

# Directive concerning the recycling and resale of IT equipment

LEX 6.4.1

1 June 2019, as amended on 1<sup>st</sup> January 2025

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*The Direction of the Ecole polytechnique fédérale de Lausanne  
based on Art. 4, para. 1 of the Ordinance on the Organisation of the Ecole polytechnique  
fédérale de Lausanne  
hereby adopts the following:*

## Section 1 General Provisions

### Article 1 Objective

- <sup>1</sup> The aim of the present directive is to set forth the rules and procedures governing the recycling and resale of IT equipment at EPFL, as well as the roles and responsibilities of the various actors involved.
- <sup>2</sup> The present directive and its annexes are applicable to all EPFL employees and students.

### Article 2 Definitions

- <sup>1</sup> **IT equipment:** The equipment required for all computing activity (defined in Annex 1).
- <sup>2</sup> **Unit's IT equipment:** The IT equipment entered in an EPFL unit's inventory.
- <sup>3</sup> **Value of equipment as described in the inventory:** The amount of the purchase order, or respectively the amount invoiced if this is different. Any discounts or costs relating to installation, delivery, customs or VAT must be included in the value of the equipment.

### Article 3 Notes

- <sup>1</sup> All amounts indicated in the present document include VAT.<sup>a</sup>
- <sup>2</sup> When an item of IT equipment is removed from the inventory, it may no longer benefit from any services provided by EPFL (e.g. repairs).
- <sup>3</sup> The acronyms used in the present document are defined in Annex 1.

### Article 4 Scope of application

- <sup>1</sup> The present directive is applicable to all of a unit's IT equipment.

## Section 2 Procedure for the recycling and resale of IT equipment

### Article 5 Recycling options

A unit's IT equipment may be recycled in six different ways:

- A. Reallocation within the School<sup>b</sup> to which the unit belongs (for Support Services, reallocation to another Support Service).
- B. Resale to its user or to another employee of the unit to which the equipment belongs, provided that the following condition is satisfied:

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<sup>a</sup> VAT is a non-deductible cost for EPFL.

<sup>b</sup> Or any other Level 2 unit for the Vice Presidencies.

- The head of the unit to which the equipment belongs agrees to hand over the equipment and possesses the necessary credits for any replacement required.
- C.** Reallocation elsewhere within EPFL.
- D.** Donation by the Information Systems Department to a non-profit organization. For special cases and with approval from the Information Systems Department, resale outside of EPFL is possible.
- E.** Return to the Information Systems Department for resale to any EPFL employee or student.
- F.** Physical destruction by the Information Systems Department in accordance with the regulations laid out by Swico Recycling (possibly after the prior recovery of single parts by the Information Systems Department's Service Desk team (ITOP-SDESK unit)).

## Article 6 Order of priority for the six recycling possibilities

<sup>1</sup> Schools<sup>c</sup> may choose between the following two orders of priority:

**A – B – C – D – E – F**

or

**B – A – C – D – E – F**

<sup>2</sup> This choice will determine the School's recycling policy.

<sup>3</sup> A unit has the possibility to directly reallocate IT equipment to the Information Systems Department's Service Desk team without having to go through the "exchange platform" of the inventory application (go directly to recycling option D).

## Article 7 Procedures to follow

Recycling options **A** and **C** (reallocation within the unit's School or elsewhere at EPFL):

- <sup>1</sup> When following recycling option A and in accordance with the recycling policy adopted by the School, the unit to which the item belongs signals the availability of the equipment to the School via the "exchange platform" on the inventory application or directly to the School IT manager (for Support Services, the item must be signalled to the Information Systems Department). If no interest is shown from within the School in the month which follows, the unit to which the equipment belongs shall either apply recycling option B or accept the reallocation of the equipment elsewhere in EPFL (recycling option C).
- <sup>2</sup> The equipment is directly transferred by the inventory coordinator and via the inventory application from the unit to which it belonged to the unit to which it has been reallocated. This scenario requires approval from the head of the unit which wishes to submit the equipment for reallocation and from the head of the unit wishing to acquire the equipment. The unit to which the equipment initially belonged must irreversibly remove all software and/or data rightfully belonging to EPFL from the IT equipment's data carriers.

