**Waste Electrical and Electronic Equipment Recycling (WEEE)**

This is the form for the monthly collection of WEEE by Biffa. Collections take place on the dates indicated on our website. Please complete this form and email it to [waste@lboro.ac.uk](mailto:waste@lboro.ac.uk). This should be done no later than one week prior to the relevant collection date. If departments or units require one off large clearances of WEEE we can also arrange special collections outside of the normal routine.

**All fields are mandatory.**

**Primary contact**

* Surname First name
* Phone Mobile Phone
* Email

**In case of collection problems on the day,** please make sure that the named contact will be available on the number provided on the day of collection, otherwise your collection could be missed. Please provide a secondary contact in case of absence or emergency.

**Secondary contact**

* Surname First name
* Phone Mobile Phone

The WEEE must be kept in a secure location until it is picked up. Please liaise with others in your dept/unit to store ALL WEEE in the same location if possible. Please do not block any fire exits or escape routes. The contractor will collect directly from this location. For bulkier items of equipment, a collection can be made from where the item stands, please make the contractor aware on the order form. In completing this form, you are confirming that the all the equipment to be collected is **biologically, chemically and radiologically clean, and does not contain asbestos.**

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| --- | --- |
| **Department where WEEE is located** |  |
| **Building name and number** |  |
| **Floor** |  |
| **Room** |  |
| [**What 3 Words**](https://what3words.com/) **location for building entrance** |  |
| **Is there lift access?** |  |
| **Will the lift take a pallet (1 x 1.5m)?** |  |
| **Will the lift take a cage (900mm2)?** |  |
| **Any additional details or directions** |  |

**Please provide a summary of items for disposal.** Please include approximate quantities and the weight of items, especially anything likely to weigh more than 50kg. Do not underestimate your amount of WEEE as vehicles may fill up and others may miss their WEEE collection.

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| **Item** | **Weight (per unit)** | **Quantity** |
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Item Details:

Before disposing of any lab equipment, please may we request (this is required) that you promote its availability (even if not working) via Kit Catalogue to colleagues across the campus.  **If Kit Catalogue is unavailable, please ask a technician to promote it on the Technician Sustainable Lab recycling channel.** Your waste may be repairable and beneficial to others.

**Data Protection Statement:** The contractor will have access to this data. It will be kept for three years.