

INSTITUTE OF BIOLOGICAL SCIENCES

FACULTY OF SCIENCE

Thesis Topic: E-WASTE MANAGEMENT IN INSTITUTIONS OF HIGHER LEARNING IN MALAYSIA

**Institutional Questionnaire**

**Note:** the answers provided in this questionnaire will be purely for academic purposes and meant to help the candidate to write his thesis for a Master of Technology degree in Environmental Management. Your response will be given the upmost confidentiality. Thus your prompt and honest responses will be highly appreciated.

**A. Institution Information**

1. Name of Institution *Nama Institusi*: .....
2. Institution Type *Jenis Institusi* (Public/Private):.....
3. Institution Category *kategori Institusi* (University/College): .....
- Is your institution ISO 14001 certified? *Adakah institusi ISO 14001?*: .....

**B. Respondent Information**

4. Name of Respondent *Nama responden*: .....
5. Position of Respondent *Jawatan Responden* :.....
6. Department *Jabatan*:.....
7. Contact Details *Butiran untuk Dihubungi* (Email/Tel): .....

**C. Stock and Generation of E-waste** *Stok dan Penghasilan Sisa E*

8.	How many equipment does your institution have? <i>Berapa banyak peralatan institusi anda ada?</i>	In Use <i>dalam Penggunaan</i>	Not in Use <i>Tidak Di Gunakan</i>	Total jumlah	
<input type="checkbox"/>	Desk top computers including monitor				
<input type="checkbox"/>	Laptop computers				
<input type="checkbox"/>	Printers/Copiers				
<input type="checkbox"/>	Mobile phones				
<input type="checkbox"/>	Televisions				
<input type="checkbox"/>	Refrigerators				
<input type="checkbox"/>	Air conditioners				
<input type="checkbox"/>	Others (specify)				
9.	How many new equipment does your institution purchase per year? <i>Berapa banyak peralatan baru yang dibeli oleh institusi anda setahun?</i>	New <i>baru</i>	Used <i>digunakan</i>	Total jumlah	
<input type="checkbox"/>	Desk top computers including monitor				
<input type="checkbox"/>	Laptop computers				
<input type="checkbox"/>	Printers/Copiers				
<input type="checkbox"/>	Mobile phones				
<input type="checkbox"/>	Televisions				
<input type="checkbox"/>	Refrigerators				
<input type="checkbox"/>	Air conditioners				
<input type="checkbox"/>	Others (specify)				
10.	If (NEW), how are items purchased? <i>Jika (BARU), bagaimana barangan yang dibeli?</i>	Local Store <i>kedai tempatan</i>	Local manufacturer <i>Pengeluar tempatan</i>	Direct Import <i>Pengimport langsung</i>	Other Specify <i>Lain-lain (Nyatakan)</i>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>11. What is the average period before you replace new equipment? Apakah tempoh purata sebelum anda menggantikan peralatan baru?</b>		
<input type="checkbox"/> 1month – 1year	<input type="checkbox"/> 1years – 2year	<input type="checkbox"/> 2years – 3years
<input type="checkbox"/> 3year – 4years	<input type="checkbox"/> 4years – 5years	<input type="checkbox"/> More than 5years
<input type="checkbox"/> Other (specify)		
<b>12. What is the average lifetime of used equipment? Apakah purata jangka hayat peralatan yang digunakan?</b>		
<input type="checkbox"/> 1month – 1year	<input type="checkbox"/> 1years – 2year	<input type="checkbox"/> 2years – 3years
<input type="checkbox"/> 3year – 4years	<input type="checkbox"/> 4years – 5years	<input type="checkbox"/> More than 5years
<input type="checkbox"/> Other (specify)		
<b>13. Does your institution have any electronic equipment on lease basis? Adakah institusi anda mempunyai apa-apa kelengkapan elektronik berdasarkan pinjaman?</b>	<b>Yes ya</b>	<b>No tidak</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. If answer YES to Qn13. which of this equipment is leased? Jika jawapan YES untuk Qn13. yang mana peralatan ini dipajak?</b>		
<input type="checkbox"/> Desk top computers including monitor		
<input type="checkbox"/> Laptop computers		
<input type="checkbox"/> Printers/Copiers		
<input type="checkbox"/> Mobile phones		
<input type="checkbox"/> Televisions		
<input type="checkbox"/> Refrigerators		
<input type="checkbox"/> Air conditioners		
<input type="checkbox"/> Others (specify)		
<b>15. How long is the lease for equipment? Berapa lama adalah pajakan untuk peralatan?</b>		
<input type="checkbox"/> 1month – 1year	<input type="checkbox"/> 1years – 2year	<input type="checkbox"/> 2years – 3years
<input type="checkbox"/> 3year – 4years	<input type="checkbox"/> 4years – 5years	<input type="checkbox"/> More than 5years
<input type="checkbox"/> Other (specify)		
<b>16. What percentage of your institutions electronic equipment is leased? Apakah peratusan peralatan institusi elektronik anda dipajak?</b>		
<input type="checkbox"/> 10%	<input type="checkbox"/> 25%	<input type="checkbox"/> 50%
<input type="checkbox"/> 75%	<input type="checkbox"/> 100%	<input type="checkbox"/> Other (specify) _____%
<b>17. Please list the companies you lease electronic equipment from. Sila senaraikan syarikat anda memajak peralatan elektronik dari.</b>		
<b>18. What do you do with the equipments you don't use anymore? Apa yang anda lakukan dengan peralatan yang tidak digunakan lagi?</b>		
<input type="checkbox"/> Keep in storage <i>Simpan dalam simpanan</i>		<input type="checkbox"/> Sell the equipment <i>Menjual peralatan</i>
<input type="checkbox"/> Throw with general waste <i>Buang ke dalam sisa am</i>		<input type="checkbox"/> Give equipment to a recycler <i>Beri peralatan untuk pengitar semula</i>
<input type="checkbox"/> Donate them to schools, employees etc. <i>Dermakan kepada sekolah-sekolah, pekerja dan lain-lain</i>		<input type="checkbox"/> Return to supplier/manufacturer (take-back) <i>Kembali kepada pembekal / pengilang (ambil-kembali)</i>
<input type="checkbox"/> Equipment under lease (Returned to Supplier)		<input type="checkbox"/> Other <i>Lain-lain (nyatakan)</i>
<b>19. If unused equipment is stored, please indicate for how long (on average) Jika peralatan tidak digunakan disimpan, sila nyatakan untuk berapa lama (secara purata)</b>		
<input type="checkbox"/> 1month – 1year	<input type="checkbox"/> 1years – 2year	<input type="checkbox"/> 2years – 3years
<input type="checkbox"/> 3year – 4years	<input type="checkbox"/> 4years – 5years	<input type="checkbox"/> More than 5years
<input type="checkbox"/> Other (specify)		

