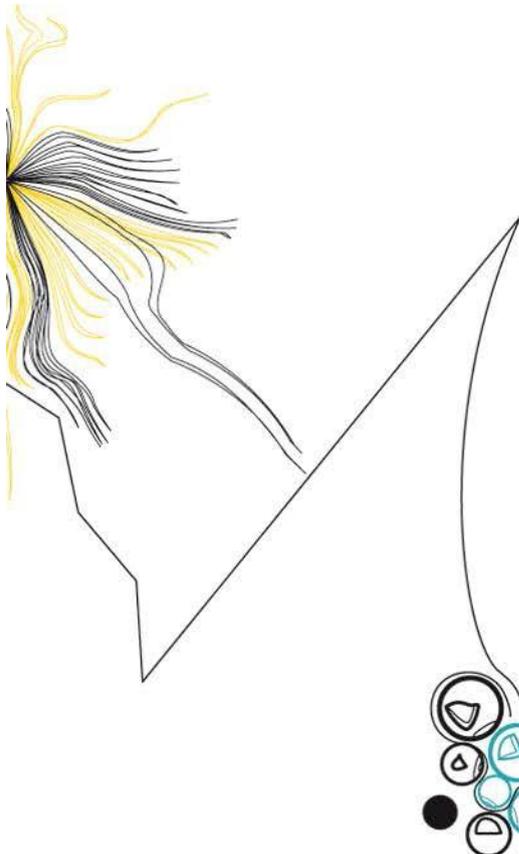




# Redundant electronic personal devices regulations (e-waste regulations)

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## Document management

### Version history

Version	Date	Author(s)	Comments
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1.2	18 April 2016	Harold Borkent	Procedures reviewed with John Davina
1.3	19 May 2016	Jan-Laurens Lasonder	Additions and adjustments
1.4	25 May 2016	Erik Nijboer	Focused on personal electronic devices, ITC agreements and added LISA
1.5	13 June 2016	Jan-Laurens Lasonder	Textual amendments
1.6	28 Nov 2016	Jan-Laurens Lasonder	Processed UCB comments and questions, procedures further adjusted and adapted. Developed procedure with FEZ, attachments changed.
1.7	06 March 2017	Jan-Laurens Lasonder	Regulations adjusted to work instructions FEZ and LISA

### Distribution list

Version	Date	Author(s)	Distributed to
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	KPMG letter to tax department with tax department approval

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## 1 Introduction and objective

Conducting business responsibly is an important principle for the UT. The responsible disposal of redundant electronic devices (e-waste) plays an essential role in this.

*Definitions within this document:*

- E-waste encompasses all redundant personal electronic devices capable of storing information. This includes things such as PCs, laptops, telephones, data storage mediums. A separate document has been prepared for servers and network equipment.
- Redundant refers to devices that are outdated, no longer needed, malfunction regularly, are irreparable, too costly to repair or otherwise no longer usable for the designated tasks.

### **Objective:**

This regulation supports the following aims, in order of preference:

1. Useful repurposing of redundant electronic devices elsewhere in the UT or with UT employees;
2. If repurposing within the UT community is not possible, a social purpose will be sought out;
3. If a suitable social purpose cannot be found, responsible disposal and recycling will be arranged.

Security and privacy aspects will be guaranteed for all of the abovementioned scenarios. This is done by effectively removing data as well as software (including licensing).

Conforming to this guideline is the responsibility of the UT and of all individual employees. The UT hazardous waste regulations can be found at:

<https://www.utwente.nl/en/hr/health-safety-environment/environment/schemes-regulations/>

(English summary)

[https://www.utwente.nl/hr/vgm/milieu/regelingen/afvoer\\_bedrijfsafval/regeling\\_afvoer\\_afval.pdf](https://www.utwente.nl/hr/vgm/milieu/regelingen/afvoer_bedrijfsafval/regeling_afvoer_afval.pdf)

(Complete Dutch document)

The disposal of personal electronic devices falls under the category of white and brown goods within these regulations. Together with the Facility Department, the regulations have been adjusted to move the description of e-waste from these regulations in order to facilitate the desired flexibility in repurposing.

## 2 Principles

1. Employees must always return redundant UT-issued personal devices such as telephones and PCs to the UT. If an employee wishes to purchase the device, the price will be determined according to the depreciation table found in this document.
2. For devices that were purchased from the 2nd monetary flow, separate guidelines often apply per subsidy provider. For devices that were purchased from the 3rd monetary flow, specific guidelines apply with regards to ownership.

3. The decision regarding the allocation of redundant devices will be made by the authorized administrator of the faculty or service.
4. No warranties will be extended to repurposed devices.
5. No support will be provided with repurposed devices.
6. No software will be provided with repurposed devices.
7. All information carriers will be permanently erased.

### 3 Device cleaning

Data on organizations' electronic devices contains confidential information and/or information with privacy aspects. A thorough, permanent removal of details is an essential requirement for repurposing (regardless of the type of repurposing). This removal is conducted by (or under the responsibility of) LISA in such a way that even advanced forensic tools will be unable to retrieve data.

