IT Trading UK Ltd
Computer & IT Equipment Disposal Specialists

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1. WHY IT TRADING?

I.T. Trading UK Limited specialises in surplus and end-of-life IT equipment asset management services, including collection, computer recycling, secure and comprehensive data destruction, asset audit reporting, remarketing and redeployment. We work in partnership with an extensive network of clients throughout the UK, helping their organisations to select the best option to achieve the maximum value for money from their computer equipment disposals, whilst ensuring all the relevant legislation is met.

How we can help you?

- By ensuring you achieve the best financial return from your IT disposal processes
- By guaranteeing safe and comprehensive data destruction
- By ensuring your organisation is meeting all legal and environmental requirements for IT disposal
- By providing a full asset tracking audit report if required
- By managing staff purchase and charitable donation schemes
- By providing teams of professional operatives to manage the equipment collection with minimum disruption to your business, available at a time to suit you, 7-days a week

Environmental Standards

IT Trading UK Limited works to minimise the impact on the environment with its computer / I.T. recycling and asset management service. We believe in the principles of sustainable development and that it is essential we are all environmentally responsible now to protect our planet for the benefit of future generations.

Our environmental management system for computer recycling operates within guidelines set for the international environmental standard, ISO 14001. We assess the environmental impacts of our computer disposal and recycling services, to identify and operate a process for controlling and improving our environmental performance. Working to deliver high environmental standards with reduced costs and improved efficiency with full compliance to all relevant legislation.

We are committed to…

- Using the best environmental practice, technology and products
- Improving our environmental performance
- Meeting all appropriate environmental legislation and regulations
- Raising environmental awareness
- Training our staff to be environmentally responsible

Financial Returns

Through our worldwide broker channel, we are confident that we can generate the highest revenue returns possible for our clients from their redundant IT equipment.

Revenue generated is used to off set retirement related costs and the balance passed back to the customer. The return value is calculated at the time of processing, and not dependant on when the equipment is subsequently sold. This way our clients receive the full market price at the time of collection/processing and are not subject to the effect of market values falling over the time it takes to sell the equipment.

In almost all cases we are able to provide the customer with an accurate expectation of any revenues likely to be realised before a project is started.

Once equipment has been processed, the full asset report complete with costings and detailing monetary returns would be provided.

We are not a company who try to take the equipment first, sell it and then pay later! Our service level agreement targets completed equipment processing within a maximum of 10 working days, and all monies due will be paid in full within 5 working days of receiving the invoice. This all helps to ensure the greatest possible financial return for your organisation through transparent and efficient working practices.

2. OUR SERVICES

I.T. Trading UK Limited provides end-of life asset management services including data removal, remarketing, and recycling. We can help your organisation to select the best option to get the maximum value from your computer disposals, ensuring all UK and European legislation is met. IT Trading works in partnership with an extensive network of clients throughout the UK and Northern Europe. We are specialists in the collection and remarketing or recycling of surplus and redundant computer and IT equipment (computers, laptops, printers, monitors, servers, peripherals, software, photo copiers, and telephones, as well as office furniture).

We can collect from anywhere in the UK and have the logistic and storage capacity to undertake large clearances whether as a one-off or an on-going arrangement. We use a team of our own trained operatives to ensure the equipment is collected and transported carefully as well as helping to reduce your resource investment. We can also arrange collections outside of normal office hours including evenings and weekends to help minimise disruption to your business if preferred.

Our account managers will work with you to understand the configuration, age quality, and quantity of your used computer equipment, together with your business objectives in order to determine which service or combination of services will offer your organisation the most value.

Data Security & Assurance

With I.T. Trading UK Ltd, you can be assured that the security of your data is our primary concern. Whether hard disks, floppy disks, CDs, USB storage, data tapes etc, nothing is allowed to leave our warehouse until we are satisfied all data has been removed and/or rendered non-recoverable.

We appreciate that most of our customer's use data that may be of a confidential and/or sensitive nature. This is why we keep equipment under quarantine conditions in our warehouse until the data has been destroyed, and the client has given authority to release the equipment for resale. We data wipe to our Clients instructions, and use the latest proprietary software to meet to the standards defined by the Security Equipment Assessment Panel (SEAP), which conforms to all requirements of UK and US Government legislation, including the Data Protection Act. Unlike some of our competitors who just remove data partitions and reformat I.T. Trading UK Ltd use specialist software to overwrite and fully destroy resident data.

