# E-waste recycling policy template

Your policy is a reference document for the decisions your practice has made about what constitutes reasonable e-waste recycling requirements and how these are managed.

Your policy should include your practice’s objective, specific areas of responsibility and the consequences of policy violations.

You need to document your e-waste recycling policy and associated procedure. This should include the method by which e-waste will be recycled and the measures by which data will be safely and securely erased from electronic devices that hold sensitive information.

Remember, before discarding equipment, consider whether the item contains a hard drive or has additional memory capacity.

Why not encourage your practice staff to bring in their old mobile phones, laptops and tablets for recycling or reuse? This will give them another recycling avenue and reinforce the need to recycle more in the practice.

The National Television and Computer Recycling Scheme details proposed changes to recycling and the responsibilities that different parties have through the lifecycle of electronic products. It is a great initiative to encourage change in the workplace and its introduction marks a good time to make these changes when implementing an e-waste policy.

*Recycling resources*

Locate your nearest recycling and waste service:

Recycling Near You <http://recyclingnearyou.com.au>

Planet Ark <http://planetark.org>

Byteback [www.bytebackaustralia.com.au](http://www.bytebackaustralia.com.au)

*Recycling organisations and companies*

*National*

1800ewaste [www.ewaste.com.au](http://www.ewaste.com.au)

Planet Green Recycling [www.planetgreenrecycling.net.au](http://www.planetgreenrecycling.net.au)

MRI Recycling [www.mri.com.au](http://www.mri.com.au)

Sims Recycling Solutions <http://apac.simsrecycling.com>

Veolia Environmental Services [www.veoliaes.com.au/commercial-services/waste-collection-and-recycling/electronic-waste-recycling](http://www.veoliaes.com.au/commercial-services/waste-collection-and-recycling/electronic-waste-recycling)

*Australian Capital Territory*

Department of Sustainability, Environment, Water, Population and Communities [www.environment.gov.au/index.html](http://www.environment.gov.au/index.html)

*New South Wales*

City of Sydney – Zero Waste [www.cityofsydney.nsw.gov.au/zerowaste](http://www.cityofsydney.nsw.gov.au/zerowaste)

*Northern Territory*

Northern Territory Government Waste Minimisation in the Northern Territory

[www.nretas.nt.gov.au/\_\_data/assets/pdf\_file/0013/14026/fs\_recycling.pdf](http://www.nretas.nt.gov.au/__data/assets/pdf_file/0013/14026/fs_recycling.pdf)

*Queensland*

ACT Logistics [www.actlogistics.com.au](http://www.actlogistics.com.au)

Buyequip [www.buyequip.com.au](http://www.buyequip.com.au)

Charity Computers [www.charitycomputersbrisbane.com](http://www.charitycomputersbrisbane.com)

ComputerBank Queensland [www.cbq.org.au](http://www.cbq.org.au)

Greenbox [www.greenbox.com.au](http://www.greenbox.com.au)

GreenICT <http://greenict.com.au/index.php>

SiMS GROUP e-Recycling [www.simsmm.com/au](http://www.simsmm.com/au)

Brisbane City Council – Electronic Waste [www.brisbane.qld.gov.au/environment-waste/rubbish-tips-and-bins/electronic-waste/index.htm](http://www.brisbane.qld.gov.au/environment-waste/rubbish-tips-and-bins/electronic-waste/index.htm)

*South Australia*

Government of South Australia – Zero Waste [www.zerowaste.sa.gov.au](http://www.zerowaste.sa.gov.au)

E-cycle Recovery Pty. Ltd [www.ecyclerecovery.com.au](http://www.ecyclerecovery.com.au)

*Tasmania*

E-waste Tasmania [www.ewastetas.com.au](http://www.ewastetas.com.au)

*Victoria*

Byteback Australia [www.bytebackaustralia.com.au](http://www.bytebackaustralia.com.au)

Victorian Government – Zero Waste [www.sustainability.vic.gov.au/www/html/1344-towards-zero-waste.asp](http://www.sustainability.vic.gov.au/www/html/1344-towards-zero-waste.asp)

*Western Australia*

The Government of Western Australia – Waste Authority [www.zerowaste.wa.gov.au/](http://www.zerowaste.wa.gov.au/)

[Insert practice name] e-waste recycling policy

*Current as of: [insert date of last revision]*

*Version no: [insert version number]*

This policy provides guidance for staff about the secure eraser, reuse and recycling of electronic equipment within our practice.

[Practice name] is committed to providing continuing, comprehensive and coordinated whole-person healthcare to individuals and families in our community. [Practice name] is committed to the protection of health and the environment and is determined to minimise any adverse impacts from its activities. [Practice name] is committed to addressing the following issues.

We will inform and motivate all our staff and encourage them to play an active role in [practice name]’s commitment to its e-waste disposal/environmental policy.

Prior to discarding electronic equipment, we will securely erase all confidential material from any devices that store data. We will use [name of secure program/method] to complete the sanitisation procedure.

We will donate any redundant electronic equipment to [insert name of person or organisation that you will donate equipment to].

If electronic equipment is beyond repair, we will utilise the services of [insert name of recycling and waste service company] to recycle these e-waste items. We will favour suppliers and contractors that are reputable and adopt best environmental practices.

We will continue to promote, develop and implement waste prevention, reduction, reuse and recycling

onsite in a systematic and cost-effective manner. We will use appropriately regulated waste management contractors to ensure safe management of hazardous and non-hazardous waste sent offsite in accordance with best environmental practice.

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