



# Standard on Surplus Electronic and Electrical Equipment (EEE)

---

**Author:** Investment, Procurement and Project Management (IPPM), CFOB  
**Revision Date:** 2017-09-22  
**Document Status:** Final

## 1.0 Application

- 1.1 This standard outlines Departmental roles and responsibilities for managing surplus Electronic and Electrical Equipment (EEE), in order to comply with federal electronics surplus and disposal requirements (for example, the [Federal Sustainable Development Strategy](#) and the [Centre for Greening Government](#)).
- 1.2 Electronic and Electrical Equipment (EEE) is any equipment with a plug, a battery or that uses electricity to perform its intended function (except for vehicles and vehicle parts, as per the [Electronic Waste Strategy](#)).
- 1.3 This standard is to be followed as a supplement to and in accordance with the following.
  - a. [Guideline for the Disposal of Federal Surplus EEE](#) ("Guideline")
  - b. [ESDC Asset Management Policy](#)
  - c. [Electronic Waste Strategy](#)

## 2.0 Objective

- 2.1 This standard exists to ensure that:
  - a. Disposal of EEE at ESDC complies with departmental and federal policy requirements;
  - b. Required processes are in place within ESDC to facilitate the environmentally sound, cost effective and secure disposal of departmentally generated surplus EEE; and,
  - c. Particular groups and individuals within ESDC are aware of their roles and responsibilities and have the information, tools and resources they need to handle surplus EEE.

## 3.0 Background

- 3.1 Under Federal Sustainable Development Strategy (FSDS) commitments, ESDC must reuse or recycle all surplus EEE.
- 3.2 Though surplus EEE disposal processes may vary based on regional and local requirements, they must also comply with departmental and federal policy requirements.
- 3.3 Sound stewardship is needed to ensure proper security practices (sanitization/erasure or data-containing surplus EEE and, where required, its destruction).

## 4.0 Step-by-Step Roles and Responsibilities

Public Services and Procurement Canada (PSPC) has established a high-level process that departments must follow to dispose of surplus EEE. Based on that, the following are key ESDC responsibilities in the EEE disposal process. (Further details on the process are in the [Guideline](#).)

#### 4.1 STEP 1: Address any security requirements

4.1.1 The Cost Center Manager, CFOB Regional Asset Management Services or IITB must:

- a. Identify whether surplus EEE assets have data-storage capacity.
- b. Identify whether the surplus EEE assets are either in working condition (usable).

4.1.2 If the surplus EEE has no data-storage capacity, proceed to Step 2. For surplus EEE assets with data-storage capacity, working or not, the individuals responsible must:

- a. Identify if the surplus EEE assets were used to store, copy or transmit Protected A, Protected B, Protected C or Classified information.
  - i. Functional devices used with Protected A/B information can be reused if possible.
  - ii. Functional devices that contained Protected C/Classified information and all non-functional data devices must be destroyed.
- b. Ensure that surplus EEE assets are sanitized of all data or destroyed, as required. To do so, contact the National Service Desk. Once completed, NSD must be able to provide confirmation of the sanitization or destruction. Note: In some cases (e.g. certain older assets), the NSD may be unable to assist and it may then be necessary to purchase sanitization services for those assets.

4.1.3 IITB or the Departmental Security Officer must:

- a. Ensure surplus EEE data devices are sanitized or destroyed per federal standards (CSE, RCMP).
- b. Keep documents that confirm the sanitization or destruction of each such asset.
- c. Ensure the disposal of sanitized data devices and the recycling of the remnants of destroyed data devices, in accordance with federal policy.

#### 4.2 STEP 2: Identify the appropriate disposal mechanism

4.2.1 CFOB Regional Asset Management Services must ensure that requests to dispose surplus EEE include:

- a. The asset's condition and whether it is operational or not; and,
- b. Technical specifications that help determine whether an asset can be reused (such as hardware specifications for IT equipment, if available).

4.2.2 The Guideline should be followed to select the most appropriate disposal mechanism (see [Step 2 – Identifying the appropriate disposal mechanism](#)). Disposal mechanisms for EEE are:

- a. [Computers for Schools \(CFS\)](#)
- b. [GCSurplus](#)

- c. [Provincial and territorial electronic waste recycling programs](#) (a list of EEE that can be recycled is available in [Annex A](#) of the Guideline)
- d. Waste EEE – National Master Standing Offer for disposal (NMSO), through CFOB [Regional Asset Management Services](#).

**Note:** The following table provides a quick reference guide for preferred disposal methods. An Excel version is available through [AMPP](#).

