



The University of Newcastle
Infrastructure and Facilities Services
Project Briefing Document
E-WASTE DISPOSAL GUIDE

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Version 2

DOCUMENT CONTROL:

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1	25 March 2019	Draft procedure	Beth Millstead	Daan Schiebaan	
2	8 April 2019	V1 reviewed, and amendments made. Updated lab decontamination procedure provided by the Health & Safety Team on 25 March 2019. Attachment A has been drafted and is owned by ITS, and Attachment B has been drafted and is owned by Health & Safety	Beth Millstead	Daan Schiebaan	Daan Schiebaan

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1 PURPOSE

This guide provides the correct procedure for the disposal of e-waste for recycling within the University of Newcastle campuses; Callaghan, Ourimbah, and NewSpace.

E-waste is any unwanted electronic waste that is no longer of service which needs to be disposed of, or can be recycled/reused. Here at the University of Newcastle we accept all forms of electronic waste including televisions, remote controls, computer monitors, laptops, iPads, tablets, speakers, headphones, cables & IT accessories, keyboards, computer mice, joysticks, printers, scanners, web cameras, mobiles phones, DVD players, game consoles, video recorders, radios, stereos, power tools, and appliances such as microwaves.

2 BACKGROUND

As the University of Newcastle undergoes continuous change with new initiatives arising, unfortunately the campuses become subject to unavoidable waste, one of which includes e-waste.

The University's Environmental Sustainability Plan 2019-2025 aims to achieve a 70% recycling rate for general solid waste generated across the University by 2021 and as such is committed to the correct recycling of e-waste to assist in achieving this target.

As such, providing correct guidance to staff and students to properly dispose of their e-waste is an important requirement and procedure in achieving this target.

3 LEGISLATIVE REQUIREMENTS

A number of legislative requirements apply to the disposal of waste, including e-waste. This includes the following

- **Television and Computer Recycling Scheme**
 - Involves regulations and procedures from the government on how to dispose of your e-waste properly with implementations of designated drop-off areas.
 - Regulated by the Australian Government under the *Product Stewardship Act 2011* and the *Product Stewardship (Televisions and Computers) Regulations 2011*.
- ***Protection of the Environment Operations Act 1997***
 - States management and licensing requirements for waste.
 - States offences relating to waste and implements penalties.
- ***Protection of the Environment Operations (Waste) Regulation 2014***
 - Outlines strict policies and waste levy system.
- ***Waste Avoidance and Resource Recovery Act 2001***
 - Encourages reducing waste and increasing use of available resources.

4 DISPOSAL PROCEDURE

Step 1: Identify e-waste category.

Select Category

Step 2: If a University Computer, Laptop, Mobile Phone or other equipment deemed to be disposed under the disposal policy is owned/leased by UON and requires decommissioning to remove all University data from the device, please refer to Attachment A.

Should you have any questions in relation to equipment decommissioning, please contact IT Services on (02) 492 17000, or Log a request through [ServiceUON](#).

Step 3: If equipment is coming from a laboratory or facility where it may potentially have come into contact with hazardous or regulated material please refer to Attachment B.

Should you have any questions in relation to equipment decontamination, please contact the Health and Safety Team on 4033 9999 (#5), or email Healthandsafety@newcastle.edu.au

Step 4: Once Step 2 & 3 have been completed (or doesn't apply) please refer to Attachment C for relocation and disposal.

5 ATTACHMENTS

[Attachment A: Returning Assets & IT Decommissioning](#)

[Attachment B: Decontamination Certificate](#)

[Attachment C: Maximo Procedure](#)

6 RELEVANT DEFINITIONS

In the context of this document definition of terms are outlined in table 2;

Term	Definition
E-waste	Unwanted electronic waste that can be disposed, recycled, reused, salvaged.
Legislative	Having the power, or enactment to make laws.
Decommissioning	Withdraw, deactivate, or shutdown an active service.

