

Waste electrical and electronic equipment checklist

Exporting used waste electrical and electronic equipment and components

This checklist is for any organisation that exports used waste electrical and electronic equipment (WEEE) and WEEE components.

Guiding principles

1. All parties in the disposal chain have 'disposal chain' responsibilities
2. Prioritise reuse
3. If you can't measure it, you can't manage it
4. Good practice companies have procedures to manage their risks

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EXPORTING TO OVERSEAS OPERATORS FOR REUSE	
• If equipment is sent overseas for reuse, have you:	
– made sure the items leaving your facility are packaged correctly to protect the equipment from damage	
– tested the equipment before you export it to verify it is in good working order	
– gained written guarantees from overseas operations of their reuse process, proposed recipients, and how they will dispose of waste equipment	
– only used organisations overseas that can meet the recommendations of the Ministry for the Environment's Waste electrical and electronic equipment guidance	
– checked the end market is verified (legitimate) and viable at the time of export through supply chain audits	
– only sent working second-hand equipment to countries that have systems for recycling the equipment in that country once it is disposed of?	
PERMITS	
• Have you contacted the Environmental Protection Authority to discuss whether you require a permit?	
• Have you checked if the WEEE you are exporting is subject to any of the following international agreements:	
– the Basel Convention	
– the Waigani Convention?	
• Does your WEEE need a permit under the Imports and Exports (Restrictions) Prohibition Order No. 2 2004?	

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• If so, does your consent application include:	
– the purpose of export and description of the waste	
– the notification form	
– a copy of contract(s) between you and the overseas recovery/disposal facility	
– proof of appropriate environmental insurance in case of any incident that affects the environment and/or human health	
– evidence of environmentally sound management of the recovery/disposal facility?	
SENDING WEEE FOR FURTHER TREATMENT	
• Have you made sure other operators meet the guidelines and recommendations in the Ministry for the Environment's Waste electrical and electronic equipment guidance?	
• Have you dealt appropriately with any hazardous substances?	
• If you are exporting overseas, have you made sure overseas operators:	
– have systems to minimise the release of hazardous materials into their environment	
– comply with their countries' rules and regulations?	

Want to know more?

See the Ministry for the Environment's Waste electrical and electronic equipment: guidance for reuse and recycling guide at www.mfe.govt.nz/waste/types/weee-guidelines/.