

Policy for the Disposal of Waste, Surplus Supplies and Redundant or Obsolete Equipment

The Environmental Protection Act and the various supporting legislation places obligations on the University with regard to the storage, disposal and monitoring of waste. Waste is defined as any substance or object which the University discards or intends to discard or is required to discard. This policy is intended to ensure that all waste produced by the University is disposed of in accordance with our legal obligations, and also using the most sustainable practical method of disposal.

All items purchased by the University (whether with school or departmental funds or against research grants), or donated or supplied to the University free of charge, are the property of the University and may not under any circumstances be sold for personal gain. Neither may they be donated to other third parties (including charities) except as set out below. Any person removing University property from the campus without authorisation will be subject to disciplinary action and possible prosecution.

The best value outcome to the University must be a major consideration when disposing of assets. Asset disposal decisions, and the reasons for taking them, should be documented. Not only does this assist in audit and other examinations, it also highlights successes and problems for future reference.

Disposal should be based on a fair market value for each item. The price established will be based on current market value and conditions of the equipment.

1. Routine Waste

Most waste products can be disposed of using the appropriate waste bins on campus as detailed in the Waste Guide (www.uea.ac.uk/about/sustainability/campus/recycling/how-to)

Waste streams include mixed recycling, general, composting, glass, electronic and hazardous wastes. Hazardous waste includes CRT televisions and monitors, electrical and electronic equipment, refrigerators and freezers, oil, paint, clinical waste and chemicals. These must not be placed in standard recycling or general waste bins, either inside or outside buildings.

2. Disposal of Items for Re-Use

From time to time schools and departments will have items (whether consumables or equipment) that are no longer needed to meet the operational requirements of that school or department, but which are considered to have some residual value. Under Financial Regulations, Heads of Spending Units are responsible for the management of all resources allocated to their Spending Unit. This includes the prompt disposal of such items.

UEA uses an online platform, WARPit, to support sharing of resources between areas of the University (www.warp-it.co.uk/company/uea). School and department representatives are encouraged to register to avoid unnecessary expenditure on new items as well as to avoid the costs of waste disposal.

Generally, computer equipment (desktops, laptops, iPads, mobile phones and other devices capable of holding data), may not be sold or donated. This is because of the possibility of it retaining propriety software and/or confidential data, even if it has been reformatted. The principles to be applied to the disposal of surplus items are:-

- To comply with relevant legislation;
- To give priority to disposal routes that result in items being reused, remanufactured or recycled, with disposal to landfill being a last resort;
- To protect the University from any liability or adverse publicity arising from the future use or disposal of the items, particularly in relation to sale to consumers.
- To maximise the income or minimise the cost of disposal, having regard to the cost and time spent in securing a sale and subsequent payment;
- To conduct the disposal process in a manner which is fair and which provides a clear audit trail.

UEA has a contractor who manages waste electrical and electronic equipment (WEEE). Small items with no data risk can be placed in the container in the recycling zone near Dr Bike. TVs, monitors, fluorescent and refrigeration items should be reported by email to sustainability@uea.ac.uk. Larger or confidential items should be raised with the Estates Helpdesk: jobdone@uea.ac.uk.

Options for Disposal

Under no circumstances should items be sold or given to any person if there are reasonable grounds to believe that the items might subsequently be disposed of in an illegal or environmentally unsound manner; for instance fly tipping or burning cable to extract the copper core.

It is advisable to dispose of items contaminated with toxic, inflammable or other hazardous substances as waste. Contact UEA's Waste and Water Manager, Andy Watts (a.watts@uea.ac.uk) with any questions.

Capital Items

Items purchased using capital funds have to be 'written-off' in the University's accounts. Generally, capital funds are used to purchase single items valued at £10,000 or more and are written-off over a 10 year depreciation period. Therefore, any item with an original purchase price of £10,000 and which is less than 10 years old must be referred to the Director of Finance before any disposal process is commenced.

