

# (Standard) ICT Standard for eWaste

## Document Purpose

<b>Document Purpose</b>	This standard defines the obligations and processes to be engaged by ICT to ensure that the University disposes unwanted and obsolete ICT electronic equipment and waste with due regard to environmental and sustainability factors.			
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<b>Error Advisory</b>	<p>To the Reader:</p> <p>If you encounter any inaccuracies or printing faults in this document please contact the Owner (see Document Information section, above) as soon as possible. The Owner will then initiate the required modifications</p> <p>If you are unable to contact the Owner, contact that person's Manager Supervisor.</p> <p>Thank you for helping the Division of ICT Services maintain quality documentation.</p>			

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# 1 Definitions

The *ICT Glossary and Definitions* contains a description of any common ICT terminology referred to in the policy and standard documentation.

# 2 Introduction

The *ICT Standard for eWaste* covers the collection and handling of waste ICT electronic equipment within the University, taking into account appropriate environmental and sustainability factors. The standard is part of a suite of initiatives implemented by the University of Southern Queensland to move towards its goal of achieving sustainability across its campus and the broader community.

For the purposes of this standard, electronic waste or eWaste may be defined as all desktop computers, notebook or laptop computers, VCR and DVD equipment, data projectors, digital cameras, telephones, mobile phones and personal digital assistants (PDAs), printers, photocopiers, fax machines and multifunction devices (MFDs), keyboards and similar peripheral ICT devices, servers, hubs, switches, bridges, routers, power supplies and batteries, UPS, scanners, electronic entertainment devices and consoles, and other similar items. This definition includes used ICT electronic equipment destined for reuse, resale, salvage, recycling, or disposal. eWaste is considered as waste at the point that the University permanently discards the item of equipment from its ownership. The following principles will apply to the responsible disposal of eWaste:

- Disposal, Data protection and Information integrity; and
- Environmental protection and Social responsibility.

The management and coordination of activities associated with the appropriate handling and disposal of eWaste will be a joint initiative of the Division of ICT Services and Facilities Management. Records will be maintained to document the amount of eWaste disposed of each year in accordance with reporting requirements demonstrating compliance with environmentally friendly initiatives.

## 3 Standards

### 3.1 Disposal, Data Protection and Information Integrity

Disposal of University ICT assets and equipment, deemed as eWaste, will be in accordance with procedures specified by the USQ Financial Management Asset Disposal procedures or Portable and Attractive Assets Disposal procedures. Coordinated eWaste disposal will be scheduled at the Toowoomba campus semi-annually and as required at the other campuses. USQ will make every effort to ensure maximum usage and value for money is obtained from all electronic items to ensure that eWaste is minimised.

Only designated collection and disposal points will be used for eWaste. NO electronic equipment and eWaste will be placed in general refuse bins or skips located on University of Southern Queensland property. Procedures for the safe handling and disposal of eWaste will be available to the public.

Equipment to that is to be disposed may hold sensitive information and licenced software applications. Provisions within the *USQ Policy for ICT Information Management and Security* and the associated *ICT Standard for Information Asset Classification and Control* and *ICT Standard for Physical and Environmental Security* will be followed to ensure that any personal or sensitive information has been removed from electronic storage media or such media is rendered unreadable and/or unusable. Where ownership of the equipment is to be transferred to a third-party with the intention that the third-party will continue to use the equipment, University ICT staff will ensure that the equipment only contains licenced software applications and operating systems that can be legally transferred with the equipment.

### 3.2 Environmental Protection and Social Responsibility

The University will not dispose electronic equipment that is within its agreed lifecycle and continues to be supported by vendors under appropriate maintenance and warranty support agreements. eWaste equipment shall be disposed or recycled in an environmentally and socially-friendly manner. The University will make all reasonable efforts to ensure that eWaste equipment does not end in landfill in Australia and is not exported overseas to end as landfill in the destination country.

### 3.3 ICT Procurement

The *ICT Standard for Procurement and Contract Management* is consistent with principles outlined by the State Purchasing Policy in regard to Sustainable Procurement. The procurement of environmentally preferable or 'green' goods and services is a key activity of the Division of ICT Services and the Division will consider selection criteria for ICT goods and services that have a lower impact on the environment and the health and well-being of students, staff and the community and will be ethically and socially responsible when considering value for money.

## 4 User Education

The responsible disposal of eWaste will become an important issue as ICT equipment usage continues to grow. Most staff and students are not fully aware of the range of hazardous materials used in the manufacture of ICT equipment and the requirement for special disposal of such equipment so that adverse environmental damage does not occur. Most staff, students and members of the wider community are becoming more environmentally conscious and will recycle and dispose of responsibly if they have appropriate information.

Addressing the responsible removal of eWaste and recycling requires user education programmes to be incorporated into staff induction and development activities to ensure that it becomes part of the culture at USQ. The Division of ICT Services and Facilities Management will develop material and education programs that will be published on the USQ website and delivered in person to all staff and students.

## 5 Related Documents

Document (Electronic)	<i>ICT Standard for Information Asset Classification and Control</i>
	<a href="http://www.usq.edu.au/resources/ict_standard_for_information_asset_classification_and_control.pdf">http://www.usq.edu.au/resources/ict_standard_for_information_asset_classification_and_control.pdf</a>
Document (Electronic)	<i>ICT Standard for Physical and Environmental Security</i>
	<a href="http://www.usq.edu.au/resources/ict_standard_for_physical_and_environmental_security.pdf">http://www.usq.edu.au/resources/ict_standard_for_physical_and_environmental_security.pdf</a>
Document (Electronic)	<i>ICT Standard for Procurement and Contract Management</i>
	<a href="http://www.usq.edu.au/resources/ict_standard_for_procurement_and_contract_management.pdf">http://www.usq.edu.au/resources/ict_standard_for_procurement_and_contract_management.pdf</a>