<b>20. What is condition of the equipment when disposed? Apakah keadaan peralatan apabila dilupuskan?</b>		
<input type="checkbox"/> Broken/defective and cannot be fixed <i>Kerosakan/ kecacatan dan tidak boleh diperbaiki</i>	<input type="checkbox"/> Broken/defective and can be fixed <i>Kerosakan/ kecacatan dan boleh diperbaiki</i>	<input type="checkbox"/> In working order <i>Masih boleh berfungsi</i>
<b>21. Does your institution have any policy/programme on disposal of Electric /Electronic Waste (E-waste)? <i>Adakah institusi anda mempunyai apa-apa dasar / program untuk pelupusan Sisa Elektrik / Elektronik (E-sisa)?</i></b>	<b>Yes ya</b>	<b>No tidak</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>22. Please specify your institutions policy/programme on disposal of E-waste. Sila nyatakan dasar institusi anda / program untuk pelupusan e-sisa.</b>		
<b>23. Are there any other solid waste management programmes at your institution? Adakah terdapat mana-mana program-program pengurusan sisa pepejal di institusi anda?</b>	<b>Yes ya</b>	<b>No tidak</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>24. What other solid waste management programmes/activities are in place at your institution? Apakah program-program pengurusan sisa pepejal / aktiviti di tempat di institusi anda?</b>		
<input type="checkbox"/> Waste separation bins (paper/plastic/metal) for recycle. <i>Tong pengasingan sampah (kertas / plastik / logam) untuk kitar semula</i>		
<input type="checkbox"/> Others (specify) <i>Lain-lain (nyatakan)</i>		
<b>25. Do you keep inventories of the equipments you discard / store? Adakah anda merekod inventori peralatan anda buang/simpan?</b>	<b>Yes ya</b>	<b>No tidak</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>26. Please specify how many discarded equipment you have. Sila nyatakan berapa jumlah peralatan yang dibuang.</b>	<b>Number bilangan</b>	
<input type="checkbox"/> Desk top computers including monitor		
<input type="checkbox"/> Laptop computers		
<input type="checkbox"/> Printers/Copiers		
<input type="checkbox"/> Mobile phones		
<input type="checkbox"/> Televisions		
<input type="checkbox"/> Refrigerators		
<input type="checkbox"/> Air conditioners		
<input type="checkbox"/> Others (specify)		
<b>27. Are you aware of what happens to the equipments you have discarded? Adakah anda sedar apa akan berlaku kepada peralatan yang anda telah buang?</b>	<b>Yes ya</b>	<b>No tidak</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>28. If YES to Qn22. Please state what happens to discard equipment. Jika YA kepada Qn22. Sila nyatakan apa yang berlaku untuk membuang peralatan.</b>		
<b>29. Are you aware that some electronic parts may be profitably recycled? Adakah anda sedar bahawa beberapa bahagian elektronik boleh dikitar semula?</b>	<b>Yes ya</b>	<b>No tidak</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>30. If you sell any equipment, how much is earned from the sell? Jika anda menjual apa-apa peralatan, berapa banyak yang diperolehi daripada jualan?</b>	<b>Monthly (RM)</b>	<b>Yearly (RM)</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>31. How much do you estimate the E-waste at the institution is worth? Berapakah anggaran nilai E-sisa di institusi anda?</b>		
<input type="checkbox"/> RM		
<b>32. Are you aware of any company that collects discarded E-waste for recycling? Adakah anda</b>	<b>Yes ya</b>	<b>No tidak</b>

