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Lucknow**



Scrap Policy

Affiliated to Dr. A.P.J. Abdul Kalam Technical University

(AKTU College Code: 056)

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The following policy is provided for reference in the event that any equipment is rendered inoperable or irreparably destroyed. The machinery needs to be deemed useless and disposed of in accordance with the steps below.

The responsible department must send a letter of request to the Director in order to shred or dispose of the equipment. The letter needs to be very clear about why the equipment is being scrapped. It is important to consider the equipment or machine's life expectancy, its potential use in a different line of work, technological obsolescence, efficiency enhancements, and the cost-effectiveness of repair and retention. This policy is categorized into **Laboratory Scrap** and **IT Scrap**.

A. Laboratory Scrap

Guidelines for condemnation & disposal of Laboratory Equipment.

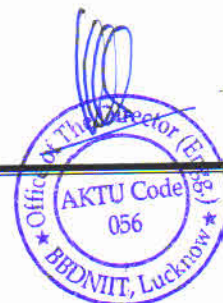
1. Applicability:

The guidelines will be applicable to all laboratory equipment installed in the institute and include the following terms:

- Laboratory Kits
- Laboratory models
- Laboratory machines
- Laboratory Instruments
- All items that are directly or indirectly linked with the running of the laboratory

2. Grounds for condemnation:

- a) Equipment unserviceable or damaged beyond repair.
- b) Life served by the equipment/machinery over as per manufacturer specifications.



- c) Obsolescence of technology.
- d) Efficiency improvement and economy of repair and retention.

3. Disposal:

In order to scrap any equipment, the below supporting documents must be submitted by the department along with the request:

- Cost of the equipment at the time of purchase
- Year of purchase
- Document containing information regarding the OEM (Original Equipment Manufacturer)
- Scrap declaration by authorized service personnel.

B. IT Scrap

Guidelines for condemnation & disposal of IT Equipment.

1. Applicability:

These guidelines will be applicable to all IT equipment installed in the Institute and include the following items: -

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop/Note-book/tablet
- Data Communication Equipment/ LAN switches/routers/data cables.



2. Grounds for condemnation:

The IT equipment can be condemned on the following grounds:

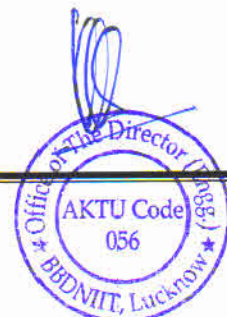
- a) Equipment outlived its life and was certified by the IT maintenance wing as unfit for its useful contribution.
- b) Equipment which has become obsolete technology-wise and can't be upgraded and support from vendors either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data.
- c) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment.
- d) Equipment that has been damaged due to fire or any other unforeseen reason and has been certified as beyond repair by the authorized service agency.

3. Disposal:

Such equipment shall be disposed of strictly following the procedure as laid down in Rules 196 to 201 of GFR 2005 and notification regarding disposal of E-Waste issued by the Ministry of Environment and Forests. Once the equipment has been condemned it should be removed from lab use and kept in the area allocated for scrapped equipment. The departments will also ensure the removal of service and inventory labels from such equipment. AMC, if any, for such equipment/instruments should be stopped with the effective date of scrapping.

The list of equipment/instruments to be scrapped is prepared by the Head of the department and taken approval from Director (Engg.), BBDNIIT.

The approved list is processed for the disposal of scrap materials through suitable vendors.



List of unusable
Laboratory / IT
material generated
on report of
authorized service
personnel

List verified by
the Head of
Department

List approved
and declared as
SCRAP by
Director

SCRAP
disposed off
to VENDOR

SCRAP PROCESS