Biological Material	Organic matter, organs, parts of organs, body fluids, cells and tissues and components of such material derived from living and dead organism/s or their derivatives
GMOs	A Genetically modified organism (GMO) is any organism (plant, animal, microorganism) whose genetic material has been altered using genetic engineering techniques.
Microorganisms	microscopic organisms including protozoa and other parasites, fungi, archaea, bacteria, unicellular algae, viruses and viroids
Biotoxins	Toxic substance produced by a living organism.
Nanomaterial	Any material that has an average particle size less than 100 nanometres.
Radioisotopes	A radioactive isotope of an element.

Table 2 - Relevant Definitions

7 ATTACHMENT A: RETURNING ASSETS AND IT DECOMMISSIONING

To decommission a University Computer, Laptop, Mobile Phone or other equipment deemed to be disposed under the disposal policy. This is necessary to remove all University data from the device.

Part A: Log a request through [ServiceUON](#).

Part B: When returning Assets, they should be returned in accordance with items listed in part B.

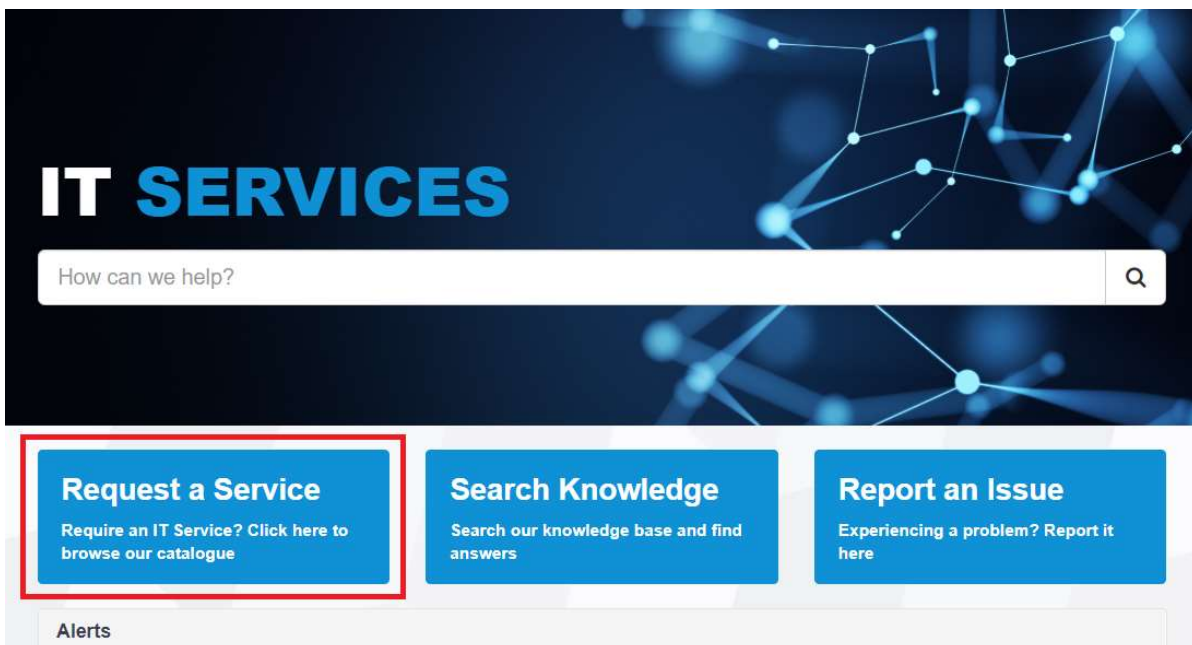
Important Information before Returning Assets & IT Decommissioning:

- Allow 2 weeks between set up and decommission to ensure no loss of data
- Don't log setup and decommission at the same time
- As per process, all data on the hard drive(s) and removal of BIOS passwords from computers will occur.

Part A – Log a request through [ServiceUON](#).

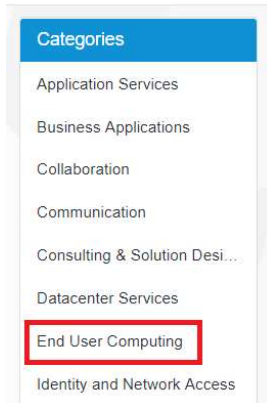
Step 1: Logon to [ServiceUON](#).