Redeployment

Before starting a disposal process it is important to ascertain whether the item can be used elsewhere within (a) the school or department; or (b) elsewhere in the University. The units concerned will be free to agree an internal sale price.

WARPit should be used where an item could be reused and no internal sale price is required (www.warp-it.co.uk/company/uea).

Trade-In

For equipment being replaced, it may be possible to include the disposal as part of the procurement process. Old equipment, for instance, may have a value to the original supplier, if only for spares. This will often be the most cost effective method of disposal and it is important to consider this when planning a new purchase. The fact that the original supplier may be prepared to take the item away (for credit or otherwise) does not, of itself, justify avoiding a competitive tender process in accordance with the University's Procurement Policy, but it should be considered as part of the overall contract award criteria.

Existing Arrangements

The University has arrangements in place to dispose of some commodities, including redundant IT equipment and other electrical and electronic equipment (WEEE). For details refer to Appendix 2. These will normally provide the most cost effective method of disposal, bearing in mind the principles mentioned above. Details are available in the Waste Guide (www.uea.ac.uk/about/sustainability/campus/recycling/how-to), and the Procurement Office will review and add to these arrangements as required.

Sale to External Companies and Institutions

Sale to a third party is a legally binding contract and should be subject to the University's standard conditions of contract (Appendix 1) unless otherwise agreed by the Procurement Office. When offering items for sale, it is important to provide an accurate description including the fact that the items are second-hand. Guidance on the sale of second hand goods to third parties is provided in Appendix 3. Equipment must not be knowingly sold in an unsafe condition, except as spares or for refurbishment or scrapping. As with a purchase, offers should normally be sought from at least 3 companies in writing.

In order to garner interest it may be appropriate to advertise in appropriate journals, websites, etc. The HE sector operates an equipment exchange website at <http://xchange.procureweb.ac.uk>.

For items valued at over £5,000 (selling price), spending units should normally obtain sealed bid offers against the University's standard conditions of sale. The Procurement Office can provide assistance in running the tender process. In exceptional circumstances, it may be appropriate to engage a broker or specialised auction house to handle the sale. This will be a relatively expensive option that should only be used if the items for disposal have a significant resale value.

Sales to Individuals (Consumers) - including Staff and Students

Consumers have statutory rights¹ when buying from the University, even in the case of second-hand items. The University also has a legal obligation to ensure that all items sold are safe (there is specific legislation for electrical items).

Donation to Schools, Charities and Community Groups

Where the University has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, the goods may be donated to another organisation. Organisations with a community service role are recommended. This includes schools, charities and volunteer organisations.

Keeping Records

A full audit trail of the disposal of assets and surplus goods must be retained in the spending unit. This includes records of decisions and accounting transactions, a copy of the bid/tender results, a completed copy of the form entitled "Equipment Disposal Form" (<https://portal.uea.ac.uk/documents/6207125/12440059/Equipment+Disposal+Form+2016.pdf/ff381089-e6b5-49a7-b74a-f43bf2076472>) and appropriate amendments to the Asset Register made.

Sales must be fully documented with regard to:-

- the manner used for seeking bids and the population covered;
- the arrangements for receipt and scrutiny of the bids;
- the price offered by the highest bidder;
- the accounting arrangements for crediting the full proceeds to the University.

When goods are sold within the University it is equally important to use the form entitled "Equipment Disposal Form" and to apply the conditions of sale incorporated within this form.

The standard terms and conditions of sale can be found at Appendix 1 of this Policy.

