



### Information about WEEE

WEEE stands for Waste Electrical and Electronic Equipment. It covers anything with **a plug, battery or circuit board**. The WEEE Directive came into force on 1 July 2007 and means **that none of these items can be thrown away in bins or skips** – they must be collected separately and recycled.

The following now applies:

- When ordering electrical goods there is an obligation for the supplier to **take back** the old goods. Bear this in mind when buying replacement equipment. If in doubt contact the Head of Purchasing, ext 4288 or the FM Purchasing Office ext 3044 / 3071.
- Replacement will be on a **like for like** basis (e.g. one old microwave for one new microwave) irrespective of supplier or brand.
- The old goods to be exchanged via the take back service must be handed over at the time the new items are received.
- At the time of delivery the old goods must be disconnected, drained (e.g. washing machines), defrosted (e.g. freezer) and moved to a point where collection by the supplier is unhindered.
- Use of the take back process must be agreed with the supplier at the time of placing the order for the new items.
- If a supplier refuses to take back goods or wants to charge more than the fuel cost for collection contact Head of Purchasing, ext 4288 or the FM Purchasing Office ext 3044 / 3071.
- All goods that **cannot be returned via a take back** scheme must be disposed of through Accommodation Service's WEEE Recycling Service.

### WEEE Recycling Service – Accommodation Services

- Every department has been provided with a bin for collecting WEEE.

**Royal Holloway**  
University of London

- When the bin is full a collection request should be made to the non-residential customer service desk via ext 3062 or email <mailto:FMCustomerServices-NonRes@rhul.ac.uk>.
- Items too large for the bin will be collected by the porters. You will need to complete a [portering request form](#) or email porters@rhul.ac.uk.

**Examples of Electrical and Electronic Equipment:**

- |  |  |
|--|--|
| ▪ Anything with a plug, battery or circuit board                   | ▪ Digital cameras                                  |
| ▪ Toasters, kettles & irons  | ▪ Smoke detectors                                  |
| ▪ <b>**Computer equipment</b>                                      | ▪ Thermostats                                      |
| ▪ Clocks, watches & radios   | ▪ Memory sticks                                    |
| ▪ Electric heaters   | ▪ Charging stations                                |
| ▪ Hair dryers, electric toothbrushes, shavers, straightening irons | ▪ Small transformers                               |
| ▪ Calculators  | ▪ Mobile phones (if not being reused by a charity) |
| ▪ Telephones, answer machines, fax machines                        | ▪ Cables, wires and headphones                     |

**\*\* A note about hazardous WEEE**

Computer monitors, televisions and display screens are classed as hazardous waste and must be stored and disposed of according to the procedure for disposing of hazardous waste.

**For more information contact Anna Simpson, Sustainability Officer on ext 4926 or [anna.simpson@rhul.ac.uk](mailto:anna.simpson@rhul.ac.uk).**