

Procedure for the Disposal of Waste Electrical and Electronic Equipment (WEEE)

Approving Body	<i>Health, Safety and Environment Committee</i>
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Policy / Guidance Owner	<i>Health, Safety and Environment Manager</i>
Policy / Guidance Contact	<i>Health, Safety and Environment Team hasstaff@aber.ac.uk or 01970 62(2073)</i>
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1. Purpose:

- 1.1. To ensure appropriate disposal of waste electrical and electronic equipment (WEEE)
- 1.2. To ensure a duty of care is applied to the disposal of WEEE
- 1.3. To provide clarity regarding WEEE disposal requirements
- 1.4. To ensure appropriate and environmentally sound redistribution and/or recycling of WEEE

2. Scope:

- 2.1. Any Aberystwyth University owned electrical and electronic equipment, including IT equipment.

3. Definitions:


- 3.1. '*Electrical and electronic equipment (EEE)*': equipment which is dependent on electric currents or electromagnetic fields in order to work properly and equipment for the generation, transfer and measurement of such currents and fields and designed for use with a voltage rating not exceeding 1,000 volts for alternating current and 1,500 volts for direct current (The Waste Electrical and Electronic Equipment Regulations, 2013)
- 3.2. '*Waste*': any substance or object...which the holder discards or intends or is required to discard (Article 1(a), Waste Framework Directive)

4. Types of WEEE:

- 4.1. WEEE categories will be updated in 2019
 - 4.1.1. A non-exhaustive list of WEEE can be found in Appendix 1, including both current and future categorisation

5. Method:

- 5.1. The waste hierarchy (Appendix 2) must be followed, as per Provision 12 of the Waste (England and Wales) Regulations, 2011
 - 5.1.1. Surplus computers should be offered to the Information Services Department
- 5.2. The requirements of the Aberystwyth University Waste Management Policy must be adhered to
- 5.3. If an asset to be disposed of had an original cost in excess of £10 000, a Fixed Asset Disposal Form must be completed and returned to the Finance Department upon disposal
- 5.4. Departments will be responsible for the destruction of data residing on such WEEE IT equipment. Data **must** be removed from WEEE IT prior to disposal in order to comply with the Data Protection Act, 1998
- 5.5. Departments are given the option to destroy data by:

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- 5.5.1. Collecting the relevant software from the Information Services Helpdesk to manually wipe the IT equipment, removing all data; or
 - 5.5.2. Employing the services of the Information Services Department to remove all data from the equipment
 - 5.5.3. In the instance where equipment is not wiped before collection, Estates, Facilities and Residences or any other authorised carrier will sign the printed form (as per Section 5.7.5.) to acknowledge the collection and again, be signed by Information Services upon delivery at the Information Services Workshop.
 - 5.5.3.1. Estates, Facilities and Residences will scan the form onto an internal database as a record of collection and delivery
 - 5.5.3.2. Information Services will store the equipment securely and it will be collected by the contractor where any hard drives will be securely wiped in the instance where the hard drive can be reused or destroyed in a crusher for material recycling.
 - 5.5.3.3. IS will provide Estates, Facilities and Residences with a copy of the Asset/Erasure report as confirmation of data destruction
 - 5.5.3.3.1. Estates, Facilities and Residences will attach this certificate to the signed form on their database
 - 5.6. Owners will be responsible for the decontamination of equipment, if deemed necessary (e.g. laboratory equipment)
 - 5.7. Departments are required to fill in the online disposal request form to call upon a disposal. This form can be found at <https://www.aber.ac.uk/en/hse/proc-prac/waste-disposal/equipment/>
 - 5.7.1. All aspects of the form must be adequately completed to the best of the Department's knowledge
 - 5.7.2. For IT equipment, the form will indicate the state of data wiping
 - 5.7.3. The form will be unique to the item(s) for disposal, to ensure an auditable waste trail is presented
 - 5.7.4. The submission of the form will prompt an email to Estates, Facilities and Residences, requiring a collection of the equipment to be arranged with the Department
 - 5.7.5. The individual submitting the form will automatically receive a PDF copy of the disposal request
 - 5.7.5.1. A print-out of this form must be attached to the equipment in question to ensure efficient disposal
 - 5.7.5.2. The printed form must be signed and dated by the Department
 - 5.7.5.3. Items will not be collected without this form
 - 5.7.5.4. Items must be stored securely for collection
 - 5.7.5.5. This form will be logged by Estates, Facilities and Residences on the internal database as a record of collection for disposal. Items will be identifiable on waste transfer notes via their serial number.
 - 5.8. Estates, Facilities and Residences will ensure timely and efficient collection of WEEE and will store it for disposal in appropriate locations
 - 5.8.1. Appropriate individuals will be notified of collection arrangements by Estates, Facilities and Residences
 - 5.8.2. Collection will take place within approximately 2 weeks of notification
 - 5.8.3. IT equipment will be stored with Information Services
 - 5.8.4. General WEEE will be stored with Estates, Facilities and Residences

