



# Waste Electrical and Electronic Equipment Procedure

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1695	5	19 Dec 2017	15 Feb 2018 12:31	Michael Howroyd	19 Dec 2019	19 Dec 2017 11:18	James Dixon-Gough
Title	Waste Electrical and Electronic Equipment Procedure				Owner Name	James Dixon-Gough	

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## INTRODUCTION

The purpose of this procedure is to ensure that Waste Electrical and Electronic Equipment (WEEE) items are disposed of correctly at the University.

## SCOPE

This procedure covers any electrical and electronic equipment that is owned and used by the University and/or disposed by the University.

## REFERENCES

This procedure supports the 'Reuse, Recycling and Waste Standard', which should be referred to for general principles and requirements relating to all waste types at the University.

## RESPONSIBILITIES

**All Staff:** are responsible for disposing of WEEE items via the correct channel, either personally or via a Faculty/Service representative. WEEE must only be disposed of via University approved contractors and on no account can be taken home or resold for personal profit.

**Cleaning Services:** are responsible for organising collection of WEEE by University approved contractors within non-residential property. Waste transfer notes and hazardous waste consignment notes will be kept and copies uploaded onto EQMS.

**Residential Services:** are responsible for organising the collection of WEEE within Residential Services managed property via University approved contractors. Waste transfer notes will be kept and copies uploaded onto EQMS.

**Health & Safety Services:** are responsible for disposing of contaminated WEEE. Waste transfer notes and hazardous consignment notes will be kept and uploaded onto EQMS

**Sustainability Service:** will provide relevant training and will monitor performance against this procedure. They will assess all potential WEEE contractors with the Environmental Compliance Manager to ensure they are competent and licenced to undertake collections and its associated processing and will review competency and licencing on an annual basis.

## PROCEDURE FOR THE REUSE AND DISPOSAL OF WEEE OWNED BY THE UNIVERSITY OF LEEDS

This procedure covers the following three categories:

1. **IT Equipment.** This will typically include computers and/or peripheral devices and can also include tablet technology and smart phones;
2. **Non-IT Equipment.** This typically includes any other item requiring a plug to operate. Examples may include: desk lamps, laminators, shredders, etc.;
3. **Lab Equipment.** This would include any electrical item that cannot be disposed through either of the other two categories above (this may be due to decontamination requirement or sensitivity).

## INTERNAL REUSE PROCEDURE

While being assessed for internal reuse, any electronic or electrical item must be kept in a secure, dry, well-ventilated area that has no access to drains.

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## IT Equipment

All IT equipment should be considered for reuse if in good working order and free from any contamination. Peripheral IT devices (i.e. monitors, keyboards, etc.) should be advertised on the internal reuse website (<http://reuse.leeds.ac.uk>).

Any items that could contain data (computers, laptops etc.) should be wiped before advertising on the reuse website. Advice on how to do this should be sought from a local IT manager or from the IT helpdesk x33333.

If wiping the data is not an option, then the approved University WEEE contractor must be used.

Mobile phones should not be re-used outside of the University and should be securely processed by returning them to factory settings and sending them to Cleaning Services. Cleaning Services use a University approved contractor who will securely wipe the phone before re-use.

Items are not available for personal re-use by staff or students or for re-sale for personal profit.

## Non-IT Equipment

All non-IT equipment should be considered for reuse if in good working order. All items should be advertised on the internal reuse website (<http://reuse.leeds.ac.uk>).

Items are not available for personal re-use by staff or students or for re-sale for personal profit.

## Lab Equipment

All lab equipment should be considered for reuse if in good working order. All items should be advertised on the internal reuse website (<http://reuse.leeds.ac.uk>). A limited area is available for lab users on the system for this. Contact [reuse@leeds.ac.uk](mailto:reuse@leeds.ac.uk) for more information.

If all internal reuse options have been exhausted and the items have been properly approved as decontaminated, there may be opportunities to sell/donate this equipment to other institutions for the purposes of research and/or teaching. A transfer of ownership agreement should be signed by both parties and retained by the department and the item should be removed from the asset register.

Items are not available for personal re-use by staff or students or for re-sale for personal profit.

## FINAL DISPOSAL PROCEDURE

Once the University has finished its use of any electronic or electrical item, it must be kept in a secure, dry, well-ventilated area that has no access to drains. It must be kept separate to all other waste/reuse items.

## IT Equipment

If all internal reuse options have been exhausted, an agreement exists with a University approved supplier to remove all IT equipment. All IT equipment must be disposed through this route. Collection can be arranged via local IT managers or through the estates helpdesk: [eshelp@leeds.ac.uk](mailto:eshelp@leeds.ac.uk)

## Non-IT Equipment

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If all internal reuse options have been exhausted, an agreement exists with a University approved contractor to remove and recycle all non-IT equipment (unless specialist in nature or contaminated). Collection can be arranged through the estates helpdesk: [eshelp@leeds.ac.uk](mailto:eshelp@leeds.ac.uk)

Occasionally WEEE waste will be collected by contractors as part of the replacement of white goods within Residential Services. Compliance with WEEE regulations must be checked as part of the contract.

### Lab Equipment

If all internal and external reuse options have been explored, non-contaminated lab equipment can be collected through the estates helpdesk: [eshelp@leeds.ac.uk](mailto:eshelp@leeds.ac.uk)

### Specialist or Contaminated Equipment

For specialist equipment Cleaning Services should be contacted who will advise on the correct disposal route (x33434). For contaminated equipment, Sarah Burdall in Health & Safety Services (x38042) must be contacted and will help you process and dispose of the equipment in the correct way.

### MONITORING

Performance against this procedure will be monitored as part of the internal auditing schedule.

For further information please contact [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)

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