National Standard on the Disposal of Surplus Electronic and Electrical Equipment at ESDC (includes Labour and Service Canada)

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# 1. Summary

This document outlines the roles and responsibilities of certain groups within ESDC. It outlines how we must handle electronics to comply with federal electronics disposal requirements (see the [Federal Sustainable Development Strategy](http://www.ec.gc.ca/dd-sd/default.asp?lang=En&n=CD30F295-1) and the [Office of Greening Government Operations](http://www.gcpedia.gc.ca/wiki/Office_of_Greening_Government_Operations)).

**1.1 Purpose:** The purpose of this National Standard is to ensure the following items are achieved.

1. Required processes are in place within ESDC to facilitate the environmentally sound, cost effective, and secure disposal of departmentally generated surplus electronic and electrical equipment (EEE). “Surplus EEE” is defined at [step 4.1.1](#_4.1_Step_1:).
2. Disposal of Departmental EEE meets all requirements of the Treasury Board [Policy on Management of Materiel](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12062), [Policy on Government Security](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578&section=text) and [Directive on Disposal of Surplus Materiel](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12066) and, where relevant, the [corresponding ESDC policies](http://iservice.prv/eng/finance/amp/caam/nam/asset_policies.shtml) and the PWGSC [Guideline for the Disposal of Federal Surplus EEE](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html).
3. Responsible groups within ESDC are aware of their roles and responsibilities and have the information, tools and resources they need to handle surplus EEE.

# 2. Background

1. Under Federal Sustainable Development Strategy (FSDS) commitments, ESDC must reuse/recycle all surplus EEE, per the methods described in this National Standard.
2. As a nation-wide department, local disposal processes will naturally vary per local requirements. For instance, a local organization may be the best way to dispose of old refrigerators, which have few security implications. Nonetheless, all processes and practices at all levels must always meet these overall requirements, with particular emphasis on the need for proper **security** practices (sanitization/erasure and, where required, destruction of data-containing devices) and **environmentally friendly** reuse/recycling.

# 3. Required Steps

1. PWGSC, within the FSDS and Treasury Board requirements, has established a high-level process for departments to follow to dispose of surplus EEE.
2. Accordingly, the responsible individuals must follow **five steps** in this order:
3. Address any security requirements;
4. Identify the appropriate disposal mechanism;
5. Package the surplus EEE for safe transportation;
6. Arrange to transport the surplus EEE to reuse or recycling destination;
7. Maintain surplus EEE disposal documentation (for reporting and auditing purposes).
8. This National Standard details these 5 steps, referencing available external resources.

# 4. Step-by-Step Roles and Responsibilities

This section presents an outline of key responsibilities for each group involved in the EEE disposal process, using the above five steps. For further details on the process, refer to the PWGSC [Guideline for the Disposal of Federal Surplus Electronic and Electrical Equipment](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html).

## 4.1 Step 1: Address any security requirements

ESDC must ensure the protection of all personal, protected or classified information. Many EEE devices store this information.

**4.1.1 At step 1, the Funds Center Manager, CFOB and/or IITB needs to:**

1. Identify surplus EEE assets. “EEE” is any equipment with a plug, a battery or that otherwise uses electricity to perform its intended function (definition from [PWGSC](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html#a5)).
	1. Includes computers, monitors, portable phones, Blackberries, printers, copiers.
	2. Also includes appliances (fridge/microwave), electric staplers, televisions, headphones, microphones, coffee machines, power tools, security systems, electronic measurement systems and anything else that uses electricity.
	3. A [list](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html#a10) is available from PWGSC.
2. Identify whether surplus EEE assets have *data-storage capacity*.
3. Identify whether the surplus EEE assets are *functional* (working condition/usable).