Recycling option **B** (resale to an employee of the unit to which the equipment belongs):

- <sup>3</sup> Use the standard ServiceNow "IT equipment resale" request on the Information Systems Department's Service Desk portal (<https://it.epfl.ch>).
- The resale price shall be set according to the equipment type (central unit, screen, laptop, etc.), depending on the value of the equipment as described in the inventory (V) or its purchase value (if it isn't in the inventory) and the date of its entry into service (DMS). The applicable rules for the calculation of the resale price are as follows:
- a) For equipment for which the value V is equal to or below CHF 5,000.00, and which:
- is less than five years old (current date – DMS), the resale price is based on a linear annual depreciation rate of 25% of V (daily pro rata temporis), with a minimum price

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<sup>c</sup> Or any other Level 2 unit for the Vice Presidencies.

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of CHF 250.00 for equipment where  $V > \text{CHF } 1,000.00$  and a minimum price of CHF 50.00 for equipment where  $V \leq \text{CHF } 1,000.00$ .

- is over five years old, the resale price is CHF 50.00.
- b) For equipment for which the value  $V$  exceeds CHF 5,000.00, the resale price is based on a linear annual depreciation rate of 15%, with a minimum amount of CHF 50.00.
- <sup>4</sup> This amount shall be paid by the employee to an EPFL fund destined for usage in IT (an Information Systems Department central fund and not a fund for the unit to which the equipment belongs).
- <sup>5</sup> This scenario requires approval from the head of the unit to which the equipment belongs and potentially also approval from the School's IT manager, depending on the School's recycling policy.
- <sup>6</sup> The item of equipment will automatically be removed from the inventory once payment has been completed.
- <sup>7</sup> All resale of IT equipment must go through the Information Systems Department's Service Desk team, which is responsible for the irreversible erasure of data carriers and, if applicable, for the installation of an original operating system.

Recycling options **D**, **E** and **F** (donation, resale to EPFL students or employees, physical destruction):

- <sup>8</sup> The unit to which the equipment belongs must complete the following actions:
  - a) The inventory coordinator must reallocate the equipment to the Information Systems Department's Service Desk team via the inventory application. This requires the approval of the head of unit.
  - b) Once reallocation to the Information Systems Department's Service Desk team has been approved by the head of unit, the unit to which the equipment belongs is responsible for depositing the equipment at the Information Systems Department's Service Desk team collection point.
- <sup>9</sup> Only the Information Systems Department's Service Desk team (or a person so designated by the Information Systems Department's Service Desk team) has the authority to remove the equipment from the inventory.
- <sup>10</sup> For resale, the Information Systems Department's Service Desk team shall apply the prices defined in paragraph 3 of the present article.
- <sup>11</sup> EPFL students or employees can see on the Information Systems Department's Service Desk team website the list of IT equipment for resale and the purchase terms and conditions.

## **Article 8      Roles and responsibilities**

The roles regarding the recycling of a unit's IT equipment are as follows:

- <sup>1</sup> Head of unit
  - approves requests for the recycling of IT equipment for his/her unit;
  - approves requests for the resale of IT equipment for his/her unit to employees of the unit to which the equipment belongs.
- <sup>2</sup> Inventory coordinator
  - initiates all requests for the removal of equipment from the inventory, except in the case of resale.
- <sup>3</sup> School IT manager<sup>d</sup>
  - may approve requests to remove a unit's IT equipment from the inventory or to resell it within the same School depending on the recycling policy adopted by that School;

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<sup>d</sup> Or any other Level 2 unit for the Vice Presidencies.

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<sup>4</sup> Unit IT administration

- responsible for the irreversible erasure of data carriers for IT equipment recycled using options A and C.

