



**University of Cambridge WEEE disposal form**

**CLIENT’S DETAILS:**

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| **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** |  |

**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** **when completed.**

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