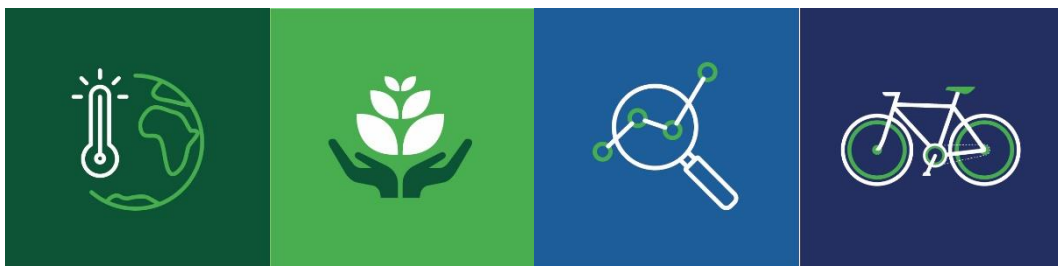


## Environmental Management System 8.1.16 Specialist equipment removal and sales

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<b>Clause Ref:</b>	Ecocampus and ISO14001(2015)
<b>DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY</b>	



# Equipment removal and sales

## 1 Purpose

The University is committed to ensuring that all activities undertaken on its premises follow the highest possible standards of safety, health and environment.

This procedure ensures staff have clear information and guidance to enable the removal and sale of specialist equipment in-line with university requirements.

## 2 Definitions

**Equipment owner:** The person who owns the equipment this may be the Principal Investigator (PI), grant holder, Technical Operations/Services team in the Faculty / PSD or a designated responsible person.

**Equipment receiver:** A group or person from within the University that requires the equipment.

**Equipment selling company:** Company contracted to remove and sell specialist equipment, no longer required by the University.

**Specialist equipment:** This includes equipment from laboratories, workshops and other specialist areas of the University. Furniture and computers (including laptops and monitors) are **not** included.

**Sustainability Team:** Part of Corporate Responsibility (CR) that sit within the Estates and Facilities Management (E&FM) Professional Service Directorate (PSD) of the University.

## 3 Responsibilities

<b>Sustainability team</b>	<ul style="list-style-type: none"> <li>• Liaise with the equipment selling company, as required</li> <li>• Obtain information from the equipment selling company including equipment types, volumes, resale value and CO<sub>2</sub> emissions related data</li> </ul>
<b>Equipment owner, or designated responsible person</b>	<ul style="list-style-type: none"> <li>• Check that the equipment can be sold, if purchased from grant funding restrictions may apply</li> <li>• Advertise the equipment on the ‘Sustainable Labs’ Yammer group</li> <li>• Ensure the equipment has been decontaminated prior to removal and associated form completed</li> <li>• Work with the receiving group (if different from the equipment selling company) to ensure safe removal of equipment</li> <li>• Provide the equipment selling company with correct information to ensure money from the sale goes to the correct account</li> <li>• Dispose of equipment as Waste Electrical and Electronic Equipment (WEEE) if there is no interest</li> </ul>

Equipment receiver, if different from the equipment selling company	<p>from other University groups and the equipment selling company is unable to take it</p> <ul style="list-style-type: none"> <li>• Notify the person within your Faculty who manages the asset register to update</li> </ul>
	<ul style="list-style-type: none"> <li>• Work with the original owners to ensure the following is achieved: <ul style="list-style-type: none"> <li>○ Risk assessment for removal of equipment, if applicable</li> <li>○ Safe way of moving equipment</li> <li>○ Transferring ownership, if applicable</li> </ul> </li> </ul>

## 4 Related Documents

- **Decontamination form:** Joint document to provide certification that equipment has been decontaminated prior to moving or disposal, available on the University website, Appendix C of EMS Operational Procedure ‘[8.1.14 Departure and Decontamination](#)’
- **Risk assessment template with matrix:** Document developed by the Health & Safety team, available on the [University website](#)
- **Waste Management Guidance Note 17 Waste Electrical and Electronic Equipment (WEEE):** The process at Swansea University for the disposal of WEEE, available on the [University website](#)
- **Furniture and Equipment Reuse and Donation procedure:** University procedure for disposing of furniture, including change of ownership if donated to an external entity, [accessed via the website](#)

## 5 Process

Figure 1 is a flow diagram of the process; further detail is provided in Sections 5.1 to 5.5.

