

Tenants WEEE

Waste Electrical and Electronic Equipment Recycling (WEEE)

This is the form for the monthly collection of Tenants WEEE by CDL. Collections take place on the dates indicated at <http://www.lboro.ac.uk/services/sustainability/waste/weee/>. Please complete this form and email it to waste@lboro.ac.uk. This should be done no later than one week prior to the relevant collection date (every third Friday for tenants). If one off large clearances of WEEE are required we can also arrange special collections outside of the normal routine. **All fields marked * are mandatory.**

• Surname *	First name *
• Phone *	Mobile Phone *
• Email *	
• Company Name *	
• Hazardous Waste Reg Number (if applicable**):	

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 may be missed if there is a problem.

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.**

• Building name and number	Floor	Room*
• Is there lift access? * Y/N Will the lift take a pallet (1 x 1.5m) Y / N or cage (900mm ²) Y / N		
• Additional directions:		

• Summary of items for disposal e.g. 10 x monitors, 5 x PC, 3 x heaters etc... Please include approximate quantities and the size and weight of any bulky items especially anything likely to weigh more than 50Kg or requiring special lifting equipment (this can be checked online using the make and model). Do not underestimate your amount of WEEE as vehicles may fill up and others may miss their WEEE collection. *

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

** If your company are a regular disposer of hazardous waste you will need a hazardous waste registration number