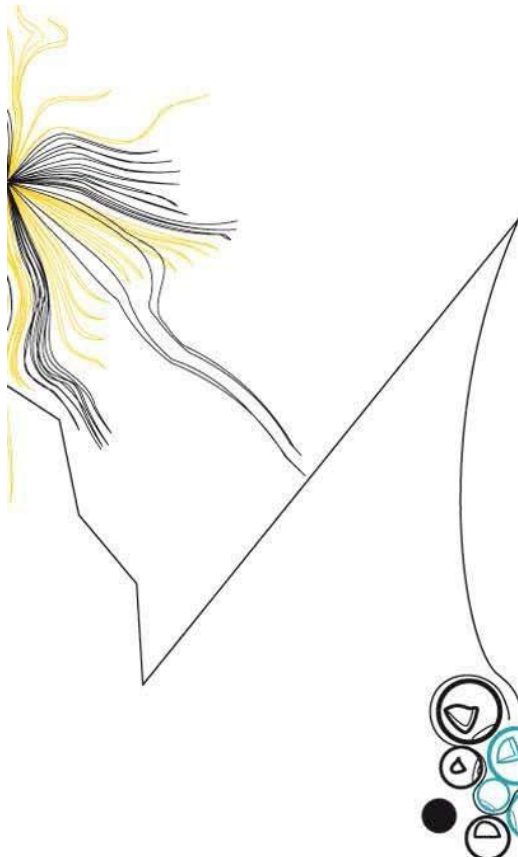




Regulations for redundant personal electronic equipment --- (the E-waste scheme)



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1.5	13-06-2016	Jan-Laurens	Amendments to the text
1.6	28-11-2016	Jan-Laurens	Remarks and questions UCB included, procedures discussed further and amended. Procedure developed with FEZ, appendices amended
1.7	06-03-2017	Jan-Laurens	Scheme aligned with FEZ and LISA work instructions

Distribution list

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1.3	19-05-2016	Jan-Laurens Lasonder	LISA MT
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Source documents

Version	Date	Author(s)	Title
	11-08-2016	KPMG Meijburg	Letter from KPMG to Tax department with approval of Tax department

Table of contents

1	INTRODUCTION AND OBJECTIVE	4
2	BASIC PRINCIPLES	4
3	CLEANING EQUIPMENT	5
4	SOFTWARE LICENCES	5
5	REPORTING	6
6	SALE TO STAFF	6
7	DONATING TO THIRD PARTIES	7
	APPENDIX 1: ADMINISTRATIVE PROCEDURE E-WASTE SCHEME	8
	APPENDIX 2: FORM FOR THE ACQUISITION OF EQUIPMENT	9

1 Introduction and objective

Corporate social responsibility is one of University of Twente's priorities. The responsible disposal of redundant electronic equipment (E-waste) is an important element in that respect.

Terms defined in this memo:

- E-waste is taken to mean redundant personal electronic equipment used to process data and carry information. This includes the following examples: PCs, laptops, tablets, telephones, and media for data storage. A memorandum for servers and network equipment has been drafted separately.
- Redundant means equipment which is no longer necessary, which is out of date, which malfunctions too often, which is too expensive to repair, which is irreparably defective or which can no longer be used for its intended tasks for other reasons.

Objective

This scheme supports the following objectives in order of preference:

1. Disused electronic devices are reused in a relevant way within the University of Twente or by university staff;
2. If reuse within the University of Twente community is not an option, the equipment is donated for social purposes;
3. If there is no suitable social purpose, the equipment is disposed of responsibly and recycled.

In all the above situations, measures are taken to ensure that security and privacy aspects are guaranteed by sufficiently cleaning the data and licenced software.

Compliance with this guideline is a duty of the University of Twente and each individual employee. The regulations as applied by the University of Twente for the disposal of industrial waste and hazardous waste can be found on https://www.utwente.nl/en/hr/health-safety-environment/environment/schemes-regulations/waste-management-regulation/waste_collection_system.pdf.

Within the scope of these regulations, the disposal of personal electronic tools falls in the category white goods and brown goods. It has been agreed with the Facility Service Centre that the E-waste described in these regulations are explicitly kept outside of any tenders for industrial waste and hazardous waste in order to ensure the desired flexibility for reuse.

2 Basic Principles

1. Staff members must always return to the university any personal equipment, such as telephones and PCs, that was provided by the University of Twente but is no longer used. If a staff member wishes to acquire any equipment, its price will be determined on the basis of the depreciation table included in this memo.

2. Equipment purchased through indirect funding is generally subject to separate guidelines per subsidy provider. Equipment purchased through commercial funding is subject to specific conditions regarding ownership.
3. The decision on the purpose of disused equipment is taken by the authorized manager of the department or service department.
4. No warranty is issued for the acquired equipment.
5. No support is provided for the acquired equipment.
6. No software is supplied with the acquired equipment.
7. All information carriers are permanently deleted.