You must ensure you follow local Faculty processes for changing ownership, asset management and finance. Contact your Faculty’s Technical Operations/Services team for more information.

### 5.1 Working equipment

If you are looking to sell working equipment, you must follow the process in Figure 1 and sections 5.1.1 to 5.1.4.

#### 5.1.1 Can you sell the equipment?

It is the equipment owner’s responsibility to check whether the equipment can be sold. Grants may include minimum periods of ownership from when the equipment was purchased (if using money from a grant). If this is so, the equipment owner will need to wait until this minimum period of ownership has expired before selling the equipment.

#### 5.1.2 Advertise on the ‘Sustainable Labs’ Yammer group

If the equipment is still operational, you will need to advertise it for other people’s use. This can be done on the ‘Sustainable Labs’ group on Yammer. If no one

requests the equipment within seven calendar days, you can then contact the equipment selling company (Section 5.1.4).

### 5.1.3 Relocation of equipment to another group at Swansea University

If there is a response from within the University and the equipment can be reused onsite, the equipment owner and the equipment receiver must undertake the following:

- Decontaminate the equipment and complete form
  - <https://staff.swansea.ac.uk/media/decontamination-form-2018.docx>
- Undertake a risk assessment for removal of equipment, if applicable, using the [University template](#)
  
- Provide a safe way of moving the equipment, where the equipment is heavy you may require professional movers. This will need to be undertaken with your Faculty's Technical Operations/Services Team and may incur financial costs.
- Transfer ownership on assets register, if applicable

### 5.1.4 Using the equipment selling company

If no other University personnel are interested in the equipment, the following should be undertaken:

- Contact the equipment selling company (see Section 5.5)
- Send details of:
  - Equipment name, make and model/year
- If the equipment is accepted:
  - Arrange a suitable time for collection
  - Decontaminate the equipment and complete form
    - <https://staff.swansea.ac.uk/media/decontamination-form-2018.docx>
  - Induct the company's personnel into the space so they are aware of any risks, including health and safety
  - Provide them with details of the appropriate University account to pay the sale money into
- If the equipment is not accepted:
  - Dispose of in-line with Section 5.2.2

## 5.2 Unknown working status of equipment or broken equipment

If the status of the equipment is unknown or broken you will need to follow the process detailed in Sections **Error! Reference source not found.** and 5.2.2.

### 5.2.1 Understand if there is value

Contact the equipment selling company to understand if there is value in the equipment for parts (e.g. specialist equipment), as per the process in Section 5.1.4.

### 5.2.2 Dispose as WEEE

If the equipment selling company is unable to take the equipment you will need to dispose of it as Waste Electrical and Electronic Equipment (WEEE). Waste Management Guidance Note 17 WEEE provides information on the process:

- <https://www.swansea.ac.uk/media/wmgn17-weee.pdf>

### 5.3 Items exempt from the process

The following items will not be taken by the equipment selling company:

- IT equipment including, computers, monitors and laptops: To be disposed of following the WEEE process, see Section 5.2.2 for more information.
- Furniture: To be disposed of in-line with 'Furniture and Equipment Reuse and Donation' procedure
  - <https://www.swansea.ac.uk/media/8-1-1-furniture-and-equipment-procedure.pdf>

### 5.4 Notifying your Faculty

If your equipment is part of the Faculty's asset register you will need to notify the person(s) managing the asset register of the transfer of ownership (either within the Faculty, to another Faculty or to the equipment selling company). This must be done in accordance with your Faculty's asset process. Please contact your Faculty's Technical Operations/Services Team for more information.