5.8.5. Responsibility transfers to the respective Department (IS/Estates, Facilities and Residences) upon collection

5.9. It is the discretion of the retrieving Department as to the destination of the WEEE. The following options are presented

5.9.1. Disposal for recycling via a contractor

5.9.2. Disposal to a charity

5.9.3. Re-use internally

5.10. A contracted company will empty the WEEE storage facility(ies) on a regular basis or when required (as per instruction from Information Services or Estates, Facilities and Residences)

5.10.1. The contracted company will destroy all WEEE to a state where any remaining data, if applicable, may not be recovered and dispose of appropriately

5.11. The contractor will supply Aberystwyth University with waste transfer notes stating all necessary information as per Provision 34 of the Environmental Protection Act, 1990

5.11.1. Waste transfer notes will be stored securely on SharePoint, with restricted access to the necessary personnel

5.11.1.1. Waste transfer notes should be retained for at least two years

5.12. Further instructions to Departments wishing to dispose of EEE can be found in Information Services FAQ Number 1587.

5.13. If a Department has large quantities of WEEE and wish to arrange disposal independently, Sections 5.7 – 5.10 must be adhered to.

5.13.1. Sections 5.1 – 5.4 must also be followed

5.13.2. Section 5.5.3.4 must be adhered to

6. Appendix 1

6.1. Schedule 1 and 3 WEEE

6.1.1. Items which require data wiping are highlighted in red

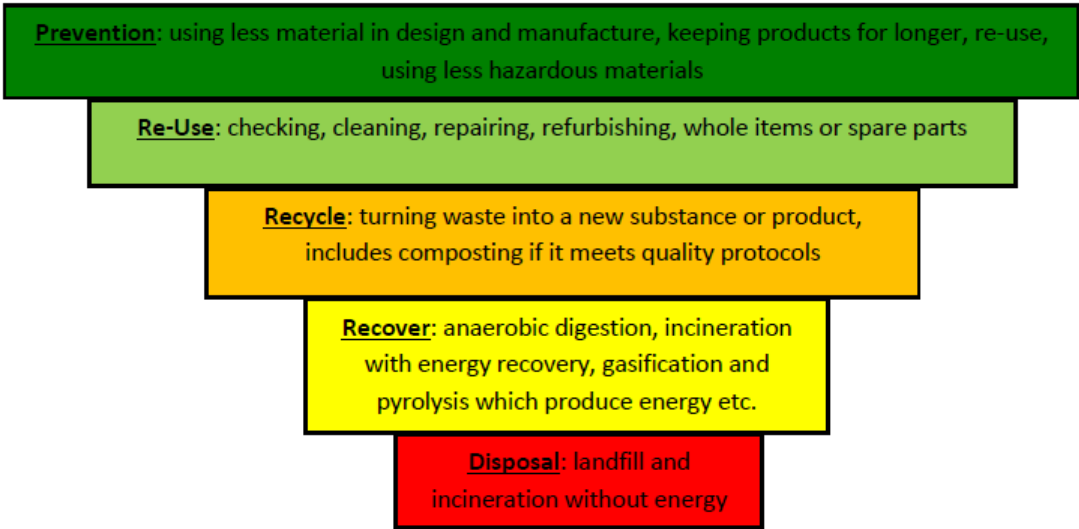


WEEE_asPerRegs.xls

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7. Appendix 2

7.1. Waste hierarchy:



Changes to the procedure

<i>Change</i>	<i>Reason</i>	<i>Date</i>