

possible in order to reduce costs and reduce the negative impacts of disposal on the environment.

3.0 Key Objectives.

1. To obtain maximum benefit from University assets which are considered to be of no further use to the present department or school.
2. To document the transfer or sale of University assets;
3. To reduce spending on new assets;
4. To ensure that assets are reused, recycled and disposed of in an appropriate and auditable manner, and in accordance with the statutory requirement to apply the waste hierarchy as set out in the Waste (England and Wales) Regulations 2011;
5. To ensure that the University community is made aware of the availability of useable and marketable equipment and furnishings.
6. To comply with and support the University's Environmental Policy and its strategic aims.

4.0

- 6.1.2 All surplus furniture and equipment which is deemed appropriate for reuse will be advertised on the University's Asset Recycling Intranet pages.
- 6.1.3 Furniture and equipment advertised on the Recycling site will be available free of charge to Schools and Departments as an incentive to save money.
- 6.2 Sale outside the University
 - 6.2.1 If the item is not claimed from the website after a minimum period of 6 weeks (or prior to this if storage is a problem), then the Head of School/Head of Department will decide whether the item has any resale value. Departments and Colleges should maximise their return from the sale of any asset. This can be done by seeking bids from interested parties, selling the asset to a relevant supplier or dealer at a realistic value or, depending on the value of the asset (e.g. value greater than £1000), advertised for sale on a sealed bid basis.
 - 6.2.2 An invoice should be raised against every asset sold. The Finance Office will advise on the need to charge VAT on any transaction. The goods will only be released on full payment of the sum due and the purchaser will be wholly responsible for the removal of goods.
 - 6.2.3 For all sales and charitable donations, a disclaimer must be signed by the recipient with the words:

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6.6 Dismantling and Used for Parts.

6.6.1 Before scrapping any item of equipment, consideration should be given to whether there is any potential for recovering valuable materials or components from the item.

6.7 Recycling / Scrapping

6.7.1 In some instances, it may be more desirable to recycle or scrap defective goods, thus preventing them from reaching the market place. Goods for scrapping should either be destroyed in-house, making safe any hazardous features prior to disposal, or recycled or disposed of via a third party.

6.7.2 Requests for the collection of goods for disposal should be made through the Maintenance Helpdesk using the "Waste Collection Request Form" .

6.7.3 It is important that any disposal of scrap and/or waste material is undertaken in accordance with Health and Safety disposal legislation.

6.8 Record of Disposal.

6.8.1 All sales or disposals must be recorded on the Asset Disposal Form. The form must include a description of the disposal method

6.12 Removal of Equipment by Staff.

6.12.1 It should be noted that if a member of staff is leaving the employment of the University they are not permitted to remove/retain any University equipment for their own personal use.

6.12.2 On no account is furniture or equipment to be removed from Schools/Departments without prior approval of the relevant Head of School/Head of Department.

7.0 Sustainability

7.1 The Policy for Asset Recycling and Disposal contributes to Bangor University's

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Signed:	Date:
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Please retain a copy of the Asset Disposal Form for audit purposes.

For all assets with a purchase price \geq £10,000, a copy of the Asset Disposal Authorisation Form should also be forwarded to the Director of Finance at year end.