

To:	Warden Halliday and Members of Grey County Council
Committee Date:	April 26, 2018
Subject / Report No:	ITR-CW-01-18
Title:	IT Asset Disposal and Recycling
Prepared by:	Jody MacEachern
Reviewed by:	Kevin Wepler, Director
Lower Tier(s) Affected:	None
Status:	Recommendation adopted as presented by Committee of the Whole per Resolution CW114-18; Endorsed by County Council on May 10, 2018.

Recommendation

1. That Report IT-CW-01-18 regarding Information Technology Asset Disposal and recycling be received; and
2. That staff be authorized to utilize GEEP, an electronics recycling company, on a one-year trial, to recycle and resell retired Grey County IT assets.

Executive Summary

Grey County staff currently manage the erasure, sale, and recycling of retired electronics in house. Items in working order are posted on a government auction site for sale to the general public.

Staff recommend using GEEP, electronics recycling company, on a one-year trial basis to sell or recycle retired assets. GEEP provides pickup, erasure, and reselling of electronics for a nominal fee, and returns 70% of proceeds to the municipality for any items that can be resold. Clients (the County) can track sales of their items, and the general public can access items for sale through an online store.

This would free up staff time, and likely provide returns on the sale of assets in working condition comparable to that achieved through government auction websites.

Background and Discussion

Grey County's purchasing policy currently states that surplus and decommissioned assets, if still in working order, will be made available for purchase through a public process (items are offered for sale on GovDeals.ca).

Staff propose an exception to the purchasing policy to allow IT to dispose of surplus and decommissioned IT assets through an electronic recycling company. Many companies in Southern Ontario will collect electronic products, provide records of destruction for data erasure (if required), and re-sell or recycle the product. The County would receive a percentage of any money made on sale. Staff foresee the following benefits to using an asset disposal company:

- Reduced staff time cataloguing and posting assets for sale on the GovDeals auction site, addressing questions from potential bidders, preparing assets for disposal, and arranging for pick up.
- Increased predictability of return on assets. Electronics recycling companies have established purchasers and can provide reasonable estimates of return on sold assets, prior to the County attempting to sell them.
- Certified environmental disposal of assets that cannot be resold.
- Storage devices will be cleaned such that the data is not recoverable; certificates are issued stating that devices have been properly cleaned. These certificates can be used to show due diligence in an IT security audit.

The IT department proposes engaging GEEP, based in Toronto and Barrie, to handle this service on the County's behalf, and a one-year trial basis. Older equipment that is being decommissioned as part of normal asset lifecycles will continue to be first offered to lower tier municipalities, assuming the equipment is in working order.

Legal and Legislated Requirements

None applicable

Financial and Resource Implications

GEEP and other electronics recycling companies charge their clients a fee for each item that is to be itemized. Additional fees may cover secure erasure of data, and diagnostics and testing for testing items that are to be resold. The client receives 70% of proceeds from any sale. The County can generate quotes for current market value of equipment they are disposing of, before committing the equipment to GEEP.

<u>Description</u>	<u>Fee (per asset)</u>
Register and Inventory	\$8
Data Security (erasure, factory resets)	\$3
Diagnostics and Testing (items for resale only)	\$4

IT staff anticipate continuing to recuperate costs from recycled assets, and less staff time spent handling the disposal of the assets. Staff anticipate more consistent and predictable return on the sale of retired assets (and environmentally responsible disposal of those items that cannot be sold).

Relevant Consultation

Finance (Purchasing implications)

Appendices and Attachments

[Grey County Purchasing Policy](#)

[GEEP Website](#)