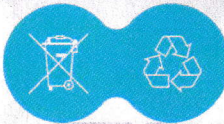


# E WASTE MANAGEMENT POLICY



PLEASE



RECYCLE

University of North Bengal

University Science Instrumentation Centre (USIC)

# List of Common E-waste Items:

## Communications and Information Technology Devices:

- Cell phones
- Smartphones
- Desktop Computers
- Computer Monitors
- Laptops
- Circuit boards
- Hard Drives

## Electronic Devices:

- DVDs
- Blu Ray Players
- Stereos
- Televisions
- Fax machines
- Copiers
- Printers
- Remote controls

## Office and Laboratory Equipments:

- Copiers/Printers
- IT Server Racks
- IT Servers
- Cords and Cables
- WiFi Dongles
- Dialysis Machines
- Imaging Equipment
- Phone & PBX systems
- Audio & Video Equipment
- Network Hardware (i.e. servers, switches, hubs, etc.)
- Power Strips & Power Supplies
- Uninterrupted Power Supplies (UPS Systems)
- Power Distribution Systems (PDU's)
- Autoclave
- Defibrillator

## **e-waste**

e-waste means waste electrical and electronic equipment whole or in parts or in rejects from their manufacturing and repair processes, which are intended to be discarded. This document provides an overview on collection and disposal of the above mentioned waste electrical and electronic products and their parts within the purview of University.

There are four key principles regarding the disposal of e-Waste :

1. Protection of the Environment
2. Social responsibility
3. Disposal
4. Data Protection

### **Protection of the Environment :**

- 1) Wherever possible, functional Computers should be redeployed to identified users with or without up gradation.
- 2) Only designated areas shall be used for identifying and keeping these materials in the Departments, Office establishments and centers. No mixing of such materials shall be allowed with general scrap.

### **Social Responsibility :**

University shall make all reasonable efforts to track the products till their final destination. University should ensure disposal of e-waste to approved vendors only.

## Disposal :

University has entered into an arrangement with USIC for management of the entire process of disposal of IT Products, Electronic and Electrical wastes right from Collection to disposal at approved facilities. The steps are:

- The University Science Instrumentation Centre (USIC) visits different departments to investigate the condition of major / minor scientific instruments/equipment, different computer peripherals (e.g. UPS, CPU, Monitors, Printers, Scanners etc.) electronics gadgets, circuits, experimental kits.
- Whichever found irrecoverable are written off on regular basis and have been recommended for disposal.
- The disposal committee, headed by secretary, purchase committee, in its meeting considers the reports and takes decision accordingly for disposal / buy back.
- All the miscellaneous e-waste items such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected routinely from every department and office and deposited for safe disposal.
- In order to save power and enhance office/lab space, all the existing CRT monitors should be replaced stepwise unless required for specific purpose.

## Data Protection :

All kinds of storage devices (HDD, Pen Drive etc.) should be properly damaged to ensure that in no way any data will be recovered. Moreover, it will be the responsibility of the concern vendor to protect all information in embedded, encrypted, stored or written form available in/on the storage devices and no pilferage, sharing, decoding, copying shall be allowed in whatsoever form till the point of erosion and complete sanitization of the data in a scientific and internationally acceptable manner.

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