

WEEE COLLECTION PROCEDURE

Scope

The University has contracted Recycle IT 4 U Ltd as the approved suppliers for the disposal of WEEE (Waste Electrical and Electronic Equipment).

WEEE covers all items that have electrical and electronic parts. It ranges from a calculator to an industrial fridge unit. Under no circumstances should WEEE waste be thrown into general waste. Some of it is classed as hazardous and needs to be dealt with separately.

It is advised to contact IT Services in respect of any redundant IT equipment to ensure that there is no redistribution value to the University before considering it for disposal.

Collection Method

All departments are to ensure that they have removed electrical and electronic items from the University inventory and followed the procedure in relation to signing off items for disposal.

The department will request a collection of WEEE waste by completing the WEEE disposal Request form located on the web:

<https://www.wlv.ac.uk/staff/services/facilities--support-services-information-hub/>

Recycle IT 4 U Ltd has placed charges for Transportation costs, Certificate of Destruction. Costs include but not exhaustive circa £150 per van load (this can include multiple site collections) Magnetic Media Incineration (Data Tapes, VHS Tapes, Floppys, CDs, DVDs, USBs etc. £4.50per kg, Loose hard drive shredding £2.00 per drive). Fridges and Freezers will be collected by another supplier and recharged separately. The transport charges will be distributed equally over the departments requesting the collections for that period.

Email your local hub for a WEEE request from cityfacilitieshub@wlv.ac.uk
walsallhub@wlv.ac.uk telfordhub@wlv.ac.uk UWSPfacilitieshub@wlv.ac.uk

Complete your form and email it to the relevant contact for your campus. Note: if you have waste on more than one campus, please split the list and send an appropriate completed form to each campus contact.

Your Facilities Information Hub will arrange collection from the identified location within 5 working days. You must ensure you can store the items for up to this time frame.

The Facilities Information Hub will maintain a list of items removed and stored centrally that are awaiting collection by the contractor.

The Facilities Information Hub will contact the contractor to arrange collection from each central storage unit.

Upon collection by the contractor Business Support will receive the consignment note and invoice for removal of items. When the invoice is received the costs of the service will be cross checked against the certificate details and recharged directly through account management to the relevant cost centres requesting the collection.

All Waste Transfer and consignment notes are to be filed and kept for a period of 2 years and Hazardous Waste Documentation be retained for 3 years and must be available upon request for inspection by the Environment Agency.

Replacement programmes for IT Suites

IT Services will contact the contractor directly to effect the removal of PC equipment from learning centres and open access IT suites. Providing the details of the types and quantities involved. It is expected that the contractor will collect equipment for disposal from situ or by arrangement with IT Services. In these instances any transfer and consignment notes should be forwarded to Business Support, Housman Building, City Campus for retention.

Version	1	Author	Facilities Business Support Manager/Operations Manager
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