Any hard disk that fails data wiping, cannot be accessed or is found to be faulty, is removed from the PC and physically destroyed. This ensures complete data security from our client's point of view. Destroyed hard disks are sent to the licensed metal refiners for recycling.

Additional client confidentiality is maintained by removing security / identifying markings and stickers during processing

Certificated assurance of data destruction can be provided upon request.

Recycling

IT Trading UK Limited's computer equipment recycling services can help to enhance your organisations' environmental credentials by taking redundant, surplus and obsolete items, repairing and remarketing where possible, whilst recovering scrap materials and components for recycling in compliance with all UK and EU legislation. Importantly IT Trading does not have a policy of sending scrap to landfill sites!

We recognize there may be value in the remaining remarketable components and as such a large proportion of otherwise classified scrap equipment is marked as suitable for spares and so only dispose of the faulty non-marketable components. If equipment is immediately classified fit only for disposal, without examining the possibilities of recovering usable components, this removes the opportunity for revenue return, as well as increasing disposal and transportation costs. By passing equipment to be broken down into reusable components, or replacing the faulty components, we are able to significantly reduce client disposal costs as well as increase the revenue return on the marketable equipment. As such the recycling route is only taken for equipment with no further use, is damaged beyond repair, of no value to charitable organisations, or no longer marketable.

UK and EU environmental legislation surrounding the transportation and processing of IT recycling and disposal is very complex, as an example; since July 2005 scrap CRT monitors have been classified as hazardous waste by the UK Government, and only companies such as IT Trading who have been licensed by the Environment Agency are permitted to transport and process such items. By using IT Trading to manage the removal/recycling processing of your redundant IT equipment you can ensure your organisation fully meets its legal and environmental responsibilities.

IT Trading UK Limited is licensed by the Environment Agency to carry and process redundant IT equipment. All scrap materials are passed to licensed Waste Management contractors to ensure environmental duty of care obligations are met. Recycling sites and processes are audited to ensure that environmental practices are maintained and legal compliance is assured in line with ISO 14001 environmental management certification and WEEE directives.

Remarketing / Resale

If you represent or know of an organisation currently looking to dispose of I.T. equipment or to release capital by selling surplus computer related assets, then IT Trading UK Limited is the contact you have been looking for. Even though your computer equipment may be of no further use to you, it may still have a value within the second user market. IT Trading has a wide ranging network of clients looking to secure second user I.T. equipment for Schools, Colleges and Charitable Organisations, as well as Trade contacts in the UK and internationally.

We are not a company who try to take the equipment first, sell it and then pay later! If in advance you are able to provide sufficient details of the equipment to be collected, we can tender a "buy price" offer taking into account transportation/collection costs, any data wiping requirements, and after acceptance all monies would be paid in full upon receipt of the purchase invoice, pricings would not be dependant on when we manage to sell the equipment or how much is realised. Where the full equipment details are not known, for example the specifications or functionality is not known, we would provide an estimate prior to collection and then tender an offer after processing. In all cases we would not look to release the equipment for resale until the costings had been agreed. This way our clients receive the full market price at the time of collection/processing and are not subject to the effect of market values falling over the time it takes to sell the equipment.

IT Trading is confident of being able to offer you the best possible monetary return for your marketable equipment. Our service level agreement targets completed equipment processing within a maximum of 10 working days, and all monies due are paid within 5 working days of receiving the invoice. This all helps to ensure the greatest possible financial return for your organisation through transparent and efficient working practices.

Auditing & Reporting

IT Trading UK Limited offer to provide a comprehensive inventory report detailing individual line item entries for every asset processed, providing clients with a complete audit report. Equipment is held in quarantine until processing is completed (all data securely removed) and the client has given authority to release for remarketing or recycling as appropriate. This also helps to provide clients with complete visibility of which items are sent for environmental recycling and which are marketed for resale, as well showing a financial summary of the total costs and any financial returns due.

As equipment is tested, information relating to the specification, manufacturer, configuration, serial number, asset number, condition etc is logged on to our Processed Asset Database, which provides clients with a comprehensive equipment audit and compliance with the WEEE directive.

Employee Purchase

You may wish to offer your employees the chance to buy your surplus computer equipment, but are rightly concerned about data security, licensing and electrical safety regulations. As well as the biggest problem to face employers wishing to donate equipment to employees – the handling of the "benefits in kind" issue, the taxation implications, and the requirement to complete a HM Revenue & Customs form P11D for each benefiting employee.