**4.1.2 If the identified surplus EEE *has no data-storage capacity*, proceed to** [**Step 2**](#_4.2_Step_2:)**.**

**4.1.3 For surplus EEE assets *with data-storage capacity*, functional or not, the individuals responsible for 4.1.1 must:**

1. Identify if the surplus EEE assets were used to store, copy or transmit Protected A/B information, and whether the assets were used to store, copy or transmit Protected C or Classified information.
	1. Functional devices that contained Protected A/B information can be reused. See [4.2.1](#_Step_2:_Identify).
	2. Functional devices *that contained Protected C/Classified information* and *all* *non-functional data devices* *must be destroyed*. See [4.2.1](#_Step_2:_Identify).
2. Have the surplus EEE assets sanitized of all data.
	1. Follow the procedures on the [IT Security](http://iservice.prv/eng/imit/catalogue/itsecurity/index.shtml) page.
	2. Make sure to send the assets according to the shipping procedures on the [IT Security](http://iservice.prv/eng/imit/catalogue/itsecurity/index.shtml) page. Include all asset passwords and accessories (e.g. chargers, batteries).
3. The funds center manager and/or CFOB should be able, upon request, to confirm that the IT Security team has in fact completed the sanitization.
	1. If the device ever contained Protected C or Classified information, or if it is not functioning, then the device will be destroyed. The funds center manager and/or CFOB should still be able, upon request, to confirm the destruction.

**4.1.4 At step 1, IITB and/or the Chief Security Officer needs to:**

1. Ensure surplus EEE assets are sanitized or destroyed per federal standards (CSEC, RCMP).
2. Keep documents that confirm sanitization or destruction of each asset (see [4.5.1](#_4.5_Step_5:)).
3. Return sanitized surplus EEE assets to the identified individual, or destroy the assets.
4. Ensure the reuse/recycling of the remnants of the destroyed assets, per federal standards.

## 4.2 Step 2: Identify the appropriate disposal mechanism

See also the attached quick-reference Excel file. 

**4.2.1 At step 2, CFOB needs to ensure the following is done:**

1. Handle requests to dispose of the surplus EEE. Include the following:
	1. An indication of the asset condition (i.e., assess if the asset is functional or not), and
	2. Technical specifications that help determine whether an asset can be re-used (hardware specifications for IT equipment, if available)
2. Follow the [Decision Tree (Annex A)](#_Annex_A:_Decision_1) to determine which disposal mechanism is best.
3. If required, update the assets in the departmental material management and financial system, including as much detail as possible on the disposal mechanisms used and the volumes of assets disposed through each mechanism (see [Step 5](#_Step_5:_Maintain) for documentation details).
4. Proceed to Steps 3-5 for re-use/recycling, according to the Decision Tree result.

## 4.3 Step 3: Package surplus EEE for safe transportation

**4.3.1 At step 3, the funds center Manager, CFOB and/or IITB needs to:**

1. Ensure all asset tags and any other items that identify the assets as government assets are removed, *before* the assets leave the GC.
2. Package the surplus EEE assets properly for safe transportation. See the [packaging methods](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html#a7) in the Guideline for the Disposal of Federal Surplus EEE.

## 4.4 Step 4: Arrange to transport surplus EEE to reuse or recycling destination

**4.4.1 At step 4, the funds center Manager, CFOB and/or IITB needs to:**

1. Arrange for the transport of the surplus EEE assets to the disposal destination identified.
2. Depending on the type of assets to be disposed of, and where the assets are located, the organization that is receiving the goods may agree to pick them up from ESDC facilities. This should be negotiated in advance with the organization that is receiving the goods.
3. It is acceptable to pay for transportation (pick-up/delivery) if the fee is cost-effective for the Crown. Review the [Transportation section](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html#a8) of the Guideline for the Disposal of Federal Surplus Electronic and Electrical Equipment.

## 4.5 Step 5: Maintain surplus EEE disposal documentation (for reporting/auditing)

**4.5.1 At step 5, the funds center Manager, CFOB and/or IITB needs to:**

1. Maintain adequate records to identify:
	1. Which EEE assets were declared surplus, in what amounts (volume or weight);
	2. Which disposal method was used;
	3. That all surplus EEE assets that could contain data were sanitized or destroyed according to CSEC/RCMP standards.
2. Follow all applicable asset documentation procedures (for example, in SAP). As a best practice, ESDC should retain the following documents:
	1. Receipts / bills of lading from the recipient organization and/or shipping company, clearly identifying each category of item and the amount (by volume or weight) of each category included in the shipment.
		1. Example categories could include desktop computers; laptops; monitors; photocopiers; Blackberries; appliances (e.g. refrigerators); power tools.
		2. Each category must be documented separately (the amount of desktop computers must be distinguishable from the amount of laptops, and so on).
	2. To extrapolate details from high-level receipts, refer to the [Estimated E-waste Weights section](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html#a15) of the PWGSC Guideline for Disposal of Federal Surplus EEE.

