 

WASTE ELECTRICAL ITEMS (WEEE) DISPOSAL REQUEST

This form is to request direct uplift of redundant IT and waste electrical and electronic equipment (WEEE) items from our service provider, CCL (North). For guidance on what falls in scope for WEEE please see the SEPS website. Note that charges apply if fewer than 30 items are to be uplifted. (Cables/mice etc. do not count as separate items) There are also charges for any items of refrigeration equipment. CCL will advise if costs apply.

Note that some data may require certificated secure destruction. It is the data owner’s responsibility to find out if that is the case.

Where certificated secure destruction is required, i**f requested in advance,** CCL North can:

* Scan hard disks for serial numbers
* Provide a certificate of secure destruction for each hard disk

Please see the University’s [IT Disposal Policy](https://www.gla.ac.uk/myglasgow/it/policy/computerequipmentdisposalpolicy/). This includes provision for charitable donation via CCL North.

For disposal of items not classed under the WEEE directive please request service provision from the appropriate University supplier.

|  |  |
| --- | --- |
| Your Name |  |
| Telephone & E-mail |  |
| Unit or Department name and address |  |
| Exact location of requested collection |  |
| Provide a PO number if you have fewer than 30 items or if any waste has a refrigerant content – there will be a charge in both cases. |  |
| Confirm where required that waste has been decontaminated and a sticker attached |  |
| Local contact number and name for collection on the day and any restrictions or special arrangements |  |

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| --- | --- | --- | --- | --- |
| No. | Description | Quantity | Asset No | Weight & dimensions for large items |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |

When complete e-mail to CCL (North) at collections@cclnorth.com who will advise when your collection will be made.

For enquiries, please contact CCL (North) on (01294) 278 844 or University contract managers Alex Shearer (SEPS) alex.shearer@glasgow.ac.uk or David Clark (Information Services) david.clark@glasgow.ac.uk