As part of our service to clients, IT Trading offers to manage a staff equipment buy back scheme for you. IT Trading would process the equipment in the normal way, securely deleting data etc, fully test and evaluate equipment, provide an audit report, and manage the buy back option for your staff. Equipment is offered to staff at a significant discount to pricings it would ordinarily be listed at for retail sale. Your staff benefit from buying equipment at discounted prices with a warranty underwritten by IT Trading, and you are assured legislative responsibilities for the resale (things like data protection, product safety and warranty issues) are passed to IT Trading, as well as avoiding the benefits in kind declaration otherwise required!

Charity Donation

I.T. Trading UK Limited works to facilitate and support donations of refurbished computers and computer related IT equipment to UK charities and voluntary organisations on behalf of our clients. This has proven to be a very popular scheme with clients who seek to provide resources to their chosen charities. The donating company has peace of mind, safe in the knowledge that the donation process and compliance to relevant legislation for the Data Protection Act, Health & Safety Act, Licensing Laws, Product Liability etc is fully managed by IT Trading. Importantly all equipment donated by clients is screened by IT Trading to ensure equipment supplied to charitable organisations is fit for purpose.

The alternative to donating equipment directly to a charity / voluntary organisation, is to accept a financial return for the equipment which in turn is then donated to the charity of your choice. Either way IT Trading can manage the end-to-end process for you. As a third option for charitable assistance, IT Trading has agreements with charities like The Princes Trust, to offer additional discounts to the beneficiaries of the charity on the price of the ex-corporate computer equipment we are selling, thus benefiting the individuals backed by The Princes Trust charity.

3. LEGAL OBLIGATIONS

Are you aware of your legal obligations?

There are many issues that govern and determine the disposal process of redundant computer equipment. IT Trading UK Limited works to ensure a guarantee that our service not only meets, but surpasses, the latest UK and EU legislation and directives.

The Environment Act 1995

You need to be aware that your organisation has a Duty of Care to take all reasonable measures to protect the environment. You should be aware that:

- All redundant (no economic value) computer equipment is classed as Waste.
- CRT monitors are classed as Hazardous waste.
- You must ensure your collection agents hold a Waste Carrier Licence.
- You must ensure that your waste equipment goes to a licensed disposal site.
- Your legal Duty of Care extends to when your equipment is reused, recycled or disposed of.

http://www.opsi.gov.uk/acts/acts1995/Ukpga_19950025_en_1.htm

Environmental Protection Act 1990

Organisations have a duty of care to ensure that waste items are consigned to registered carriers, are properly stored, and disposed of at appropriately licensed facilities. Directors, Managers and other employees who deal with environmental waste matters can all be held accountable and face fines and in severe cases imprisonment if laws are broken.

Through our services, organisations can ensure compliance to all aspects of environmental legislation. IT Trading audits waste processors to verify the quality of service and follows guidelines in accordance with ISO 14001 for environmental management, and ISO 9001 on quality management.

http://www.opsi.gov.uk/acts/acts1990/Ukpga_19900043_en_1.htm

The Data Protection Act 1998

The Data Protection Act requires that all information collected by an organisation be destroyed when the media on which it is stored becomes redundant. Organisations and individuals within organisations have a duty of care obligation to ensure that the confidential data they hold is not released in an unauthorised or accidental way, particularly data relating to employees or customers. This includes storage media such as hard disk drives. Non-compliance can lead to heavy fines, compensation for individuals whom have suffered unauthorised disclosure of confidential data (section 13 DPA 99), and brand damaging media exposure. This is why we keep equipment under quarantine conditions in our warehouse until the data has been destroyed, and the client has given authority to release the equipment for resale. We data wipe to our clients instructions, and use the latest proprietary software to meet to the standards defined by the Security Equipment Assessment Panel (SEAP), which conforms to all requirements of UK and US Government legislation, including the Data Protection Act 1998. Unlike some of our competitors who just remove data partitions and reformat, I.T. Trading UK Ltd use specialist software to overwrite and fully destroy resident data to render it completely non-recoverable.

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http://www.opsi.gov.uk/ACTS/acts1998/19980029.htm

The Hazardous Waste Directive 2005

New controls on Hazardous Waste came into force in England, Wales and Northern Ireland on July 16th, 2005. These replace the previous "Special Waste regime". In Scotland, "special waste" and "hazardous waste" have the same meaning.

