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## Mapping for the treatment of electrical and electronic waste in a higher education institution

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### Abstract

This paper aims to present and analyze the processes of treatment of technological waste from the activities of the area of information technology in a higher education institution. Therefore, interviews with the technical teams involved in these processes were conducted, with emphasis on the equipment and inputs used by the area of information technology. In this study, the policy developed for the asset management of the organization that deals with the life cycle of Information Technology equipment, from its acquisition to disposal was analyzed. It was possible to conclude that in this institution the treatment is carried out in accordance with the norms and regulations in force. In addition, it was verified that before discarding the product, donations are made to registered companies if the equipment is in operation. In the case of non-operating equipment, the components in good condition are removed and the remainder is discarded and withdrawn by specialized and government-accredited companies. The contribution of this paper is the presentation of the policy of use, update, reuse, donation and disposal of assets, and the mapping of the life cycle process of equipment and information technology inputs.

**Keywords:** *Electrical and electronic equipment waste; Asset policy; Life cycle; Donation and disposal.*

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