



Laguna Pest Control SOP-007 Ethical Disposal of Computers and IT Equipment

Document Title: SOP 007 – Ethical Disposal of Computers and IT Equipment

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1. Purpose

To establish a consistent and environmentally responsible method for the disposal of computers and IT equipment at Laguna Pest Control, ensuring compliance with Noosa Council guidelines, data security protocols, and the company's SHIELD sustainability commitment.

2. Scope

This SOP applies to all Laguna Pest Control staff handling computers, laptops, monitors, and associated IT accessories (keyboards, mice, printers, hard drives).

3. Responsibilities

- All Staff: Report obsolete or non-functional IT equipment to their supervisor.
- Supervisors/Managers: Approve disposal requests and ensure data wiping is completed.
- Admin/IT Officer (or delegated staff): Coordinate safe disposal, record disposal details in the SHIELD tracking log, and arrange delivery to approved collection points.

4. Procedure

Step 1: Identify Equipment for Disposal

- Equipment may be marked for disposal if:
 - It no longer functions or cannot be repaired cost-effectively.
 - It is technologically obsolete and has been replaced.





Step 2: Data Security

- Backup any business-related data required.
- Use approved data wiping software or built-in OS utilities to permanently erase information.
- Where possible, remove and physically store/destroy hard drives separately if sensitive data cannot be securely wiped.

Step 3: Check for Reuse or Donation

- If equipment is still functional, explore options for donation to:
 - Local community groups, schools, or charities (e.g., St Vincent de Paul, Salvos).
- Ensure all data is cleared before donation.

Step 4: Approved Disposal Locations

If reuse is not possible, equipment must be taken to:

1. Noosa Council's Eumundi Road Landfill & Resource Recovery Centre – for accredited e-waste recycling.
2. Officeworks Noosaville (Tech Collect Program) – free e-waste drop-off for computers and accessories.

Step 5: Transport & Disposal

- Place equipment securely in company vehicle for transport.
- Deliver to designated drop-off point.
- Obtain confirmation or receipt if available.

Step 6: Recordkeeping

- Log disposal in the SHIELD sustainability tracker under “Recycling – E-Waste”.
- Record:
 - Date of disposal
 - Type of equipment
 - Method/location of disposal
 - Staff member responsible

5. Safety Considerations

- Handle equipment carefully to avoid injury (monitors and towers may be heavy).





- Wear gloves when dismantling or removing parts (sharp edges possible).
- Do not attempt to open or tamper with batteries inside laptops — risk of fire.

6. References

- Noosa Council: Waste & Recycling Services
- Officeworks TechCollect Program: www.officeworks.com.au
- Laguna Pest Control SHIELD Program – Internal Sustainability Policy

This SOP ensures Laguna Pest Control disposes of IT equipment responsibly, protecting both the environment and customer data.