Step 2: Click on Request a Service

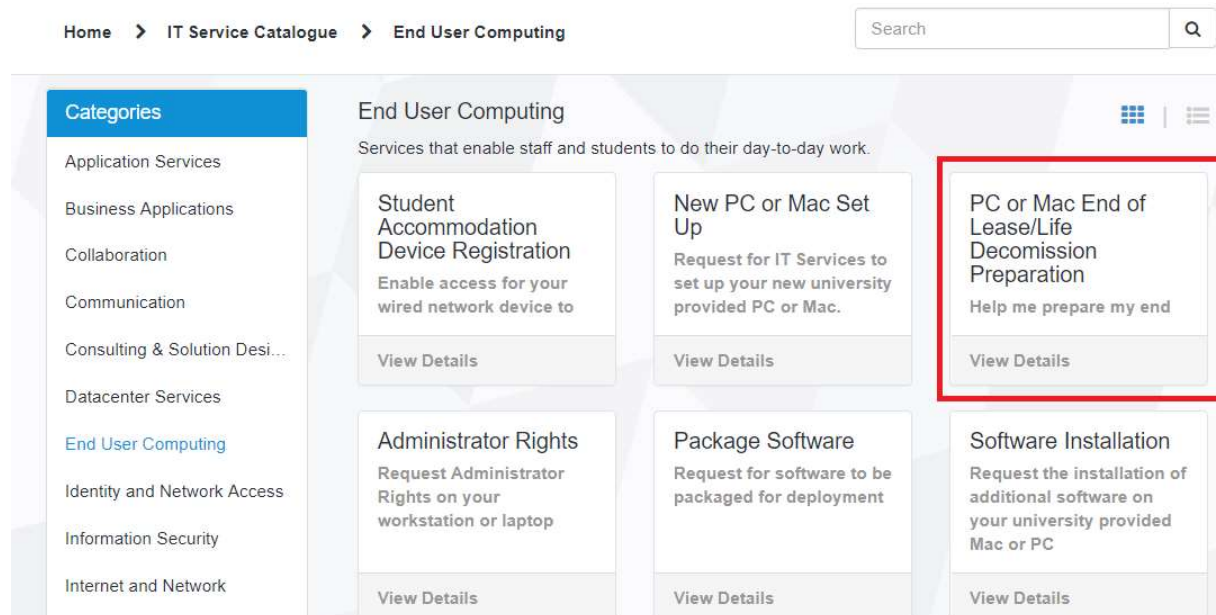


Step 3: Click End User Computing

Home > Service Catalogue



Step 4: Click PC or Mac at the end of lease/life Decommission Preparation



Step 5: Complete form with appropriate details.

PC or Mac End of Lease/Life Decomission Preparation

Help me prepare my end of lease PC or Mac for return/disposal

Arrange for IT Services to securely remove data and restore the PC or Mac to factory settings in preparation for returning the asset to our leasing partner or to E-waste disposal.

Please Note: Only log this request if the device is ready to be decommissioned. If a new device is replacing an old device please ensure that the new device has first been installed by IT Services and that adequate time has passed allowing confirmation that all data and configuration is fine before logging a decommission request

REQUEST DETAILS

PC or Mac or Other

-- None --

Name of the Computer to be decommissioned

For a PC, the information can be found in the UONinfo icon located in the bottom right corner of the screen. For a Mac, in the "Apple" icon located in the top left hand corner of the screen. Further information for how to find the Computer Name of your University managed Windows PC can be found ["here"](#)

Computer Serial Number

Provide the serial number if you do not know the computer name or if the computer is no longer connected to power.

Where is the asset located?

Campus Name - Building Name - Room No: e.g. Callaghan West - CT - CT123

Dell Financial Services Lease Return Instructions

Note that these instructions apply to all DFS leased computer equipment, as labelled with a **blue** sticker.