### 5.5 Specialist Equipment Selling Company

<b>Company name</b>	UniGreenScheme
<b>Contact name</b>	Michael McLeod
<b>Contact email</b>	<a href="mailto:michael.mcleod@unigreenscheme.co.uk">michael.mcleod@unigreenscheme.co.uk</a>
<b>Contract duration</b>	December 2019 – December 2024
<b>University contact</b>	<a href="mailto:sustainability@swansea.ac.uk">sustainability@swansea.ac.uk</a>

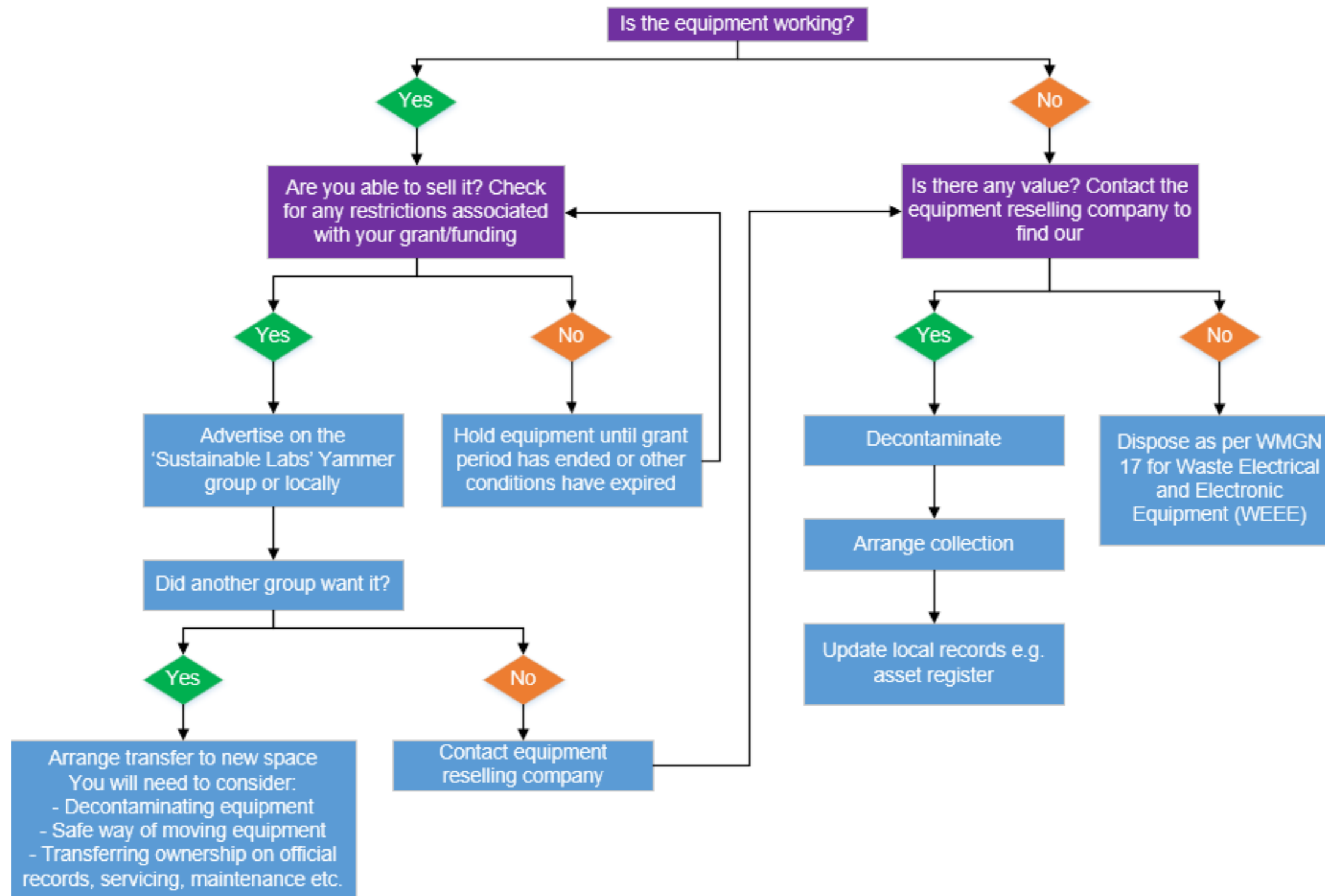


Figure 1: Equipment collection and sales process

## 6 Effects and actions of non-conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **4.3.1 Non Conformance, Corrective and Preventive Action**.

## 7 Version control

Date	Version	Update
08-Nov-19	0	Development of new procedure
13-Sep-21	1	Update with new structures