3 Cleaning equipment

The data stored on electronic equipment of organizations contain a lot of information which is confidential and/or which has privacy aspects. Permanently and properly deleting information is an absolute requisite for reuse (regardless of the form in which it will be reused). The information is deleted by LISA, or under its responsibility, in such a way that no data can be recovered, not even by advanced forensic tools.

4 Software licences

A lot of electronic equipment has licences that are valuable or that carry with it annual costs. Software with associated annual costs must also be cleaned to prevent future costs and claims from software suppliers. When the software (such as Windows Server or VMware licences) has been deleted, LISA also updates the licence administration. The licences that become available are placed in the pool of available licences and are reused. When reuse is not an option (for example in the case of outdated versions or software that has been phased out), any support contracts will be terminated and the licence will be removed from the registration system.

Hardware-specific software

Hardware-specific software is generally attached to the hardware itself and can usually be delivered along with the electronic equipment. This will have to be determined on a case-by-case basis.

5 Documentation

LISA keeps a digital file (CMDB) of all electronic equipment that has been disposed of with all details, including the considerations made.

6 Sale to staff

Staff members are given the opportunity to purchase redundant or depreciated electronic equipment. The sums and percentages in the table below apply to all employees of the University of Twente, regardless of which faculty or service department they work for, to ensure consistency in the sale of equipment to staff.

	Depreciation	Price for acquisition after X year(s) in % purchase value * or euros					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Windows PC	3 years	67%	33%	€75	€25	free	free
Windows laptop	3 years	67%	33%	€75	€25	free	free
Apple iMac	4 years	75%	50%	25%	€150	€100	€25
Macbook	4 years	75%	50%	25%	€125	€75	€25
IPad/iPhone	3 years	67%	33%	€100	€25	free	free
Other phones	3 years	67%	33%	€50	€25	free	free

* interim upgrades of the equipment (e.g. additional hard disc) have been taken into account.

The prices in the above table have been checked for market conformity and include VAT. The table was also submitted to the tax department for assessment and found to be in order.

The table is based on a price or percentage of full years from the date of purchase. In real terms that means that the prices in the first column apply from the moment the device is 1 year old. The same applies to the following columns. No interpolations are made and consequently only full years are calculated, i.e. periods of 12 months calculated from the date of purchase.

The sale to staff constitutes a transfer of proprietary right to which the following conditions apply:

- The staff member may not sell on the electronic device to third parties. If the acquired device is no longer used by the staff member, he/she is requested to give it a new use in the spirit of this scheme, i.e. to donate it to a charity or to ensure it is recycled.
- For the transfer of electronic equipment to staff, a general sales contract will be drawn up and signed.
- No support will be provided.

Procedure for acquisition:

1. The staff member (who may also be a staff member leaving) indicates which equipment he/she wishes to acquire. This is laid down in a contract in which the price is also set;
2. The device to be acquired is handed in for cleaning;
3. The staff member pays the relevant amount into the University of Twente's account;
4. Financial and Economic Management (FEZ) breaks the payment down into faculty/service department and VAT. The VAT is booked to a central University of Twente account.
5. On receipt of payment the staff member may collect the device.

7 Donating to third parties

This includes charities, schools and not-for-profit projects or organizations. Agreements are made depending on the situation. In this case too, transfer of title takes place and a contract is drawn up.

Appendix 1: Administrative procedure for the E-waste scheme

The E-waste scheme sets out the conditions for acquiring redundant personal electronic equipment. This equipment can be acquired by staff members only – and therefore not by a company – for the sums (including VAT) stated in the procedure. The value of the equipment is determined by the faculty or service department on the basis of the purchase invoice.

The staff member receives a sales invoice from the selling faculty or service department.

The University of Twente's chart of accounts includes a separate type of income on which all revenues must be recognized. This is income type:

0208 SALE OF EQUIPMENT TO STAFF (THE E-WASTE SCHEME).

1. On the basis of the University of Twente equipment acquisition form, signed by both staff member and manager, the transfer is recorded in FAMEUS with a sales invoice.

Accounts receivable:

- To 0208 sale of equipment to staff
- To VAT 21%

The acquisition is based on full years, i.e. the first graduated scale (column year 1 of the table) applies if the device is 12 months or older. That means that the purchase price must be paid for all equipment less than 12 months old. At 24 months or older the following graduated scale applies, and so on.

2. Payment is made by bank.

Any staff members leaving to go abroad must arrange to have payment completed before departure.

3. Transfer of title takes place after payment.

The equipment is transferred to the member of staff after he/she has shown proof of payment.

Appendix 2: Form for the acquisition of equipment

UNIVERSITY OF TWENTE

EQUIPMENT ACQUISITION FORM

The acquisition rates are in accordance with the memorandum "Regulations for redundant (personal) electronic equipment (E-waste scheme)". These rates can be found on the back of this form.

Name :

Street :

Postcode : Town/city :

OFI number FACULTY or SERVICE DEPARTMENT -

University location :

Description of equipment	Make/type	Serial number	University number	Date of purchase	Value (according to table)
					€
					€
					€
					€
					€

Signed for approval member of staff

Signed for approval (supervisor)

Date signature

Date name and signature

Comments (if any):