



REDUNDANT ASSET MANAGEMENT.

IT-Green is the Trading name of ComputerDisplays (UK) Limited, Company Number: 5587345

Unit 5, Lakeside Business Park,  
Block Fen,  
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Cambridge. CB6 2AY  
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# IT-Green® Environmental Considerations:

## METHOD OF DISPOSAL

Full dismantling and segregation of any non-functional equipment or equipment with little/ no financial value on UK markets. Segregation of waste electronics/ electrical equipment to component level consisting of: Ferrous metals, copper, aluminium, cleaned plastic, chopped cables, clear glass, high grade circuit boards, low grade circuit boards, cpu's, cleaned Cathode ray tubes, small batteries, fluorescent tubes, lead/ acid batteries, cardboard, paper. These separated materials are disseminated to UK only Authorised Treatment facilities for further processing before entering national/ international manufacturing markets. All Authorised Treatment facilities used are UK based and are audited to ensure they hold relevant Environment Agency licensing (Not Approved Exporters).

Cathode Ray Tubes are processed inside the UK (we strip back to the Tubes in-house) and lead/ phosphors are extracted by a specialist Authorised Treatment Facility leaving clean glass for re-use.

Working equipment with residual value is tested and re-sold as complete units to vetted resellers that re-distribute the equipment inside the United Kingdom only.

Equipment is not re -distributed outside the UK, ensuring compliance with the WEEE directive and Basel Convention.

## RECYCLE PROGRAMME

IT-Green operates a registered WEEE Authorised treatment facility (License number: CP3193MC) and hazardous waste carrier service (ACE/110214). It's service currently treats equipment from Businesses, Schools, LA's and LEA's and fulfills some 320 contracts per annum. The service covers the collection and treatment of all 10 categories of WEEE, paper, cardboard, furniture, fixtures and fittings on behalf of it's numerous clients. The treatment facility has achieved approval as an AATF and will be operating as an Approved Authorised Treatment facility as of January 2010.

A local free service is offered for potential clients and residents that wish to drop off their equipment at our Treatment Facility. Charges in this instance are made to cover the cost of CRT tube reprocessing and the submission of Haz waste consinee returns to the EA.

A free recycling programme is available for businesses that wish to recycle spent toner cartridges. The programme lets customers send their used toners/ ink carts to us in the post. The toners are collected and donated to a treatment facility that in turn donates proceeds to Tommy's (charity).



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## ENVIRONMENTAL CONSIDERATIONS

Our process is designed to maximise materials reclamation and provide an ethical solution for clients. By manually segregating raw materials (dismantling old equipment by hand into various raw materials) before re-distribution to secondary treatment facilities, we reduce cross-contamination, increasing recycle volumes and in turn reducing losses in raw materials. This has a significant benefit in terms of sustainability by reducing reliance upon mining activities. Our policy is designed to further enhance the UK's socio-economic standing by ensuring wastes remain within the UK until sufficiently treated so as to prevent the use of manual labour and open landfill in developing countries in its treatment and disposal. This has the added benefit of ensuring it achieves the highest possible price on the world stage, through the provision of a clean, manageable final product. We vet Authorised Treatment Facilities receiving our downstream wastes for recovery rates, suitable licensing and their down-stream processes. This also ensures continued compliance with ISO standards for our clients. Our processing solutions now achieve in excess of 95% recovery rates.

Our waste management procedures have been extended to cover such issues as the recycling of WEEE plastics, which remain a financial burden rather than an asset for the Company. By incorporating the logistical aspect of the operation (road transport) in the collection of equipment from clients in the same vicinity as the plastics reprocessor, we have off-set the cost of delivering the plastics, thus ensuring the transport process has a reduced carbon footprint and financial burden.

Cardboard and paper: High volumes of waste packaging, printer paper and storage boxes are received as part of the collection process. These are baled up for reprocessing by specialists. Confidential paper waste is first shredded to suitable standards.

The production of additional waste streams has allowed us to reduce volumes going to landfill by significant margins. With remaining landfill space becoming a premium and key issues such as the export of the UK's waste coming under the media's scrutiny, we believe it is important to provide a solution that encompasses significant emphasis upon Corporate Social Responsibility.

