UNIVERSITY OF CAPE TOWN

Internal transfer of ownership of UCT IT equipment and Disposal of IT equipment no longer used by the owner department

Effective date

1 January 2015

Objective

To provide guidance to staff on how to recycle or dispose of unwanted IT equipment.

Applicable to

All IT equipment (including laptops, personal computers, keyboards, mouse devises, monitors, screens, printers and cables)

Assets

1. Where an item of IT Equipment is listed on the University's asset register, the rules and procedures relating to the disposal of an "asset" must be followed.

   (Most IT equipment (PCs, laptops, keyboards, mouse devices, monitors or printers) will have been expensed in the year of acquisition and will not be listed on the University's asset register.)

   If you have IT equipment you do not need or wish to keep the first step is to check whether the item is listed on the asset register. If it is on the asset register, take steps to have it removed (See : www.uct.ac.za/usr/finance/policies/ast101.pdf)

2. **General policy about assets and other property**

   2.1. All UCT ICT equipment belongs to the University, even if bought using "research funds".

   2.2. Unwanted (and broken) IT equipment must not be abandoned: at very least it must be recycled as e-waste. (ICTS will do this for you.)

   2.3. This policy explains who may dispose of UCT IT equipment and under what circumstances

   2.4. When UCT IT equipment is no longer required by a department, the Head of Department is responsible for ensuring that the disposal takes place in accordance with University procedures.

   2.5. If the unwanted item is on the asset register follow the asset disposal policy first. Most UCT IT equipment will not be registered as an asset but may be on a departmental inventory list; if it is, remember to update that list if you dispose of it (for audit purposes).

2.6. Where UCT desktops or laptops are disposed of there are two MUSTs.

One:

It MUST be formatted and reinstalled using the original purchased Operating System, to ensure that all private or confidential information is removed and software licence requirements are adhered to.   This process is triggered by logging a call with the IT helpdesk (icts-helpdesk@uct.ac.za or X4500).   Please bear in mind that such calls will receive a lower priority status in the IT Workshop. If a large number of items need to be disposed of at one time, a schedule will need to be negotiated with the IT Helpdesk Manager.

Two:

If it has been branded as "UCT" to denote UCT ownership, ICTS will brand it "disposed of by UCT".

3. UCT IT equipment

UCT IT equipment that is redundant in one department often has residual functionality.   If you have IT equipment that your department does not need
- You must first make it available to other University structures;
- After this, you may offer it for sale *for value* to staff or students; and
- Then, if there are no takers, you may dispose of it into the public domain by sale or donation.

ICTS can help you by providing:

- A service for reformatting this prior to external disposal;
- a link for you to the Procurement Services' website for advertising available goods for (internal) sale (*Trading Post*); and
- a sale value on request.

ICTS support for hardware

When UCT ICT equipment is moved to another University department, ICTS will continue to support it as long as
- the item appears on the ICTS-supported hardware list; and
- has only been serviced by or via ICTS.

However, where items have not been maintained by ICTS and not kept in favourable conditions, ICTS will assess the item before an undertaking to continue support.

ICTS does not support equipment sold to staff, students, or disposed of into the public domain.

4. Procedures to follow when you have redundant UCT IT equipment

4.1. Items of no apparent use or value

Examples: non-functioning IT equipment (desktops, laptops, cables, external drives, key boards).

This constitutes

(a) material ICTS can re-use; or
(b) e-waste.

Email the ICT helpdesk (icts-helpdesk@uct.ac.za) who will arrange for ICTS to

(i)   collect this from you; and
(ii)   re-cycle it; or
(iii)   dispose of it following ICTS' green procedures (*see **greening*** on ICTS website).

4.2. Functional UCT IT equipment you no longer need

As the head of department you

(a) may ask ICTS to collect it and ICTS will dispose of it/re-use it/re-cycle it within UCT; or
(b) may offer it for internal sale to another UCT department for UCT use (by placing details on **TradingPost** together with the price at which your department is prepared to sell it to another department; and
(c) where ICTS declines to take it, or there is no UCT taker for offered equipment, you may

(i) authorise the sale of the item to staff and students at or above the **ICTS recommended price**; and where there is no staff or student taker you may authorise the sale of the item to any third party at or above the ICTS recommended price; and/or
(ii) authorise the donation of the item to a school or charity or NGO.

NB: In the case of (i) or (ii) you must ensure that any desktop or laptop is formatted and the Operating System re-installed in terms of 2.6 above.

4.3. Role of the head of department (Academic or PASS, or in a Faculty Office the Dean, or in the GSB the Director))

As HOD you

(a) Are responsible for, and must account for, all UCT IT equipment in your department, including the UCT IT equipment in research groups/units established within the department;

(b) must ensure that any sale or donation is at arms' length: for example, no head may authorise the sale of UCT IT equipment to a family member.

4.4. The Special case of transfer of ownership when a staff member leaves or retires

In the ordinary course of events the UCT IT equipment will be retained as part of the workstation for the next incumbent of a position.

If a member of staff retires and will continue as an emeritus professor/associate professor or senior scholar, he or she will usually continue to use his/her personal computer, unless it is needed by whoever takes his/her place (and it will remain UCT property).

In other cases if and only if
(a) the department has planned and has budget to purchase new IT equipment for the next incumbent of a position; or
(b) the incumbent will not be replaced; or
(c) the department has no future use for the IT equipment used by the departing staff member,
the Head of Department may allow the departing staff member to buy the item(s) at or above the ICTS list price.

4.5. The ICT list price

ICTS will publish an annual list price for *standard UCT ICT equipment* (laptops, desktops) over 5 years old. (The list price equipment for equipment older than 5 years may be found on the ICTS website, or from the ICT-helpdesk (icts-helpdesk@uct.ac.za) or the ICTS acquisitions service (icts-acquisitions@uct.ac.za)

ICTS will recommend a sale price for non-standard or unwanted IT equipment that is less than 5 years old. Contact the helpdesk or the ICTS acquisitions service

5. Proceeds from sales

(a) Where ICTS disposes of UCT IT equipment for value, the sales proceeds will be credited to the classroom facilities unit;
(b) Where a HOD disposes of UCT IT equipment for value
  - and where the item(s) was (were) purchased from a research fund, the sales proceeds must be credited to the research grouping;
  - in other cases, the sale proceeds must be credited to the department's operating fund.

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