



Moray Council ICT Recycling Process Document

Introduction & Purpose: This document is a checklist for recycling equipment in the Corporate Environment that need to be carried out as part of the WEEE (Waste Electrical And Electronic Equipment) 2006 Regulation. This document should be used alongside the current Reboot Transfer List and the Corporate Asset Spreadsheet.

Procedure:

- Format HDD using Killdisk or DBAN (PCs/Laptops only)
- Boot into BIOS and remove password (PCs/Laptops only)
- Remove from Active Directory (PCs/Laptops only)
- Raise Servicedesk call for Kaspersky Admins to remove device from Kaspersky Security Centre (PCs/Laptops only)
- Remove Security Group, Print Queue and Record in Printers.ini file (Printers only)
- Delete entry from network host file (PCs/Laptops and Printers only)
- Check for and grey equipment of the corporate asset and add the date it was sent to Reboot (If equipment doesn't exist add to spreadsheet).
- Check audit sheet for any licensing attached to PC
- Add equipment for recycling on current Reboot Transfer sheet. Sheets named YY/MM/DD Reboot Transfer.
- Put in Reboot collection area

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