

## WEEE Collection Procedure

New provider:

Stone Group  
Granite One Hundred  
Acton Gate  
Stafford  
ST18 9AA

WEEE covers all items that have electrical and electronic parts. It ranges from a calculator to an industrial fridge unit. Under no circumstances should WEEE waste be thrown into general waste. Some of it is classed as hazardous and needs to be dealt with separately.

Where IT equipment has been loaned to staff for use at home, departments still have an obligation to ensure that disposal is carried out in an environmentally sound manner. Equipment remains University property and records should be kept of any such loan arrangements

Items left in student accommodation or returned from home use by staff members should all be disposed of through this contract.

There are presently no charges for this new service provided, as a University our disposal portfolio remains as an 85% waste ratio in favour of electronic items

### ***Collection method***

All departments are to ensure that they have removed electrical and electronic items from the University inventory and followed the procedure in relation to signing off items for disposal.

The department will request a collection of WEEE waste by completing the WEEE Disposal Request form located on the web at:

<http://www.wlv.ac.uk/Default.aspx?page=6932>

Complete the form and email it to the relevant contact for your campus.

**Note:** if you have waste on more than one campus, please split the list and send an appropriately completed form to each campus contact

Campus Operations will arrange collection from the identified location within 5 working days. You must ensure that you can store the items for up to this time frame.

Campus Operations will maintain a list of items removed and stored centrally that are awaiting collection by the contractor

Campus Operations will contact the contractor on line to arrange collection from each central storage unit.

The on line request will detail the quantity and type of WEEE collected. The contractor will be able to calculate the weight element and know what size of vehicle to send. Collection requests to Stone may take up to 5 working days to receive service

Upon collection by the contractor, Operations will receive the consignment note from the contractor upon the transfer of waste to their vehicle.

All transfer and consignment notes are to be filed and kept for a period of 3 years and must be available on request for inspection by the Environment Agency.

### **Replacement programmes for IT Suites**

IT Services will contact the contractor directly to effect the removal of pc equipment from learning centres and open access IT suites, providing the details of the types and quantities involved. It is expected that the contractor will collect equipment for disposal from situ or by arrangement with IT Services. In these instances any transfer and consignment notes should be forwarded to the local Campus Operations Manager for retention.

### **What happens to the redundant WEEE?**

Recoverable product of sufficient value will be tested for electrical safety and imaged with a new operating system via Microsoft's Authorised Refurbisher programme

- This will then be remarketed within the UK/EEA
- Stone may opt to donate the kit to schools
- Lesser specification equipment of little recoverable value is donated via Stone's role as Premier Sponsor of IT Schools Africa
- Non-working and low specification equipment is disassembled in Stone's Authorised Treatment Facility and all constituent output streams are returned to the remanufacturing industries

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