

Computer Recycling at the University of Manitoba

Computer disposal has become a major issue within departments and faculties in recent years. To stay current and to keep up with technology departments and faculties need the latest in information technology and that means old computers and their related peripherals need somewhere to go. Since the province or the city has no comprehensive method of electronics recycling to date, most assume that the University is in the same situation that computers are to be disposed of in the conventional waste stream. However, The University of Manitoba has gone to great lengths to dispose of computer "waste" in the most responsible manner. The following flowchart is a snapshot of how computers waste is handled on all of the University of Manitoba campuses.

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According to The University of Manitoba Policy #309 – Disposal of Surplus Furnishings and Equipment, "the responsibility and authority for disposition of **any item** owned by the University of Manitoba, or non-owned property under the care, custody and control of the University, are specifically assigned to Capital Asset Management. This includes both capital and non-capital items regardless of what the original value was, and what method of disposal is contemplated" (Disposal of Surplus Furnishings and Equipment, formerly policy 309).

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Capital Asset Management (CAM) requires an [Asset Disposal Advice Form](#) to be filled out when disposing of computers and/or peripherals.

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Once the Asset Disposal Advice Form is completed in full, with the proper signatures obtained from Head of the Department and the Dean of the Faculty, it should be forwarded to Capital Asset Management.

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When Capital Asset Management receives the forms, they will assess the disposal advice form according to:

- Age
 - Working order
- A. If the computer is less than 5 years old, Capital Asset Management will help the department sell the item(s). In most cases this has a high success rate.
 - B. If it is not possible to sell the computers and/or peripherals then Capital Asset
 - C. Management will assist the departments in donating the computer(s) and or peripherals. Capital Asset Management has a number of charities on hand and in some cases can provide a letter (as required by the Asset Disposal Advice Form) to the departments/faculties to facilitate the donation.

- D. If the computers cannot be sold, donated or they are not in good working order, they will be sent to Selkirk Learning Centre - Responsible Electronics Recycling, who will refurbish what is possible and recycle what is not.

Note: All University of Manitoba departmental files and related, licensed software must be removed from all computer systems or file storage media units prior to disposal. Only operating systems, in accordance with the appropriate licenses, may be left on any unit.

If you have any questions related to disposing of computers and related equipment, please call Bonny McCorriston in Capital Asset Management, Ph: 474- 8179 or Bonny_McCorriston@umanitoba.ca

(updated February 2009)