



**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** |  |

**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 complete box on white goods below]* |
| **Other:** *(Includes anything with plug or battery!)* |  |  |

**WHITE GOODS:**

*If you are disposing of white goods, please confirm below that any equipment exposed internally or externally to hazardous materials (for instance biological or chemical substances) has been decontaminated, and all other white goods have been cleaned.*

|  |  |
| --- | --- |
| Items exposed to hazardous materials – *confirm decontamination has taken place, and form supplied* | Yes / N/A |
| **All other items *–*** *confirm items have been cleaned* | Yes / N/A |

**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** **sustainability@admin.cam.ac.uk** **when completed.**

**Any questions? Call the Sustainability Team Administrator on ext. 37723.**