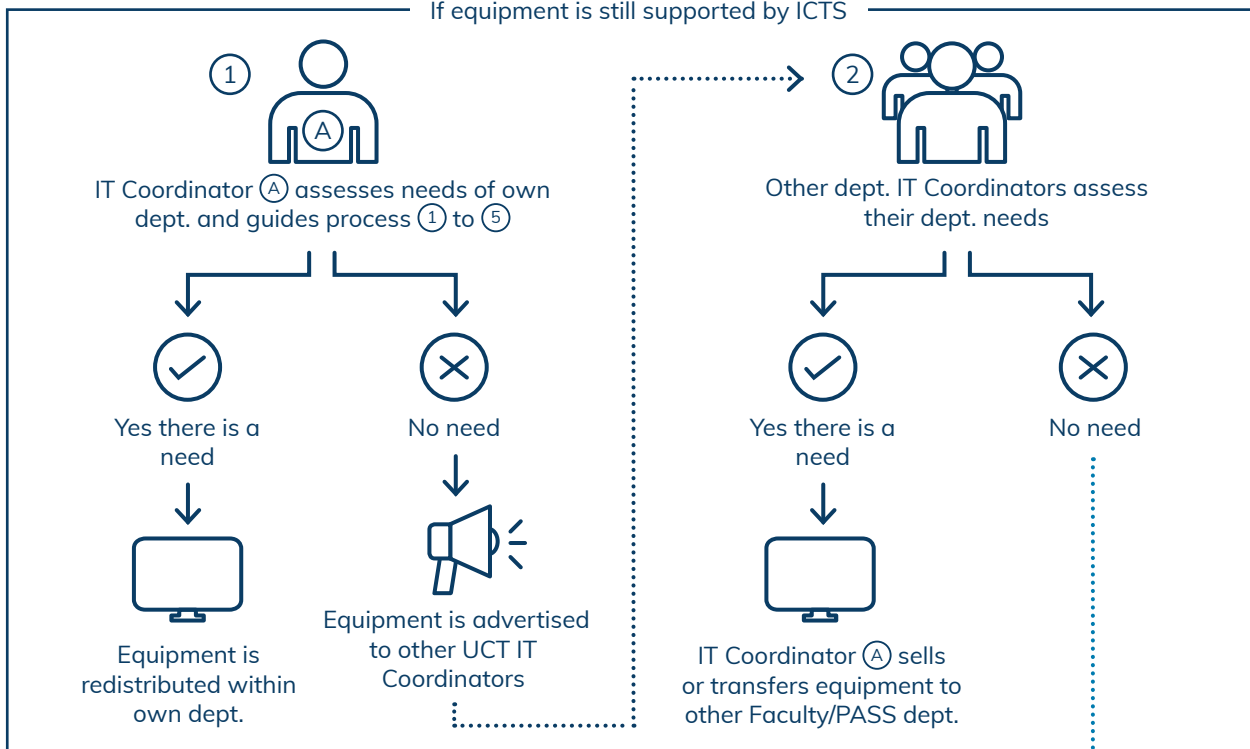
ATTACHMENT A: DISPOSAL OF SURPLUS IT EQUIPMENT



ICTS valuation of equipment



If equipment is still supported by ICTS



If equipment is not required by any UCT department