<sup>5</sup> Information Systems Department's Service Desk team (ITOP-SDESK unit)

- responsible for the irreversible erasure of data carriers and, if applicable, the installation of an original operating system for IT equipment recycled using options B, D, E or F;
- completes all necessary checks in order to ensure that the inventory data concerning the unit's recycled IT equipment is up to date;
- may delegate these responsibilities when dealing with EPFL's Associated campuses;
- in the case of resale, prior to handing over the IT equipment to the new owner, checks that the payment has successfully been completed and ensures the signing of a contract of sale.

## **Article 9      Abrogation and entry into force**

The present directive entered into force on 1 June 2019 (version 1.0), and was amended on 25 January 2021 (version 1.1), on 24 January 2022 (version 1.2) and on 1<sup>st</sup> January 2025 (version 1.3).

On behalf of the EPFL Direction:

President:  
Anna Fontcuberta i Morral

Director of Legal Affairs:  
Françoise Chardonnens

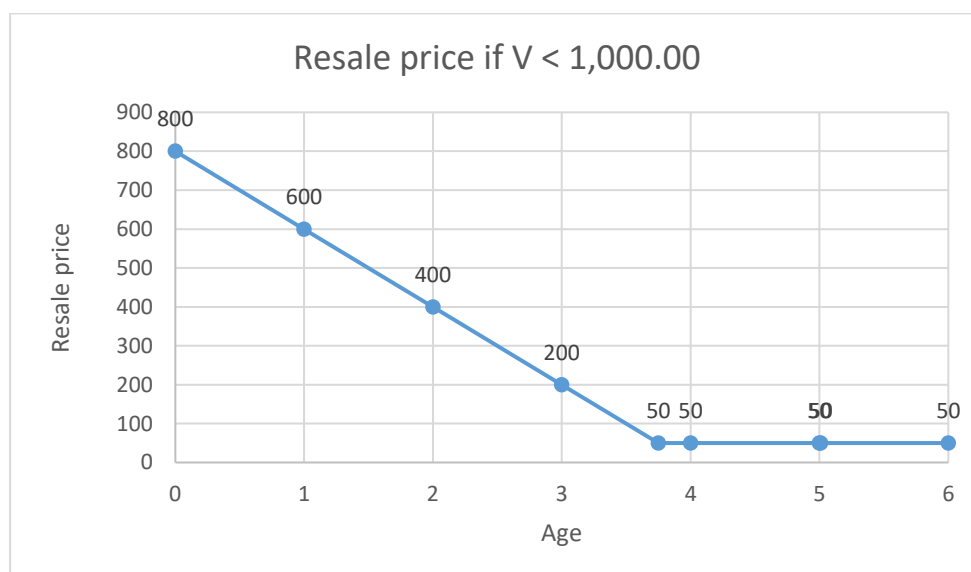
## Annex 1: Glossary

IT	IT refers to anything concerning information technology, such as networks, equipment, software, the internet, or persons working with such technology
IT equipment	For example, desktop or laptop computers, tablets, and data carriers (mobile phones are the subject of a separate directive (Directive on Mobile Telephony (LEX 7.3.1)))
Swico	Swico Recycling is a national, not-for-profit system for recovering discarded electronic and electrical equipment used in the areas of computing, consumer electronics, office electronics, communications, the graphics industry and measurement and medical technology. Swico Recycling is operated by Swico, the Swiss Economic Association for the Suppliers of Information, Communication and Organisational Technology.

