



**University of Cambridge WEEE disposal form**

**CLIENT’S DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **The University of Cambridge** | | | |
| **Department :** | | Haz waste code: |  |
| **Collection Address:** |  | Preferred Collection Date: |  |
| **Post Code** |  | | *Please note standard collection is the next available Thursday – this will be confirmed by email.*  *At least one contact named in this box must be reachable by phone on your collection day.* |
| **Main contact name** |  | |
| **Telephone No.** |  | |
| **E-mail** |  | |
| **Alternative contact name** |  | |
| **Telephone No.** |  | |
| **E-mail** |  | |

[](http://www.environment.admin.cam.ac.uk/warpit)**NOTE:** Are your items to be disposed of still usable? Why not advertise them on WarpIt - The University’s free internal online re-use system!

See: [*www.environment.admin.cam.ac.uk/warpit*](http://www.environment.admin.cam.ac.uk/warpit)

**EQUIPMENT TYPES TO BE COLLECTED:**

|  |  |  |
| --- | --- | --- |
| Type of Equipment | Quantity | Equipment details (including make and model where available) |
| Laptops: |  |  |
| **Desktop systems:** |  |  |
| **14" and 15" monitors:**  *Please state TFT or CRT* |  |  |
| **17" monitors:**  *Please state TFT or CRT* |  |  |
| **19", 20" and 21" monitors:**  *Please state TFT or CRT* |  |  |
| **Printers (desktop size):**  *(includes fax machines)* |  |  |
| **Printers (large floor standing):**  *(includes plotters)* |  |  |
| **Servers:** |  |  |
| Data cabinets/server racks: |  |  |
| **UPS's** (Uninterruptible Power Supply)**:** |  |  |
| **White goods:**  *Please include size of fridge/freezer, i.e. under-desk or large industrial.* |  | *[Please ensure all items decontaminated as necessary with forms attached]* |
| **Other:**  *(includes anything with plug or battery!)* |  |  |

**COLLECTION DETAILS:**

|  |  |
| --- | --- |
| HAS THE EQUIPMENT BEEN DISCONNECTED?*(Items should be ready to be removed i.e. disconnected from sockets and water supplies)* |  |
| **IS THERE A LIFT AVAILABLE?** |  |
| **ARE THE GOODS BOXED, LOOSE OR PALLETISED?** |  |
| **ARE THERE ANY ITEMS THAT REQUIRE A SPECIAL PIECE OF EQUIPMENT TO LIFT IT OR REQUIRE MORE THAN ONE PERSON?** |  |

**DATA PROTECTION:**

*Note that data-bearing units (HDDs etc) are securely erased of data by CDL. Further details on the process used is available at* [*www.environment.admin.cam.ac.uk/files/cdl\_data\_capability.pdf*](http://www.environment.admin.cam.ac.uk/files/cdl_data_capability.pdf)*. For any particularly sensitive data-bearing equipment, the option of on-site destruction is available for a charge to the department. Should you require this service please specify this with your request.*

Please provide any further information which you think may be relevant in the box below.

**Please return form by email to** [**environment@admin.cam.ac.uk**](mailto:environment@admin.cam.ac.uk) **when completed.**

**Any questions? Call the Environment and Energy Section Administrator on ext.37723.**