| **Disposal Mechanism** (as per the [Decision Tree, Annex A](#_Annex_A:_Decision_1)) | **Possible Data Sources**  |
| --- | --- |
| Computers for Schools (reuse) | * Departmental reports of surplus
* Online donation form
* Bill of lading (for shipping)
 |
| Donation to OGD or Charity (reuse) | * Departmental reports of surplus
* Confirmation of receipt from OGD/charity
* Bill of lading (for shipping)
 |
| GCSurplus (reuse) | * Departmental reports of surplus
* WebRics printout (GCSurplus)
 |
| Provincial recycling programs | * Departmental reports of surplus
* Bill of lading (for shipping)
 |
| NMSO (recycling) | * Available through PWGSC
 |

# Annex A: Decision Tree (for [4.2](#_4.2_Step_2:_1), identify disposal mechanism)

See also the [quick-reference Excel file linked above](#_4.2_Step_2:_1).

**1. Destruction:** Certain surplus EEE assets (the following ones) must always be destroyed, for security and privacy reasons. The remnants of the destroyed assets should be recycled as per federal standards.

1. All Blackberries (per CSEC requirements)
2. All devices with data capacity (storage, transmission, copying) that are non-functional **and/or** that were used with Protected C or classified information (per CSEC and RCMP requirements)

*2. Can the surplus EEE asset(s) be reused (functional or easily serviceable condition)?*

*If yes*, the asset(s) should be reused. Proceed to bullet “a. Computers for Schools.”

*If no*, then the asset(s) will be recycled. Proceed to bullet “d. Provincial Recycling Programs.”

1. *Computers for Schools (CFS): Do the surplus EEE asset(s)* (the assets) *meet the current minimum standards of the provincial CFS program?*
	1. If yes, ESDC will donate the assets to the provincial CFS program. Exit the Tree and continue to Step 3: Package.
	2. If no, proceed to the next bullet, “b. Donation/Transfer.”
2. *Donation/Transfer: Is another government department or a registered charitable organization willing to accept the assets as a donation/transfer* ***for reuse****?*
	1. If yes, ESDC can donate the assets to the recognized charitable organization or government department. This must be approved in writing (individually) by a CFOB manager who has the required delegated authority. Exit the Tree and continue to Step 3: Package.
	2. If no, proceed to the next bullet, “c. GCSurplus.”
3. *GCSurplus: Will selling the asset(s) through GCSurplus be cost-effective?* Consider whether it is likely the assets will sell and the price (the market). Note that GCSurplus takes a commission (can be 75% or more).
	1. If yes, ESDC should have GCSurplus sell the asset(s). Exit the Tree and continue to Step 3: Package.
	2. If no, proceed to the next bullet, “d. Provincial Recycling Programs.”
4. *Provincial Recycling Programs*: *Does the provincial recycling program accept the asset(s)?*
	1. If yes, ESDC will have the provincial or territorial recycling program recycle the asset(s). Exit the Tree and continue to Step 3: Package.
	2. If no, or if the particular province or territory has no recycling program, proceed to the next bullet “e. NMSO.”
5. *NMSO for Surplus EEE*: ESDC will dispose of the surplus EEE through the National Master Standing Offer (NMSO). Contact your [Regional Materiel Management Services](http://iservice.prv/eng/finance/amp/caam/nam/index.shtml) to access the NMSO. Exit the Tree and continue to Step 3: Package.

**3. Whenever ESDC deviates from this Decision Tree,** ***the delegated manager(s) responsible (in CFOB) for that decision to deviate***must maintain adequate documentation to justify that decision. They must also ensure that any required approvals (delegated authority) have been obtained and documented.

