

# Meeting the environmental challenge

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## Managing disposal – an institution's view

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# A disclaimer!



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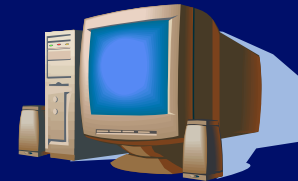
# Life without a disposal policy

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- Professor gets a new machine



- Passes old machine....  
....onto a research assistant



- Who passes their old machine...  
....onto the departmental secretary



- Who does what?



# Life without a disposal policy

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- No control over assets
- No control over information
- Risk to the institution

# Disposal policy – a prerequisite

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- What equipment do we have?
- Where is it?
- Asset register
- Audit
- Link to other procedures

# The need

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To dispose of equipment ensuring all **legal** and **environmental** considerations are taken into account



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# The policy

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- Central responsibility
- Can it be re-used?
- Can it be sold on?
- Data deletion
- Disposal
- Sign-off

# The process

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- Call to the Response Centre
- Complete form
- Job reference number
- Customer arranges collection
- Call closed

# Educating staff

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- Why can't I sell/donate **my** PC to my child's school / my sports club / a charity?
- Why can't I keep the machine? After all it has no value....
- ...but I've deleted the software....

# Issues

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- Storage
- Staff resistance
- Partnership with suppliers