



THE UNIVERSITY OF CAMBRIDGE SUSTAINABILITY TEAM

Equipment Replacement Programme Guide

Drying Cabinets



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Sustainability

Introduction

This programme provides financial support from the University of Cambridge Carbon Reduction Fund towards the replacement of old inefficient equipment with efficient new options. Run by the Sustainability Team, all approved projects will deliver energy cost and carbon emissions savings for the University.

Drying cabinets are vented heated units typically used for drying washed laboratory glassware or plasticware ahead of reuse. They do not reach high temperatures like ovens or provide a controlled atmosphere like incubators.

Funding

Financial support is available to help departments replace uninsulated inefficient drying cabinets with new energy efficient models. Funding comes from the University's Carbon Reduction Fund.

Form of support	Funding offered towards the cost of an eligible new drying cabinet
One New for One Old	100% of the unit cost of a new eligible energy efficient drying cabinet. Including VAT if applicable.

Funding Terms & Conditions

- Funding does not cover: delivery costs, disposal costs, accessories.
- Funding cannot be awarded retrospectively. Please await email confirmation of the funding offer before ordering.
- Funding offers are valid for reclaim within one year of the date of approval. After a year has elapsed the funding offer will expire. You will be reminded if your unclaimed offer is approaching its expiration date.
- Eligibility criteria for new freezer models will be evaluated periodically.

Eligible new drying cabinets

The model of new drying cabinet you buy must adhere to the following principles:

- The cabinet must be insulated with double-glazed doors.
- Be temperature controlled with a timer function.

Model ranges that are currently eligible for funding include:

GENLAB | E3

LEEC | ECO

LTE | ECO

How to Apply

- 1)** Obtain quotes for the new eligible drying cabinet you wish to buy, 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.
- 2)** Complete the **Equipment Replacement Programme - Application Form**, making sure to upload a copy of your chosen supplier's quote (or Marketplace screenshot) when directed to.

Processing your application

- Confirming the funding that the ERP can offer towards your replacement project may take a couple of weeks, so please allow for this in your planning.
- You will be informed of your approved funding offer amount by email and assigned an ERP project ID number, to be used in all future correspondence.
- You are then free to proceed with your replacement.

How to Claim

- 1) Take delivery of your new drying cabinet and monitor its energy usage if instructed to (see Monitoring).
- 2) Dispose of your old drying 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.
- 3) Have an internal invoice raised for the agreed funding amount. This should be made payable to **Estate Management & Building Services (BA-1018), FAO Sustainability** and including your ERP ID number in the description.
- 4) Complete the **Equipment Replacement Programme - Claim Form**, making sure to upload a copy of the following evidence when requested:
 - a copy of the internal invoice that has been raised
 - a copy of the supplier's delivery invoice for the new drying cabinet
 - a copy of the signed waste consignment note for the old drying cabinet(s)

Monitoring

You may be asked to monitor the energy usage of your drying cabinet(s) by the Sustainability Team. Energy socket monitors and instructions will be provided.

For more information on the Equipment Replacement Programme, please visit the [Green Labs webpage](#).

Please contact sustainability@admin.cam.ac.uk, with 'ERP' in the subject line if you have further questions.