**ICT Equipment Recycling Form**

**Date:**

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| **Make** | **Description** | **Serial Number** |
| E.g. ACER | E.g. TRAVELMATE 5744 | E.g. XV5M0306721603D5E7200 |
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**Reduce, reuse, recycle – Why recycling is important to us.**

Also known as *e-waste*, discarded computer equipment comprises monitors, printers, hard drives and circuit boards. Such items should on no account be thrown out with general household rubbish as they contain toxic substances, and are effectively hazardous waste.

Legislation came into force in 2007 which covers waste electrical and electronic equipment (WEEE). The regulations have significant implications for those who treat or recover WEEE and stipulate that users must store, collect, treat, recycle and dispose of WEEE separately from other waste. It is now a requirement that you obtain and keep proof that your WEEE was given to a waste management company, and was treated and disposed of in an environmentally sound way. You can read the full regulations online.

You can dispose of computer waste by returning the product to the manufacturer, taking the item to a professional waste disposal facility or donating the goods to a non-profit organisation.

As part of the recycling LANCS ICT aim to refurbish the equipment where possible and if data is present use data cleansing software to destroy the data or by replacing the hard disks and destroying the original.

If the above option is not viable we will destroy the hard disks and use a WEEE recycling point or a Licenced Waste Carrier who will comply with Professional Disposal.

This Carrier would:

* comply with WEEE and other relevant legislation.
* provide details of their own Waste Carriers License, and details of any overseas partners they may use.

I confirm that the items listed are to be taken for ethical recycling as described above.

Customer Signature Date

Business / School

Address

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