1. When a new computer or replacement computer is received, arrange the installation of the new computer by logging a [New Windows or Mac Set Up ServiceUON ticket](#) with IT Services.
2. When the commission is completed and the user is ready for the old device to be De-commissioned, log a [PC or Mac End of Lease/Life Decommission Preparation ServiceUON ticket](#). All data on the device will be wiped and passwords (including BIOS/CMOS and hard disk encryption passwords) will be removed.

The equipment is then ready for return to Dell Financial Services -DFS.

Equipment must be returned in accordance with the following instructions:

Checklist for packing equipment:

1. All equipment is to be packed in its own box with the peripherals it was supplied with (**excluding Monitors and Docking Stations**), including but not limited to:
 - ☐ Laptop and/or Desktop Computer equipment item and all accessories including mouse, keyboard etc.
 - ☐ Power Adapters and dongles for notebooks where applicable.
 - ☐ **NB:** pack the power cords, accessories etc. with the device they were leased with. Please do NOT pack them separately, as they will be noted as missing when the equipment is surveyed on return.

****** It is advised to use the packaging of the new computer to return the old computer. Please remove any old stickers from the packaging before sending it back. ******

2. Any stickers, decals, security chains must be removed.
3. All equipment being returned must be properly wrapped and packed for transport. The equipment will not be accepted unless this is the case.
4. It is important that every box has the 'Dell Financial Services Address Label' (see page 2) attached to it.
5. Callaghan/HMRI/NUspace/Ourimbah: Lodge a Maximo request to have equipment picked up, selecting 'Relocation/Disposal' box, then under the Relocation Details-Request Type, select 'RETURNS' then follow all the instructions, in the 'To Room' enter SER130 (facilities services building). All other University locations are to use your usual methods for couriating goods.
6. Please advise via email to uonleasing@newcastle.edu.au that equipment is returned stating the **Serial tag** number(s), description, cost collector, user(s).
7. It is the responsibility of the User to pack and return their equipment in a timely manner. Equipment is collected from the Callaghan and Ourimbah Store by DFS at the beginning of each month. You will need to ensure that your equipment is decommissioned and returned to the central store prior to the 5th day. If not received by then, it will be retained until the next collection and charges will continue to be incurred against your Cost Collector until DFS receives the equipment.

From: The University of Newcastle

University Drive
CALLAGHAN NSW 2308

To: **Greenbox Sydney/Dell Financial Services
C/- Greenbox
Unit 4/19 Holbeche Road
ARNDELL PARK NSW 2148**

Serial No/Service Tag:

Division/Faculty:

Cost Collector (if known):

Officer returning goods:

8 ATTACHMENT B: DECONTAMINATION CERTIFICATE – LABORATORY EQUIPMENT TO BE DISPOSED

SECTION 1 Responsibilities

It is the responsibility of the instrument user/owner to ensure equipment to be disposed is decontaminated in relation to its exposure to any hazardous material prior to leaving a laboratory and to:

- Remove all substances which are dangerous/harmful for human health from the instrument so that the instrument is safe for IFS staff personnel to handle.
- Choose the appropriate decontamination method depending on what substances the instrument has been exposed to.
- Complete this certificate and;
 - Email a copy to Infrastructure and Facilities Services (IFS): 16500@newcastle.edu.au with an image of the equipment (to assist with identification)
 - Attach a copy to the equipment
 - Retain a copy of this declaration in the local records

SECTION 2 Contaminate Identification

Tick the relevant boxes the equipment to be disposed may possibly have been exposed to:

- ☐ **Biological material, including:**
- ☐ GMOs (including if equipment is located in a certified PC1 or PC2 facility)
 - ☐ Microorganism/biotoxin
 - ☐ Animal
 - ☐ Human
- ☐ **Chemically hazardous materials**
- ☐ **Radioisotopes / unsealed sources**
- ☐ **Nanoparticles or nanomaterial**
- ☐ **Other – please specify -** [Type here]

SECTION 3 Equipment Details

Current location:	[Type here]
Description	[Type here]
Make	[Type here]

Model number:	[Type here]
Serial number:	[Type here]
Asset number:	[Type here]

SECTION 4 Decontamination Details

Biological and Chemical Contamination

- ☐ I confirm that the instrument as described above has not been contaminated by any of the listed biological materials or chemically hazardous materials.
- ☐ I confirm that the instrument as described above has been decontaminated and can be handled without exposing individuals to health hazards.

