



Equipment Replacement Programme – Drying Cabinets

The Deal

Financial support is available to help departments replace inefficient drying cabinets over five years old, with new, energy efficient models. Funding comes from the University's Energy & Carbon Reduction Project (ECRP).

Form of Support	Level of ECRP Funding for Drying Cabinets (of 5 years or more in age)
Replacement (1-for-1)	50% of the cost of a new and energy efficient drying cabinet, up to a maximum of £2,000 per unit.
Reduction (2-for-1)	ECRP will fully fund the purchase of 1 new energy efficient unit 'in exchange' for 2 units of 5 years or more in age.
Addition (no old cabinet(s) disposed of)	No longer supported (from August 2020).

The model of cabinet you buy with this deal must be one of the following:

Manufacturer	Product Range	Model	Style	Capacity (litres)	Manufacturers Item Code (from Marketplace)
Genlab	E3	DWC100/N	Natural Convection	100	E3DWC100/N
	E3	DWC200/N	Natural Convection	200	E3DWC200/N
	E3	DWC425/N	Natural Convection	425	E3DWC425/N
	E3	DWC100/F	Fan Convection	100	E3DWC100/F
	E3	DWC200/F	Fan Convection	200	E3DWC200/F
	E3	DWC425/F	Fan Convection	425	E3DWC425/F
	E3	DWC885/F	Fan Convection	885	E3DWC885/F

Approved models will be evaluated periodically.

Funding will be calculated based on the unit cost. If your research and equipment purchases are VAT exempt please note this on the request form accordingly.

Funding does *not* cover: Delivery costs, disposal costs, accessories.

Funding *cannot be awarded retrospectively*. Please await our response before ordering.



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How to Apply

- 1) Investigate the cabinet models that are included in the Equipment Replacement Programme (See 'The Deal').
- 2) Visit the [Green Labs](#) page on the Environment & Energy (E&E) website for more background information. Contact environment@admin.cam.ac.uk with any queries. Remember, funding towards your new drying cabinet(s) cannot be approved retrospectively.
- 3) Invite quotes for the new drying cabinet(s). Offers received must be in accordance with the Requirement for Competitive Bids as defined in the University financial regulations. Alternatively, use Marketplace and screenshot your selection. Consult your departmental finance or accounts team with any queries.
- 4) Complete the blue Equipment Funding Request form and email it to environment@admin.cam.ac.uk, with a copy of your chosen supplier's quote (or Marketplace screenshot).

The E&E team will consider the funding that can be offered towards your purchase. This may take a few weeks, so please allow for this in your planning. To confirm the funding that the programme can offer you, your request form will be returned to you, with the amount and an assigned ECRP number. Please use this number in all future correspondence.

Receiving the form and number is the greenlight to proceed with your drying cabinet purchase and subsequent old drying cabinet disposal. The E&E team reserves the right to rescind funding if it is not claimed within one year of approval.

How to Claim

- 5) Install your new drying cabinet, begin using it and monitor its energy usage. See 'Monitoring' below.
- 6) Dispose of your old cabinet(s) in accordance with the University's procedures for disposing of [Waste Electrical and Electronic Equipment \(WEEE\)](#). A signed Consignment Note must be given to you by the disposal company.
- 7) Consult with your departmental finance team to raise an internal invoice for the ECRP funding. This should be made payable to **Estate Management & Building Services (BA-1018)**, FAO Martin Howes.
- 8) Email the serial number of the new drying cabinet with the following attachments to environment@admin.cam.ac.uk, with your ECRP number in the subject line:
 - A copy of the internal invoice that has been raised.
 - A copy of the supplier's invoice for the new drying cabinet(s).
 - A copy of the signed waste consignment note for the old drying cabinet(s).





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Monitoring

It is important for the future of the Equipment Replacement Programme to establish the actual energy savings that the cabinet replacement is delivering. It is also a helpful tool for you to make sure your new drying cabinet(s) is working as it should.

E&E therefore asks those who take part in the programme to monitor the electricity usage of their old drying cabinet(s), then their new drying cabinet(s), and report back. Energy socket monitors are available to borrow from E&E.

For more information on the Equipment Replacement Programme, including the forms you need and tips on procurement and appropriate disposal options, please visit the [Green Labs webpage](#).



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