The Open University of Sri Lanka

POLICY FOR

THE RE-USE, CONDEMNATION AND

DISPOSAL OF

IT EQUIPMENT

February 23, 2017

POLICY FOR THE RE-USE, CONDEMNATION AND DISPOSAL OF ALL IT EQUIPMENT FOR THE OPEN UNIVERSITY OF SRI LANKA

Background

This policy is for condemning, reusing and disposing of IT equipment, which comprises of computers, servers, peripheral devises and networking equipment used in the University (central campus and all centres). As they become obsolete or unrepairable it will eventually have to be physically removed from their current locations and disposed of. Otherwise, it will create an unpleasant working environment within the university. On the other hand, there should be proper mechanism to do so as the equipment is in the inventory. The intent of this document is to establish policies and procedures for the disposal, removal, transfer, or sale of University owned computer and related equipment.

The policy aims to re-use equipment wherever possible in order to reduce costs, re-gain the expenses and reduce the negative impacts of disposal on the environment. Where this cannot be achieved, the policy ensures that equipment is condemned and auctioned safely and securely to the requirements of relevant legislation.

Policy Statement

The University encourages maximizing the benefits and minimizing the difficulties to the staff and students in usage of IT equipment.

Principal Guidelines for condemning IT equipment

Any IT equipment can be condemned on the following grounds:

- Technology obsolete:
  - IT equipment (except servers and networking equipment) used for more than 6 years or more subject to stipulated UGC Circular or guidelines: (Lifetime of servers and networking equipment can be decided by Network Manager / Director/TI.)
  - Computers where specific software packages that cannot be installed or used properly;
  - Outdated software packages.
- Beyond Economical Repairs: Repairing cost is too high after looking at the current value of the equipment.
- Damaged equipment: IT equipment that has damaged due to fire or accident.

The IT equipment, which has to be condemned, can be fallen into three categories. They are as follows;

- **Reusable:** Though a computer is unusable in a place, that can be used for different purposes or at different places;
- **Cannibalizing**: Make a computer using working parts of different computers or keep as spare parts;
- **Deposable**: Beyond repairs, no parts may be useful in the future.

The categorization of any IT equipment should be done by the IT Division only. After categorization, Director IT shall send the report to General Administration to take necessary action according to the category. This categorization will be done at

- the time of repairs; and/or
- a request from a Department/Division for condemnation.

Actions to be taken by General Administration Division

After receiving a report on condemnation of IT equipment from the Director IT, Senior Assistant Registrar shall take the following actions according to the category of the IT equipment.

- **Reusable:** Relocate the equipment among the Departments/ Divisions who are willing to use that equipment. General Administration Division shall send an internal memo for this purpose.
- **Cannibalizing:** Reconstructed equipment shall also be relocated among the Departments/ Divisions. The remaining parts shall be kept in the Computer workshop for repairing purpose in the future. Inventory must be amended accordingly.
- **Disposable:** The equipment beyond repairs and not in working condition shall be auctioned externally according to the government regulations. It is recommended to auction to an e-waste disposal company who are registered under Central Environment Authority.

The following procedure should be applied in case Reusable and Cannibalized equipment cannot be relocated.

- The equipment may be sold internally among the staff and students.
- If any equipment left thereafter, that shall be auctioned externally as a usable item.

Procedure of Condemning IT Equipment

The Departments and Divisions can make a request for condemning any IT equipment by sending a request to IT Division with the purchase details (purchased date, warranty etc.). After considering the request IT Division will take the following steps:

- If the IT equipment can be condemned on the ground specified above the Department/ Division must be informed, that the equipment will be condemned.
- The Department/ Division has to send the equipment to the IT Division and receive the condemnation report. Based on the report, Department/ Division should be provided a new equipment.
- After receiving the equipment, which is condemned IT Division will categorized the equipment and follow the procedure as set out above.

When the IT Division identifies an equipment that need to be condemned during the time of repairing, it must take the following steps:

- IT Division shall inform the relevant Department/ Division that the equipment is beyond repairs and will be condemned.
- Accordingly, the Department / Division must send any remaining parts of the equipment to the IT Division and receive the condemnation report. Based on the report, Department / Divisions should be provided a new equipment.
- After receiving the equipment, which is condemned, IT Division will categorize the equipment and follow the procedure as set out above.

Regional centres and Study centres should send their requests for condemnation through the Director /RES. Similar procedure listed above has to be followed in this situation as well.

When the condemnation report is given to the Department/ Division, it is the responsibility of the relevant Department / Division to take necessary action to remove the item from their inventory.

All IT equipment will be handled by the IT Works Manager except servers and networking equipment, which will be handled by Network Team.