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## 1. METHOD

- 1.1. Before any item is made available for disposal, it must first be formally established that it has no further use to the respective business or any other part of Translink. The contract relating to the purchase of the items which now require disposal must be checked to ensure the disposal complies to any contract conditions. All decisions regarding disposal should be recorded on the purchasing file relating to the original procurement if it is possible.
- 1.2. The aims of the Purchasing Department are to:
- To secure the best overall return to the taxpayer from the sale of Translink's equipment and stockholding.
  - To seek the optimum method and level of service of disposal for surplus material.
  - To help to ensure that all Translink's business is compliant with current legislation, especially in the increasingly important fields of Health and Safety and environmental law.
- 1.3. **Asset disposals and Department of Regional Development approval requirements in accordance with the NITHC /Translink Financial Memorandum – Final Version 28/07/2006 Section 9.3 are listed below that consequently apply to Translink:**

Section 48 sub – section 2 of the Transport Act (Northern Ireland) 1967 prohibits NITHC from disposing of any property without the consent of the Department of Regional Development. The Department of Finance and Personnel have now approved delegated authority to dispose of assets valued at less than £250,000.

Subject to the approval the Department of Regional Development, NITHC should seek to dispose of assets which are surplus to its business requirements.


Assets should be sold for the best available price, taking into account the costs of sale.

Generally auction /competitive tender should be adopted unless otherwise agreed by the Department of Regional Development.

All receipts from the sale of assets must be declared to the Department of Regional Development which will consult with The Department of Finance and Personnel on the appropriate treatment.

Asset disposals should be managed in accordance with DAO 12 of 05, Disposal of Surplus Property in Northern Ireland which contains current guidance from the Valuation and Lands Agency.

Government Accounting Northern Ireland Chapter 24 also refers.

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## 2. Categories of redundant assets

2.1. The following categories of redundant assets are likely to arise in the respective businesses:

- Ferrous metals
- Non-ferrous metals
- Traction & Rolling Stock
- Traction & Rolling Stock Spares
- Permanent Way / Civil Engineering Equipment and spares
- Plant Equipment and spares
- Road Vehicles
- Buses / Coaches
- Fuel / Chemicals
- Uniforms, Safety & Protective Clothing
- Computers / IT equipment
- Office machinery and furniture
- Building materials and timber
- Paper


## 3. Authority and Disposal of Assets

3.1. The respective businesses within Translink have no delegated sales authority to sell any redundant assets. The disposal of all such assets can only be undertaken by the Purchasing Manager.

“Company Policy is now that no vehicles are being released for preservation to other than designated/registered preservation groups. The Company will ensure that an example of each main type of vehicle which has operated on service is offered to a registered preservation group.” (Frank Clegg, General Manager Bus Services (Acting), Translink, 5<sup>th</sup> November 2008)


## 4. Repetitive Scrap Arising

4.1. For repetitive scrap arising, such as ferrous and non-ferrous metal or batteries, there are established period contracts for the regular collection and removal of such material.

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## 5. Waste Electrical and Electronic Equipment (WEEE) Directive

- 5.1. The WEEE Directive is an EU legislative instrument which aims to reduce the impacts of electrical and electronic equipment on the environment during their life and when they become waste. It was incorporated into UK law on 2<sup>nd</sup> January 2007 with full producer responsibility beginning 1 July 2007.
- 5.2. The Directive makes producers responsible for financing the collection, treatment, and recovery of waste electrical equipment, and by obliging distributors to allow consumers to return their waste equipment free of charge.
- 5.3. The WEEE Regulations apply to electrical and electronic equipment (EEE) which falls within the 10 product categories listed in the WEEE Directive:-
1. Large household appliances
  2. Small household appliances
  3. IT & Telecommunications equipment
  4. Consumer equipment
  5. Lighting equipment
  6. Electrical and electronic tools
  7. Toys leisure and sports equipment
  8. Medical devices
  9. Monitoring and control instruments
  10. Automatic dispensers
- 5.4. The WEEE Regulations will apply to the following groups:
- Producers (any business that manufactures, imports or rebrands electrical and electronic products)
  - Retailers and Distributors (any business that sells electrical and electronic equipment to end users)
  - Local authorities
  - Waste management industry
  - Exporters and reprocessors
  - Businesses and other non-household users of EEE

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- 5.5. The WEEE will impact on a wide range of products Translink purchase particularly the sourcing strategies. WEEE is the fastest growing waste stream in the UK. The WEEE Regulations aim to reduce the amount of this waste going to landfill, and increase recovery and recycling rates.
- 5.6. There are certain requirements for WEEE relating to:  
 Separate collection, disposal and recycling standards for its treatment at authorised facilities collection, recycling and recovery targets.
- 5.7. The regulation will set a framework in which the allocation of responsibility for disposal can become a factor in transactions for the purchase of electrical and electronic equipment.
- 5.8. The requirements disposal plan should address the issue of disposal in terms of whether the equipment comes under the scope of WEEE. The contract documentation should then set out what the arrangements for disposal are to be, including responsibility, adjusting the price to remove any fee included for the disposal, etc.
- 5.9. This allows Translink and its contractor to decide on the most cost-effective disposal method. For example Translink must gain an assurance from the contractor that any WEEE that falls within the scope of the legislation is sent to an authorised treatment plant for recovery.

## 6. Further Information

For further information or help on any aspect of disposal, contact the Purchasing Manager.

## 7. RELATED DOCUMENTS & IMPORTANT ADDITIONAL READING

Procedure (s)    TPP121 Sustainability and Procurement

The latest information on the WEEE directive can be found at:

[http://www.dti.gov.uk/innovation/sustainability/weee/page30269.html#Latest\\_Developments](http://www.dti.gov.uk/innovation/sustainability/weee/page30269.html#Latest_Developments)

And on the following site for Northern Ireland Environment and Heritage Service which is an Agency of the Department of Environment.

[http://www.ehsni.gov.uk/waste/regulation-and-legislation/regulations\\_weee.htm](http://www.ehsni.gov.uk/waste/regulation-and-legislation/regulations_weee.htm)

Dear Accounting Officer Letters can be found at:

<http://www.aasdni.gov.uk/pubs/>