Cathode Ray Tubes; Our choice of treatment facility in the treatment of this hazardous waste is based upon their ability to extract the Lead and phosphor from the glass (chemical rather than manual reprocessing). Again, this produces clean lead and clean glass, rather than leaded glass, which has limited use globally.

Fluorescent Tubes: Our choice of Treatment facility was based upon their ability to offer a solution that results in such a clean product that Philips is buying the resultant glass for remanufacture into new bulbs/ lighting elements.

# IT-Green® Confidential Waste Solutions

## DATA PROTECTION ACT 2018

- 1) Prior to collection of equipment, a data destruction tracking sheet is made up. Top copy is handed to processing department and rear copy retained by Main office. Both copies contain quantities of storage media to be received, date of contract and contract number.
- 2) Goods are received at single point in depot.
- 3) Data storage media is separated from associated equipment, labelled with asset numbers/ make model of machine they were removed from and stored in segregated, locked storage area under relevant contract number, with top sheet. Storage media is counted in to ensure it matches the original number quoted and amendments/ discrepancies reported to client. Note that: This process ensures that hard drives cannot be accessed as a user would have to be re-installed in the machines they came from before they could be used. The alternative is a reinstall of the Operating system. Employees engaged in data destruction are not allowed to process computers for re-sale at the same time.
- 4) Storage media is wiped/ shredded in Data destruction area, without the need to access the media on the device. Data destruction method is logged and outcome of process is also logged.
- 5) Excel spreadsheet of wiping process is produced and handed back to head office, with the top copy of the data wiping form signed, and dated.
- 6) Data wiping certificate submitted to client, both copies of tracking sheet stapled back together and filed for future reference.

Note also that:

- 7) All printing equipment is checked to ensure that hard drives have been removed and wiped (eg HP Laserjet 4600 units contain a hard drive storage option, which contains recoverable data).
- 8) All networking equipment is checked due to the same issue as Printing equipment.
- 9) All printing equipment is checked to ensure that no residual paperwork, containing confidential information, has been inadvertently left in the machine by the client. Any that is found is automatically shredded to relevant UK standards.
- 10) The parent Company is licensed under the Data Protection act, license number: Z1852317
- 11) Confidential customer/ client information is stored on computer only. Risk minimization strategies have been implemented to prevent access to any such information that could compromise or damage a client's reputation.
- 12) As part of the Data Protection Act 2018, we fully comply with the General Data Protection Regulation (GDPR)

## AUDIT TRAIL

- 1) Prior to collection of equipment, a data destruction tracking sheet is made up. Top copy is handed to processing department and rear copy retained by Main office. Both copies contain quantities of storage media to be received, date of contract and contract number.
- 2) Goods are received at single point in depot.
- 3) Data storage media is separated from associated equipment, labelled with asset numbers/ make model of machine they were removed from and stored in segregated, locked storage area under relevant contract number, with top sheet. Storage media is counted in to ensure it matches the original number quoted and amendments/ discrepancies reported to client.
- 4) Storage media is wiped/ shredded in Data destruction area, without the need to access the media on the device. Data destruction method is logged and outcome of process is also logged. Wiping is carried out using either Blancco or dBan to relevant standards (clients may require UK CESG baseline/ enhanced- Blancco or US DOD 7 pass wipe- dBan).
- 5) Drives that fail the data wiping process (Bad sectors, bad blocks, failed circuit board, failed drive head or drive motor) are logged and placed in a "failed drives" bin inside the data wiping area. These are then destroyed by removing the circuit board, top case, drive heads and storage platter. Storage platter is then chopped to prevent further access to any residual media.
- 6) CD's, DVD's, tape based magnetic media are all granulated after being logged on the data destruction certificate, resulting in plastic granules.
- 7) USB solid state media is crushed and circuitry recovered and ,manually destroyed before being sent to the refinery.
- 8) Excel spreadsheet of wiping process is produced and handed back to head office, with the top copy of the data wiping form signed, and dated.
- 9) Data wiping certificate submitted to client, both copies of tracking sheet stapled back together and filed for future reference.