### 4 Software licenses

Many electronic devices include valuable licensing or (annual) costs. Software that is subject to annual costs must also be stripped in order to prevent future costs or claims from software providers. During the removal of software (such as Windows Server or VMware licenses), LISA will also update the licensing administration. Released licenses will be placed in the pool of available licenses and will be reused. If licenses cannot be reused (outdated versions or replaced software), any maintenance contracts will be terminated and the license will be removed from the registration system.

#### **Hardware specific software**

Hardware-specific software is generally linked to the individual hardware and can usually be provided with the electronic device. This will be addressed on a case-to-case basis.

### 5 Documentation

LISA will maintain a digital file (CMDB) with all details of collected devices, including trade-offs.

### 6 Sale to employees

Employees have the opportunity to purchase redundant or depreciated electronic devices. In order to be consistent towards all UT employees, regardless of the faculty or service, the amounts and percentages from the following table apply to all purchases.

	Depreciation period	Purchase price after X years in % of purchase value* or Euro					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Windows PC</b>	3 years	67%	33%	€ 75	€25	free	free
<b>Windows laptop</b>	3 years	67%	33%	€ 75	€ 25	free	free
<b>Apple I Mac</b>	4 years	75%	50%	25%	€ 150	€ 100	€ 25
<b>Macbook</b>	4 years	75%	50%	25%	€ 125	€ 75	€ 25
<b>IPad/Phone</b>	3 years	67%	33%	€ 100	€ 25	free	free
<b>Telephone / other</b>	3 years	67%	33%	€ 50	€ 25	free	free

\* interim upgrade of the device will be taken into consideration (ie extra hard drive).

Prices in the above table have been tested against market conformity and are including VAT. The table was assessed by the tax department with a positive result.

The table refers to a price or percentage after full years from the purchase date. This means that the prices in the first column apply from the moment that a device is 1 year old; the same principle applies to the following columns. No interpolations will be done, calculations will be made with whole years – periods of 12 months starting from the date of purchase.

For sale to employees, a transfer of ownership will take place; the following conditions apply:

- The employee may not sell the device to third parties. Should the device no longer be used, the employee is requested to donate the device or ensure proper recycling.
- For the purchase of electronic devices, a purchasing agreement will be drawn up and signed.
- No support will be provided.

#### Purchasing procedure:

1. The employee (may also be a departing employee) will indicate which device he/she would like to purchase. This will be recorded in an agreement including record of the price;
2. The device will be returned and submitted for cleaning;
3. The employee will made the relevant payment to the UT bank account;
4. FEZ will separate the VAT from the payment to the faculty/service. The VAT will be transferred to a central UT account.
5. Employee may collect the device following receipt of payment.

## 7 Third party donation

This can include charity organizations, schools or non-profit projects or organizations. Agreements will be made on a case-by-case basis. Donations will also be facilitated using a written agreement and will include an official handover.

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## Attachment 1: Administrative procedure E-waste regulations

The conditions regarding purchase of redundant electronic devices are recorded in the E-waste regulations. These devices may be purchased by employees (company purchases not permitted) according to the amounts (including VAT) given in the procedure. The value of the device will be determined by the faculty or service based on the original purchase invoice.

The employee will receive an invoice from the relevant faculty or service.

A separate category has been created within the UT chart of accounts where all gains must be justified. This is the category:

0208 SALE OF DEVICES TO EMPLOYEES (E-WASTE REGULATIONS).

1. An invoice will be recorded in FAMEUS based on the UT device purchase form (completed and signed by employee and administrator)

Debtors:

- At 0208 sale of devices to employees
- At 21% VAT

Whole years will be assumed: the first range (year 1 column in the table) will apply if the device is 12 months or older. The entire purchase price will therefore apply for devices less than 12 months old. The following range will apply to devices older than 24 months and so on.

2. Payments are made via bank transfer

Employees who will be travelling abroad must ensure payment prior to departure.

3. Transfer of ownership takes place following payment

The device will be handed over to the employee after he or she provides proof of payment.

## Attachment 2: Form for device purchase

## UNIVERSITY OF TWENTE

**DEVICE PURCHASE FORM**

*Purchase rates conform to the document "Redundant (personal) electronic devices (E-waste regulations). Rates are listed on the back of this form.*

Name :

Street :

Postcode : City :

OFI-number FACULTY or SERVICE - \_\_\_\_ . \_\_\_\_ . \_\_\_\_

Location UT :

Device description	Manufacturer/ type	Serial number	UT- number	Date of purchase	Value (consult table)
					€
					€
					€
					€
					€

Employee approval

Purchase approval (supervisor)

\_\_\_\_ . \_\_\_\_ . \_\_\_\_

\_\_\_\_ . \_\_\_\_ . \_\_\_\_

Date signature

Date name and signature

Comments: