

## Recycling and disposal of IT equipment

In the UK we consume 1.8 million electronic items per year and less than 20% of this e-waste is recycled, making it the fastest-growing waste stream in the UK. That's despite items containing precious metals which are available to be reused, reducing intensive mining demands for expensive raw versions. That's an awful lot of waste, so we want to keep as much of it out of landfill as possible. This page explains how to correctly dispose of IT equipment at UCL.

### Equipment purchased through ISD

#### **How can I tell?**

ISD hardware should be identified through asset tags – a visible barcode on them:



If you think your equipment is of ISD origin you would need to follow [ISD's Repurpose and Disposal Policy and Procedure](#). All assets need to be recorded when they are being disposed of, to ensure the asset register is up to date.

#### **How is it disposed of?**

The route to reuse/disposal will vary on the manufacture of the items and if they are in warranty. ISD seeks to:

- Firstly reuse within departments if in warranty
- Reuse through an external provider if out of warranty
- Dispose of if not functional, in accordance with WEEE directive- which seeks to reuse equipment, and recycle/recover materials where possible, and minimise waste.

#### **How to steps?**

You can find guidance and steps to take on ISD webpage [here](#).

### Non ISD equipment

If your item is not from ISD, there are still routes to correctly and sustainably reuse and recycle your unwanted items. To do so ask these questions:

## **1. Can you reuse internally within your workplace?**

Firstly, have a think if your old pc/equipment could be made use of by others in your workplace? Could a PC even have an alternative use, such as running a lighter operating system, becoming a retro game emulator or even working as a guitar amp! You can find lots of alternative uses online.

## **2. Would it be wanted by someone else at UCL?**

Please put your PC and equipment on [Warpit](#), UCL's resource sharing platform, where it can be reused by members across the university. It is the requesters' responsibility to arrange for collection and transport, and only takes a few minutes to sign up and list items.

It is important you cleanse data from any hardware before listing. You should contact your IT representative or ISD on how to do this.

## **3. No takers, how can I correctly recycle items?**

You can only recycle and dispose of functional items if you cannot find a new user or owner.

Non ISD assets can still be recycled through ISDs disposal route as mentioned in the last section. You can find guidance and steps to take on ISD webpage [here](#).

Equipment can also be taken through UCL's waste service, however at a cost to the department. Which items are accepted, the prices and contact details can be found [here](#).

## **4. Buying new equipment?**

If you are replacing old equipment with new, the supplier may be obligated to take the old equipment away and dispose of it correctly, free of charge. This is under the WEEE obligations. You can find out more [here](#).