Directive concerning the recycling of IT equipment at EPFL

Recycling possibilities

Units may recycle their IT equipment in 6 ways. It may be:

A. reattributed within the School to which the unit belongs (in the case of a central service, reattribution to any other central service)
B. resold to its user or a staff member of the unit owning the equipment if the following 3 conditions are fulfilled:
   1. the head of the unit owning the equipment agrees to give it away and has the funds required to replace it if necessary.
   2. if it is a peripheral, it is at least 5 years old. *
   3. the original purchase price of the whole computer (CPU + screen) or of the peripheral is less than CHF 3’000.-
C. reattributed elsewhere within EPFL.
D. donated by EPFL to non-profit-making institutions. **
E. returned to the VPSI and then resold to EPFL staff and students according to conditions 2 and 3 stipulated under point B above.
F. disposed of by the VPSI in accordance with rules laid down by the SWICO association (possibly after retrieval of spare parts by CRI to the VPSI).

Order of priority regarding these 6 recycling possibilities

Schools can choose between 2 orders of priority:
A – B – C – D – E – F or B – A – C – D – E – F (see figures 1 and 2 below.)

This choice determines the School’s recycling policy.

* the age of the equipment is calculated on the basis of the delivery date listed in the EPFL IT inventory.
** in special cases, and with the Financial Service’s agreement, possible resale outside EPFL.

Procedure to be followed

Cases B and E (resale)

1. Use the "Sale of IT equipment" form; the selling price is CHF 50.- per item (computer without screen, screen, printer, …) unless the object is a computer that is less than 5 years old (in which case, the price is based on an annual depreciation rate of 25%, but with a minimum price of CHF 250.- for computer and screen). The staff member or student will pay this amount into an EPFL IT fund (and not a fund belonging to the unit owning the equipment).
2. Digitize the duly completed "Sale of IT equipment" form and attach it to the inventory file.

Cases A, C, D and F (reattribution, disposal)

3. The owning unit advertises the equipment within the School (via all the usual channels). In the case of a central service, it advertises it within the Vice-Presidency to which it is attached.
4. If there is no response from the School/VP within one month following this advertising, the unit owning the equipment advertises it within the rest of EPFL.
5. If there is no response from the rest of EPFL within one month following the above advertising, the owning unit completes the "Restitution of equipment" form and informs the CRI to the VPSI, which will provide instructions concerning the next step (donation outside EPFL, transfer to the VPSI for resale to staff/students, disposal).
6. In case of reattribution to an EPFL unit, the equipment is transferred directly from the owning unit to the unit to which it has been assigned.

In all cases, the owning unit:
- undertakes to remove any software and/or data legally belonging to EPFL from the computer’s disks (unless the computer is reattributed to an EPFL unit).
- enters the cession in the E-buying inventory application (new unit responsible in case of transfer to another EPFL unit, new status in case of donation, resale or disposal).

NB: EPFL will no longer provide any services with regard to equipment whose ownership has been transferred elsewhere.

Diagrams showing the 2 possible recycling policies for Schools (figures correspond to order of priority)

Fig. 1

Fig. 2