A number of waste streams not previously considered to be hazardous, including CRT computer monitors (Cathode Ray Tubes), televisions, fluorescent lighting and end-of-life vehicles are now classified as hazardous.

Since July 2005, most producers of hazardous waste in England and Wales have been required to notify their premises to the Environment Agency and register as a waste producer. A waste transfer note for hazardous waste should be issued by the licensed collecting agent at the time of collection. Guidance on notification, including the on-line notification facility, can be found on the Environment Agency's hazardous waste pages. This registration

requirement has replaced the need to pre-notify the Environment Agency of Special Waste movements. IT Trading are happy to manage the registration process for our clients as part of our overall service.

http://www.opsi.gov.uk/SI/si2005/20050894.htm

The Waste Electronic & Electrical Equipment Directive (WEEE)

Waste electrical and electronic equipment (WEEE) is the fastest growing element in the municipal waste stream. There are many hazardous substances used in IT equipment including lead, cadmium, mercury, bromine compounds and arsenic.

The WEEE Directive aims to minimise the impacts of electrical and electronic equipment on the environment during their life times and when they become waste. It applies to a huge spectrum of products. It encourages and sets criteria for the collection, treatment, recycling and recovery of waste electrical and electronic equipment.

The WEEE Directive came fully into force in the UK in 2007 (see implementation timetable below). Under this Directive anything that requires an electrical current to flow though it to operate has to be recycled in accordance with the standards set out in the Directive. This includes all I.T. equipment. As an example of how this might affect your organisation, any company that disposes of more than 200kg (or 15 CRT monitors put simply) of electrical equipment annually, now has a legal obligation to ensure redundant electronic equipment is disposed of in line with the WEEE Directive legislation.

Householders and businesses in the UK throw at least one million tonnes of electrical and electronic equipment (EEE) away each year, and this figure is estimated to be growing by up to 80,000 tonnes annually. The recycling and treatment of EEE is not currently undertaken to a sufficient extent, so the introduction of the WEEE Directive is a positive move for the environment.
The WEEE Directive sets targets that 65% of IT equipment must be recycled and materials such as CRT's, LCD displays, printed circuit boards, batteries and flame retardant plastics are pre-treated before disposal. IT Trading has a proven record of achieving in excess of 90% remarketing, recycling or recovery, way in advance of the WEEE targets.

By using IT Trading's services, your organisation can ensure it complies with the WEEE Directives.

WEEE Directives Implementation Timetable:

1. 01/JAN/2007 - WEEE becomes UK law
2. 15/MAR/2007 - Deadline for producers to join a compliance scheme
3. 01/APR/2007 - Producer registration begins
4. 01/JUL/2007 - Full WEEE producer responsibility applies
5. 01/JAN/2007 - Amended 2007 WEEE Directives come into force

WEEE Directive: http://www.opsi.gov.uk/si/si2006/20063315.htm

2007 Amended WEEE Regulations: http://www.opsi.gov.uk/si/si2007/uksi_20073454_en_1

Landfill Regulations 2002

The 2002 Landfill Directive has set tighter standards on wastes that can go to landfill. These standards are called waste acceptance criteria (WAC) and applied to hazardous waste from July 2005.

The WAC set leaching and other limit values that components of the waste stream must meet in order to be accepted at landfill sites. This is in addition to the ban on 'co-disposal' of Hazardous Waste and Non-Hazardous Waste in landfill sites since July 2005. The Environment Agency has noted a reduction in the amount of hazardous waste going to landfill as a result of the Landfill Directive and as such, the legislative framework is driving greater waste minimisation and recovery.

The targets defined by the Landfill regulations 2002 are:

1. By 2010 reduce biodegradable municipal waste landfilled to 75% of that produced in 1995.
2. By 2013 reduce biodegradable municipal waste landfilled to 50% of that produced in 1995.
3. By 2010 reduce biodegradable municipal waste landfilled to 35% of that produced in 1995.

IT Trading UK Limited's computer equipment recycling services can help to enhance your organisations' environmental credentials by taking redundant, surplus and obsolete items, repairing and remarketing where possible, whilst recovering scrap materials and components for recycling in compliance with all UK and EU legislation.

Importantly IT Trading does not have a policy of sending scrap to landfill sites!

http://www.opsi.gov.uk/SI/si2002/20021559.htm

For further information please call us on 01725 513403 or email us at **info@it-trading.co.uk**