

Standard Operating Procedure for E-waste (IT Scrap) Disposal

Revision
1.0



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1.1		Ewaste disposal process

Approvals		
Department	Name & Designation	Date
IT & KM	Dr. Mohan, Director IT & KM	

Document Summary

This document defines a Standard Operating Procedure in SRM University. It also mentions the applicable policies, standards and documents.

Document Release Note

This document is released for use in SRMU Campuses.

List of Abbreviations

Abbreviation	Description
Asset Code	Standard code for each asset defined in SRM University

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1.Purpose

This Document briefs the disposal process of non-functioning of IT assets (E-Waste), and guidelines to be followed at SRM University

2.Scope

This process will be deployed and sustained at SRM University campuses.

3.Keywords

Asset code, Inventory, Asset Management System, e-Helpline

4.References

- Master Inventory Register.
- Inventory_asset_list
- Inventory_consumables_list
- Inventory in-word process document

5.Procedure

- Each department raises the request to ITKM helpdesk for troubleshooting the IT assets such as desktops, laptops, servers, printers etc.
- Based on the service ticket assigned to the system engineers, the IT assets will be repaired by replacing the appropriate spare.
- In case the IT asset is more than 6 years and not repairable, the system engineer tag the respective IT asset as scrap.
- IT Asset coordinator consolidate the IT scraps (e-waste) of all departments and submits the consolidated list to Director ITKM for e-waste disposal.
- Based on the approval from Director ITKM, the IT asset coordinator raise the purchase request for IT scrap disposal with purchase department.
- The purchase department call for the vendor bidding for IT scrap disposal and receive the proposals from Vendors.
- The purchase committee shortlists the appropriate vendor for IT scrap disposal.
- The IT asset coordinator handover the IT Scrap (e-waste) to the shortlisted vendor and send the IT scrap to vendor's e-waste hub.
- Update the following IT asset details in the Asset Management System, after the IT Scrap is disposed
 - ✓ DT – Desktop
 - ✓ LT – Laptop
 - ✓ MB – Mac PC
 - ✓ MN – Mac Notebook
 - ✓ TP – Tablet PC
 - ✓ SC – Scanner

- ✓ PR – Printer
- ✓ SP – Speaker
- ✓ MT – Monitor
- ✓ SR – Server
- ✓ WS – Work Station
- ✓ RT – Router
- ✓ FW – Firewall
- ✓ SW – Switch
- ✓ AP – Access Point
- ✓ RK – Rack
- ✓ ST – Storage
- ✓ PJ - Projector

6. Responsibilities

Asset coordinator is responsible for consolidating the IT Scrap and coordinate for disposal of IT scrap to shortlisted vendor as per the purchase committee.

Update the Asset management system

7. Measurements

Asset coordinator must maintain the master inventory register updated with the codes. This register will be reviewed once in a week by the Sr. Manager. MIS for each month is generated and submitted to Director IT&KM for review.

8. Flow chart

Process Flow chart

E-waste Management - Process