Contaminants and methods of decontamination used [Type here]

Place [Type here]

Date [Type here]

Time Click or tap to enter a date.

Person completing decontamination [Type here]

Radiation Contamination and Radiation apparatus

- ☐ Ionising (Sealed source)*
- ☐ Ionising (Unsealed source)
- ☐ X-ray equipment etc*
- ☐ Non-ionising (lasers)*

*** Radiation apparatus including imaging equipment and apparatus containing sealed sources have specific disposal requirements and Health and Safety Healthandsafety@newcastle.edu.au need to be consulted on this and also in relation to them being removed from the University Radiation Management Licence before disposal (requires EPA pre-approval)**

- ☐ I confirm that the instrument as described above has not been contaminated by any radioactive materials

The unit has been used with radioactive materials.

- ☐ I confirm that the instrument as described above has been decontaminated and can be handled without exposing University staff to health hazards.

Methods of decontamination used [Type here]

Place [Type here]
 Date Click or tap to enter a date.
 Time [Type here]
 Person completing decontamination [Type here]

Nanoparticles or nanomaterial

- ☐ I confirm that the instrument as described above has not been contaminated by nanoparticals or nanomaterial.
- ☐ I confirm that the instrument as described above has been decontaminated and can be handled without exposing individuals to health hazards.

Contaminants and methods of decontamination used [Type here]

Place [Type here]
 Time [Type here]
 Date Click or tap to enter a date.
 Person completing decontamination [Type here]

SECTION 5 Declaration

- a. ☐ I certify that the instrument as detailed above has been fully and appropriately cleaned and decontaminated from bacteriological, virological, chemical or radioactive contamination.

Upon request I agree to provide the required documented evidence for proof that the decontamination method used has been appropriate.

- b. ☐ I certify that the instrument as detailed above **has not been** exposed to any hazardous substances.
- c. ☐ Therefore I can certify that the instrument is safe for human handling.

Name [Type here]
 Faculty [Type here]
 Unit [Type here]
 Email [Type here]
 Telephone [Type here]
 Office Location [Type here]
 Laboratory Location [Type here]
 Date Click or tap to enter a date.

Status	Current
Effective Date	25 March 2019
Review Date	March 2020
Approval Authority	Manager Health and Safety
Approval Date	25 March 2019
Expiry Date	Not Applicable
Enquiries Contact	Healthandsafety@newcastle.edu.au

** Once completed please refer to Step 4.

9 ATTACHMENT C: MAXIMO PROCEDURE

*** Please note manual drop offs can be handed to Logistics (Services Building).

*** Please note any e-waste equipment that needs to be de-gassed (completed by Grosvenor) should be completed prior to raising a MAXIMO request.

*** Please note any non-owned/leased mobiles can be disposed at Mobile Muster Boxes located at:

- Auchmuty Library
- Hunter Library
- City Hub Library
- Shortland UON Post Office
- Ourimbah IRC

Step 1: Log on to [Maximo](#)



Welcome to Maximo

User Name:

Password:

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Step 2: Click Relocation/Disposal

Maintenance Request.....	<input type="button" value="Maintenance"/>	For help, please click here
Relocation/ Returns/ Disposal Request.....	<input type="button" value="Relocation/Disposal"/>	← Click here
Key / Lock / Swipecard Request.....	<input type="button" value="Key Request"/>	
Cleaning Request.....	<input type="button" value="Cleaning"/>	
Minor Work Request.....	<input type="button" value="Minor Work"/>	
Event Request Form.....	<input type="button" value="Event Form"/>	
Security Labour Request.....	<input type="button" value="Security Form"/>	
Click to view your logged requests.....	<input type="button" value="Logged Requests"/>	