¹ Sale of Goods Act 1979 (as amended by the Sale and Supply of Goods Act 1994)

APPENDIX 1

UNIVERSITY OF EAST ANGLIA TERMS AND CONDITIONS OF SALE

1. These terms and conditions apply to all Equipment offered for sale by the University of East Anglia.

Condition of Equipment

2. Buyer agrees and acknowledges:

2.1. The Equipment offered for sale is second-hand and not new;

2.2. The Equipment is sold on an "as is" basis and no warranty, express or implied, is made to the Buyer about its condition or fitness for any particular purpose;

2.3. It is the Buyer's responsibility to inspect the Equipment and ensure its condition or suitability before making an offer; and

2.4. In making an offer, the Buyer accepts the Equipment with all its faults and any wear and tear.

Payment of Sale Price

3. The Price is deemed to be exclusive of VAT which will added to the Buyer's offer at the rate ruling at the date of acceptance of the Buyer's offer.

4. Once an offer is accepted the full Price must be paid when or before the Equipment is collected.

5. If the full Price is not paid within 7 days of the offer being accepted, the Equipment may, in the absolute discretion of the Seller, be offered for sale again.

Title and Risk

6. Risk in the Equipment passes to the Buyer immediately upon payment. Any arrangements for collection or delivery of the equipment are at the Buyer's risk and cost.

7. The University of East Anglia accepts no responsibility or liability whatsoever for any damage to or loss of the Equipment once the Buyer collects the Equipment.

8. Title in the Equipment does not pass to the Buyer unless and until 100% of the Price is paid. Until then, the Buyer holds that Equipment as bailee of the Seller until title passes in accordance with this clause.

9. The Buyer shall not broker or sell the Equipment off before removing the Equipment from the University's premises

Third Party Warranties

10. If any Equipment has a third party warranty (such as a manufacturer's warranty) for the benefit of the Seller, a copy of that third party warranty shall be given to the Buyer at the time the Equipment is collected.

11. It is the Buyer's obligation to arrange transfer of any third party warranty, although the Seller will provide any assistance reasonably necessary to ensure this occurs.

I acknowledge that I have read and understood the above conditions of sale.

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Signature of Buyer/Buyer's Authorised Signatory Dated

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Name of Buyer

.....

Position (if applicable)

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Address of Buyer

APPENDIX 2

EXISTING ARRANGEMENTS FOR THE DISPOSAL OF SURPLUS/REDUNDANT ITEMS

The University has arrangements in place for the disposal of the following assets:

1. IT EQUIPMENT
2. WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT
3. FURNITURE
4. HAZARDOUS CHEMICALS

For details contact the Procurement Office or the Estates Waste and Water Manager.

APPENDIX 3

GUIDANCE ON THE SALE OF SECOND HAND GOODS TO THIRD PARTIES

1. When considering the sale of second hand goods you should consider:-
 - The likely revenue the sale might be expected to realise;
 - The likely cost, including staff time, to make the sale;
 - Whether the goods are safe to sell to the intended buyer (NB. The University has a statutory duty to ensure the safety of electrical products sold to 'consumers'²).

2. When offering goods for sale you must provide an accurate description, including (where appropriate):-
 - A description of the goods which clearly defines what is included in the sale, including, for instance, manuals, ancillary equipment, consumables, etc.
 - The approximate age and condition
 - Any hazardous features
 - Details of any service history, repairs or modifications
 - Location and any restrictions as to access (for removal)
 - A time limit for the removal of the goods (from receipt of payment)

3. You should advise potential buyers to inspect the goods prior to submitting an offer and facilitate such inspections.

4. State whether the offer price is to include or exclude VAT. (NB. The University must charge VAT on the sale invoice and this is payable to HMRC. So the Spending Unit will only receive the net price.)

5. Obtain written/email offers including acceptance of the University's Conditions of Sale. For goods valued in excess of £5,000 (selling price) you should obtain sealed bid offers which are opened by at least two people, one of which should be from independent office.

6. Decide which offer to accept (normally the highest bid) and inform them. Arrange for an invoice to be sent (quoting any order number provided by the buyer) and arrange for the goods to be collected.

² A consumer is any person who is not purchasing in the course of a business. This will normally include staff and students