



Swansea University
Prifysgol Abertawe

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Waste Management Guidance Note WMGN17 Waste Electronic and Electrical Equipment (WEEE)

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Waste Management Guidance Note WMGN17 Waste Electronic and Electrical Equipment (WEEE)	
Location Generated	Across Faculties / PSUs
EWC	20-01-35* / 20-01-36
Type	Hazardous / Controlled waste
Disposal Method	Segregated for specialist recycling
Bin/ Bag Type	Contractor collection

Duty of Care Requirements

Any business or public body that generates waste materials should apply the waste hierarchy to all streams in order to minimise the amount of waste sent for disposal. In practice, this means ensuring all wastes are segregated at source and disposed of via the correct stream. General municipal waste should therefore be the last option for waste.

The University has committed to segregating its waste at source and, focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recyclate quality and also adheres to the Waste Regulations (England and Wales) 2011. The Regulations stipulate that materials such as paper, metal, plastic and glass must be collected separately if it is necessary to encourage high quality of the recycling of the material.

Many of the components of WEEE are classified as hazardous, and therefore it is a legal requirement for the waste to be segregated from all other wastes, as required by the Hazardous Waste Regulation.

When electrical and electronic equipment reaches the end of its usable life it becomes a waste and has to be correctly disposed of in accordance with the WEEE Regulations 2013. The University has an appointed contractor that collects the University's WEEE waste, this includes white goods and IT WEEE. For IT WEEE (data storage devices) the contractor provides a secure destruction service. Hard drives that fail the data erase process, or are less than 160GB, will be destroyed on site by the contractor using an ADISA and DIPCOG approved disc crusher. All University USB sticks will be physically destroyed at the waste contractor premises using an ADISA and DIPCOG approved crusher. All security markings and Swansea University references will be removed from equipment prior to remarketing.

Much of the University WEEE waste is processed for reuse, however any equipment that is not deemed beyond economic repair is subjected to a functionality test, and is processed for recycling.

Items

The University's appointed WEEE contractor will collection the following, but not limited to;

- All IT WEEE
- All white goods / other domestic appliances
- Toner cartridges

If you require a definitive list please email estates-waste@swansea.ac.uk

Disposal Instructions

To dispose of WEEE raise a works order via the [Help Desk](#) portal. When submitting the works order attach to the works order a copy of the completed **WEEE Disposal Form** (Appendix 1), which is available [here](#).

Items cannot be collected unless a WEEE disposal form has been attached to the works order.

If you have a large volume for collection, please order a WEEE cage prior to requesting a disposal, cages should only be filled 50% due to weight restrictions and for H&S reasons.

While awaiting collection WEEE should be stored in a covered, secure location and disconnected from power supplies. WEEE cannot be placed in an external location in preparation for collection.

If refrigeration equipment is to be collected, follow the guidelines below;

- For storage before collection refrigerators must be empty and clean.
- Do not de-gas refrigerators as the specialist contractor will do this under controlled conditions.
- **All Laboratory and workshop WEEE must be decontaminated with bleach/Virkon before collection can take place.**

Please contact your local Health and Safety Lead / Environment Officer to obtain a copy of **Departure and Decontamination of Laboratory and Workshop Space and Equipment SOP**.

Disposal Cost

The disposal cost is factored into the University's waste management service provision; therefore there is no direct cost to individuals/Faculties/PSUs. However, individuals can minimise cost and contribute the University's target to achieve 63% diversion rate away EFW or landfill by utilising the general waste stream only when required.

Labelling & Forms

See below

For further guidance and a description of the contractor's secure destruction method contact estates-waste@swansea.ac.uk



Appendix 1

WEEE DISPOSAL FORM

Please attach this form to the works order raised with helpdesk and email to estates-waste@swansea.ac.uk

COLLECTION CONTACT AND LOCATION	
Faculty/PSU	
Campus	
Building	
Contact name	
Floor	
Room number/ location	
Telephone No.	
E-mail	

Type of Equipment	Quantity	Equipment details (including make and model where available)
Laptops:		
Desktop systems:		
Mac systems (inc Keyboard/Mouse):		
Mac systems (incomplete):		
14" and 15" monitors: Please state TFT or CRT		
17" monitors: Please state TFT or CRT		
19", 20" and 21" monitors: Please state TFT or CRT		
Printers (desktop size): (includes fax machines)		
Printers (large floor standing): (includes plotters)		

Servers:		
Data cabinets/server racks:		
UPS's:		
White goods: Please include size of fridge/freezer, i.e. under-desk or large industrial. [Please ensure all items decontaminated as necessary with forms attached]		
Other: (includes anything with plug or battery!)		

COLLECTION DETAILS

Has the equipment been disconnected?	
Are the goods boxed, loose or palletised?	
Are there any items that require a special piece of equipment to lift it or require more than one person?	

Please provide any further information which you think may be relevant in the box below.