Surplus EEE Asset	Atlantic	Ontario (and NCR)	Quebec (and NCR)	Western
<b>Desktop computers * #</b>	CFS / Destroy	CFS / Destroy	CFS / Destroy	CFS / Destroy
<b>Laptop computers * #</b>	CFS / Destroy	CFS / Destroy	CFS / Destroy	CFS / Destroy
<b>Monitors - flat screen *</b>	CFS	CFS	CFS	CFS
Monitors - other	PR	PR	PR	PR
<b>Peripheral devices (keyboards, mice) *</b>	CFS	CFS	CFS	CFS
<b>Storage devices (USB keys, drives) #</b>	Destroy	Destroy	Destroy	Destroy
<b>Multi-Function Devices #</b>	GCS / Destroy	CFS / Destroy	CFS / Destroy	GCS / Destroy
<b>Printers (one function) *</b>	CFS	CFS	CFS	CFS
Audio-Visual Devices (e.g. TVs)	PR / GCS	PR / GCS	PR / GCS	PR / GCS
<b>Blackberries #</b>	Destroy	Destroy	Destroy	Destroy
<b>Desk Phones, Fax Machines (one function) #</b>	PR / GCS / Destroy	PR / GCS / Destroy	PR / GCS / Destroy	PR / GCS / Destroy
Fridges / refrigerators	PR / SO	PR / SO	PR / SO	PR / SO
Electric appliances (microwaves, toasters, coffee makers, etc.)	PR / SO	PR / SO	PR / SO	PR / SO
*: Devices must meet minimum standards to be accepted at CFS. If they fall below CFS standards, we must use GCSurplus, the provincial program or the NMSO. For links to minimum standards, view the surplus electronic and electrical equipment Standard, on iService .	#: Per RCMP/CSEC, devices that stored, transmitted or copied Protected C and/or Classified data or that are non-functional <i>must be destroyed</i> and all Blackberries <i>must be destroyed</i> . <b>Donation</b> of surplus EEE to OGD / registered charity is an option <b>for all EEE</b> that does not have to be destroyed.	If the province does not have a program or the program rejects the goods, use the SO.		
		<b>Acronym</b>	<b>Definition</b>	
		GCS	GCSurplus (PWGSC)	
		CFS	Computers for Schools	
		PR	Provincial Program	
SO	Disposal Standing Offer			

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

4.3.1 The Cost Center Manager, CFOB Regional Asset Management Services or IITB needs to:

- a. Ensure all asset tags and any other items that identify the assets as government assets are removed, before the assets leave the Government of Canada; and,
- b. Package the surplus EEE assets properly for safe transportation. The Guideline includes [guidance on packaging](#).

### 4.4 STEP 4: Arrange to transport surplus EEE to its destination

4.4.1 The Cost Center Manager, CFOB Regional Asset Management Services or IITB needs to:

- a. Arrange the transportation of the EEE assets to the disposal destination identified. Depending on the type of assets to be disposed of, and where the assets are located, the organization that is receiving the assets may agree to pick them up from ESDC facilities. This should be negotiated in advance with that organization.
- b. It is acceptable to pay for transportation (pick-up, delivery) if cost-effective for the Crown. Review the [Transportation section](#) of the Guideline.

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

4.5.1 The Cost Center Manager, CFOB Regional Asset Management Services or IITB must:

- a. Maintain adequate records to identify:
- i. Which EEE assets were declared surplus, in what amounts (volume or weight);
  - ii. Which disposal method was used; and,
  - iii. That all surplus EEE assets that could contain data were sanitized or destroyed, according to federal standards.
- b. Follow all applicable asset documentation procedures, such as conducting these disposal transactions in accordance with myEMS disposal procedures. As a best practice, ESDC should keep receipts or bills of lading from the recipient organization or the shipping company, identifying each category of item and the amount (by volume or weight) of each category included in the shipment. To extrapolate details from receipts, refer to the [Estimated E-waste Weights section](#) of the Guideline.

<b>Disposal Mechanism</b>	<b>Possible Data Sources</b>
Computers for Schools (reuse)	<ul style="list-style-type: none"> <li>• Departmental reports of surplus</li> <li>• Online donation form</li> <li>• Bill of lading (for shipping)</li> </ul>
Donation to OGD or Charity (reuse)	<ul style="list-style-type: none"> <li>• Departmental reports of surplus</li> <li>• Confirmation of receipt from OGD/charity</li> <li>• Bill of lading (for shipping)</li> </ul>
GCSurplus (reuse)	<ul style="list-style-type: none"> <li>• Departmental reports of surplus</li> <li>• WebRics printout (GCSurplus)</li> </ul>
Provincial recycling programs	<ul style="list-style-type: none"> <li>• Departmental reports of surplus</li> <li>• Bill of lading (for shipping)</li> </ul>
NMSO (recycling)	<ul style="list-style-type: none"> <li>• Available through PSPC</li> </ul>