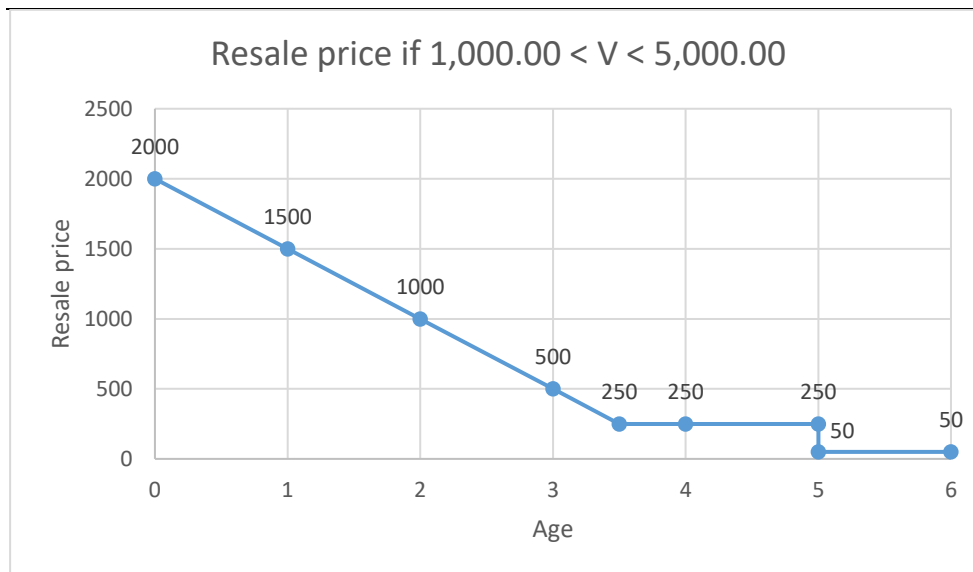
## Annex 2: Charts

Charts illustrating the resale price as a function of the value of the equipment  $V$  (for  $V < 1,000.00$ ,  $1,000.00 < V < 5,000.00$ , and  $V > 5,000.00$ )

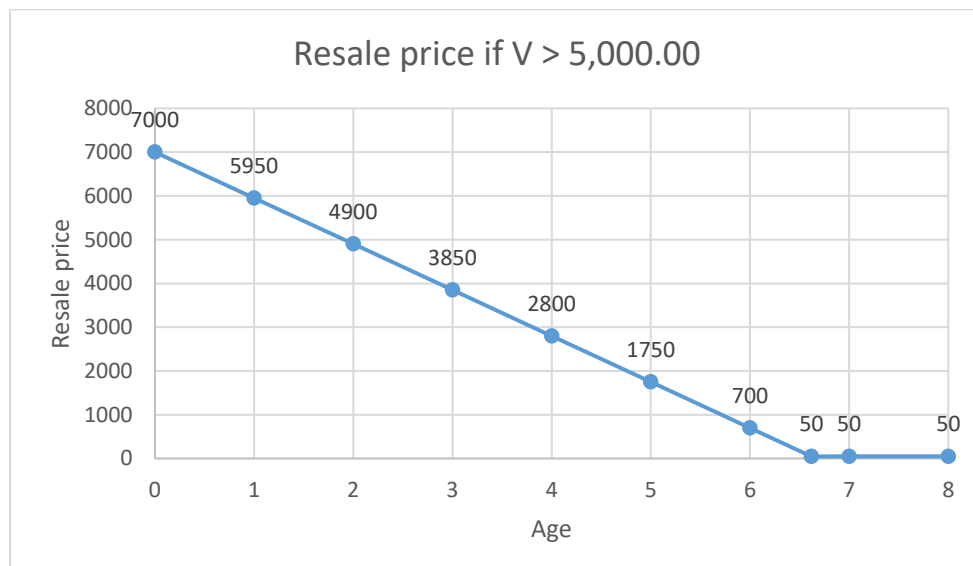
Example 1:  $V=800.00$



Example 2:  $V=2,000.00$



Example 3:  $V=7,000.00$



### Annex 3: Legal basis and supporting reference documents

- Ordinance of 4 December 2015 on the Avoidance and the Disposal of Waste (Waste Ordinance, ADWO)
- Accounting Manual for the ETH Domain (LEX 5.1.0.3)
- Directive Concerning Purchases at EPFL (LEX 5.8.1)
- EPFL Financial Regulations (LEX 5.1.1)
- Directive on the Use of Private Computer Equipment for Professional Purposes (LEX 6.1.3)
- EPFL Directive on Inventories (LEX 5.9.1)
- EPFL Directive on Mobile Telephony (LEX 7.3.1)
- Ordinance for the Use of Software Subject to a License Agreement (LEX 6.1.5)