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| **Disposal of redundant / unrepairable   electronic equipment / computers / computer accessories**  **The following is the procedure for disposing of the above equipment:**   1. **complete the internal disposal form**   **(available on the internal School website under forms)**   1. **Remove any inventory labels from the equipment to be disposed of and attach to the forms** 2. **place forms in holder in ASEP entrance hall** 3. **Complete disposal log ( again in ASEP entrance hall)** 4. **Leave equipment in cage outside Martin Catneys room – Basement opposite back lift – OB.428**     **In the interest of safety please stack the equipment carefully.**  ***Please do not fill higher than the cage backboard.***  **Once the cages are full – we will dispose of the equipment via the University system.** | **Disposal of Redundant / Scrap Equipment / Computers**  *This applies to all computers and peripherals but may also apply to equipment which contain circuit boards eg TV– for disposal of equipment not of this type please contact Jackie O’Connor ext. 4673*  **To be completed by the equipment owner**  Name Date  Equipment details (make model etc)  Inventory number  Location  Has the equipment been decontaminated Y / N  **To be completed by Technical staff**  Inventory number removed before disposal Y / N  Inventory officer informed Y / N  Decontamination status confirmed Y / N  Hard Drive removed Y / N / NA  Hard Drive destroyed Y / N / NA |