



Electronic Waste Disposal Request Form

Instructions/Purpose: This form should be filled in by the department when an E-Waste pickup is requested.

Department Name:	Name of Contact:
E Waste location:	Disposal request number with date:

Quantity	Description of E-Waste	Does it Work?	Item Serial # and inventory number if any	Remarks of the IT department with data and signature
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

I hereby certify that items mentioned above are E-waste and/or surplus items not required in the department anymore.

Departmental Authorization _____ **Date :** _____

IT Department Representative Taking over the Charge of Items : _____ **Date :** _____



ORIENTAL UNIVERSITY, INDORE

Electronic Waste Disposal Policy

Introduction and Scope

1. Disposal of old and used electronic waste is a reality that has become increasingly important in today's age of rapid technology obsolescence. There are several computers, printers and peripheral devices distributed throughout the University campus. As these equipment age or becomes surplus, it will eventually have to be physically removed from their current locations. As a University, it is our responsibility to see that all old and used E-waste are disposed in a responsible manner. This policy lays out a procedure for safe disposal of all electronic equipment which is the property of Oriental University, no matter what the original funding source.

Procedure

2. Electronic waste shall first be identified by the department where it is located. Computer equipment including ancillaries such as key boards, UPS etc which are not functional anymore or computers that have become obsolete shall be identified by the department concerned. The disposal request form attached shall be filled by the concerned department and forward the same to the IT department for further processing. Under no circumstances should the concerned department remove or dispose the unused items on their own.

3. Once the request forms are received by the IT department, a survey of the concerned items shall be carried out and relevant remarks rendered on the request form. The disposal of media, computer equipment and computer software can create information security risks. These risks are related to the potential unauthorized release of sensitive or confidential information, violations of software license agreements, and unauthorized disclosure of intellectual property that might be stored in hard disks and other storage media. The IT department shall ensure that all media files are either destroyed or rendered unusable.

4. Most electronic equipment contains circuit boards, switches, ICs etc which are manufactured with materials considered to be hazardous, and cannot be disposed of in the general trash. If it is determined that computer equipment cannot be repaired and reused, the IT department may mark it for safe disposal. All such items marked for safe disposal shall be collected by the IT department and a record to this effect shall be maintained in the department.

Contract With an E-Waste Disposal Firm

5. To maintain efficiency in the process, a contract with an approved E-Waste disposal firm may be arranged. However, if the amount of the waste generated is less than 50 kgs annually, an arrangement may be made as and when required. Antecedent of the firm contracted may be checked for approval/compliance of the disposal process in accordance with Central/State Pollution Control Boards guidelines.

Final Disposal

6. List of items handed over to the contracted firm may be maintained with the IT department along with a safe-disposal certificate from the firm listing the items particulars, quantity and weight.