# Annex B: Overview of the Disposal Process for Surplus Federal EEE (diagram from PWGSC)



# Annex C: Information Sources

1. The Treasury Board of Canada Secretariat (**TBS**) is responsible for providing departments and agencies with appropriate tools and guidance necessary to support the overall management of materiel, including disposal. Documents that relate to the disposal of surplus EEE include:
2. [Policy on Management of Materiel](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12062) and [Policy on Government Security](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578&section=text)
3. [Directive on Disposal of Surplus Materiel](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12066)
4. [Guide to Management of Materiel](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14671)
5. The Office of Greening Government Operations (**OGGO**) at PWGSC is responsible for providing ongoing policy direction, education, and communications support to all federal departments and agencies. Available OGGO resources include:
6. [Guideline for the Disposal of Federal Surplus Electronic and Electrical Equipment](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html)
7. [Federal Electronic Waste Strategy](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/index-eng.html) (PWGSC website)
8. [Federal Electronic Waste Strategy](http://www.gcpedia.gc.ca/wiki/OGGO/Federal_E-waste_Disposal_Strategy/Disposal_Process) (GCPedia)
9. **Other useful resources** include:
10. [Assets Management](http://iservice.prv/eng/finance/amp/caam/nam/index.shtml)
11. [IT Security](http://iservice.prv/eng/imit/catalogue/itsecurity/index.shtml) (data sanitization)
12. [Regional Security Officers](http://iservice.prv/eng/is/security/topics/rso.shtml) (data classification)
13. [Canada Revenue Agency](http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html) (list of registered charities, for donations)

## C.1 Disposal Mechanism Websites

a. Disposal mechanisms include the following (see the [Annex A: Decision Tree](#_Annex_A:_Decision_1) for full details):

1. Computers for Schools (CFS)
	1. [Alberta CFS](http://www.cfsalberta.ca/)
	2. [British Columbia CFS](http://reusetechbc.ca/)
	3. [Manitoba CFS](http://www.cfsl.mb.ca/)
	4. [New Brunswick CFS](http://cfsopenb.nbed.nb.ca/)
	5. [Newfoundland and Labrador CFS](http://www.computersforschoolsnl.ca/)
	6. [Northwest Territories CFS](http://www.looknorth.ca/)
	7. [Nova Scotia CFS](http://trp.ednet.ns.ca/accept_equip.shtml)
	8. [Nunavut CFS](http://www.e-association.ca/cim/305C1_3T562.dhtm)
	9. [Ontario CFS](http://rcto.ca/Program/CFS/default.aspx)
	10. [Prince Edward Island CFS](http://www.gov.pe.ca/cfs/index.php?lang=E)
	11. [Québec CFS](http://www.opeq.qc.ca/) (OPEQ, Ordinateurs pour les écoles du Québec)
	12. [Saskatchewan CFS](http://www.sasktelpioneers.com/cfs/)
	13. [Yukon Territory CFS](http://www.cfsy.ca/)
2. [GCSurplus](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/dechets-waste/dechets-waste-eng.html#a8.2)
3. Provincial and territorial electronic waste recyclers
	1. Alberta: [Alberta Recycling Management Authority](http://www.albertarecycling.ca/)
	2. British Columbia: [Return-It (Encorp Pacific)](http://www.return-it.ca/electronics/)
	3. Manitoba: [Electronic Products Recycling Association (EPRA-Manitoba)](http://recyclemyelectronics.ca/mb/)
	4. Newfoundland and Labrador: [Electronic Products Recycling Association (EPRA-NL)](http://www.recyclemyelectronics.ca/nl/)
	5. Nova Scotia: [Electronic Products Recycling Association (EPRA-NS)](http://www.recyclemyelectronics.ca/ns/)
	6. Northwest Territories: an [E-Waste Recycling Pilot Project](http://icarenwt.ca/electronic-waste--e-waste/e-waste-recycling-pilot-project) may apply to your community
	7. Ontario: [Ontario Electronic Stewardship](http://www.recycleyourelectronics.ca/home.html) (transitioning to EPRA-Ontario management)
	8. Prince Edward Island: [Electronic Products Recycling Association (EPRA-PEI)](http://www.recyclemyelectronics.ca/pei/)
	9. Quebec: [Electronic Products Recycling Association (EPRA-QC)](http://recyclemyelectronics.ca/qc/)
	10. Saskatchewan: [Electronic Products Recycling Association (EPRA-SK)](http://www.recyclemyelectronics.ca/sk/)
	11. Currently, New Brunswick, Nunavut, and Yukon do not have an official provincial or territorial electronic waste recycler. Instead, access the NMSO.
4. National Master Standing Offer for disposal (NMSO): Contact your [Regional Materiel Management Services](http://iservice.prv/eng/finance/amp/caam/nam/index.shtml) for details on local procedures to access the NMSO.