	<i>tahu mana-mana syarikat yang mengumpul E-sisa yang dibuang untuk dikitar semula?</i>	<input type="checkbox"/>	<input type="checkbox"/>
33.	<b>Does the company (waste collectors) come and pick-up waste at your institution?</b> <i>Adakah syarikat (pengumpul sisa) datang dan mengambil sisa buangan di institusi anda?</i>	<b>Yes ya</b>	<b>No tidak</b>
		<input type="checkbox"/>	<input type="checkbox"/>
34.	<b>If the equipment was sold, who did you sell it to?</b> <i>Jika peralatan dijual, kepada siapa anda jual?</i>		
	<input type="checkbox"/> <b>E-waste Recycler</b> <i>Pengitar semula E-sisa</i>	<input type="checkbox"/> <b>Second-hand market</b> <i>Pasaran barangan terpakai</i>	
	<input type="checkbox"/> <b>Others (specify)</b> <i>Lain-lain (nyatakan)</i>		
35.	<b>Are there any companies that are conducting take-back of used equipment at your institution?</b> <i>Adakah terdapat mana-mana syarikat yang menggunakan semula peralatan yang digunakan di institusi anda?</i>	<b>Yes ya</b>	<b>No tidak</b>
		<input type="checkbox"/>	<input type="checkbox"/>
36.	<b>Please specify companies conducting take-back.</b> <i>Sila nyatakan syarikat yang menggunakan semula peralatan.</i>		
37.	<b>In your opinion, what are the obstacles to proper recycling of electric and electronic equipments in your institution?</b> <i>Pada pendapat anda, apakah halangan untuk proses pengitaran semula yang sesuai ke atas alatan elektrik dan elektronik di institusi anda?</i>		
	<input type="checkbox"/> <b>Costs kos</b>	<input type="checkbox"/> <b>Lack of policy within your institution</b> <i>Kekurangan dasar dalam institusi anda</i>	<input type="checkbox"/> <b>Lack of E-waste awareness</b> <i>Kekurangan kesedaran tentang E-sisa</i>
	<input type="checkbox"/> <b>Other (specify)</b> <i>Lain-lain (nyatakan)</i>		

Thank you for participating in the survey.