



Waste electrical and electronic equipment checklist

Recycling electrical and electronic equipment

This checklist is for any organisation that remanufactures or recycles waste electrical and electronic equipment (WEEE).

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

	✓
GENERAL OPERATING SYSTEMS	
• Do you have systems covering:	
– environmental management	
– health and safety	
– quality management?	
• Do you have appropriate levels of insurance?	
• Do you have a business plan?	
• Do you comply with health and safety, trading standards, employment and environmental management legislation?	
• Do you have a training programme for all staff?	
• Have you carried out a health and safety risk assessment?	
OPERATING PRINCIPLES	
• Do you only disassemble equipment to the level of your technical and operational expertise?	
• Do you operate in a way that maximises and makes use of the parts from the WEEE?	
• Does the equipment you separately disassemble meet the treatment criteria in the Ministry for the Environment's Waste electrical and electronic guidance?	

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CONTROLLING HAZARDS	
• Do you scan and test equipment to work out if it contains a hazardous substance and if so what the substance is?	
• Do you control the release of hazardous substances from any equipment you handle?	
• Do you have procedures to manage hazardous substances that are removed during the recycling process?	
• Is there adequate control of indoor and outdoor hazardous air emissions?	
• Do you deal with all hazardous waste in accordance with current legislation and good practice including:	
– Basel consents	
– hazardous waste movements	
– greenhouse gas regulations	
– hazardous substances and new organisms Group Standards?	
• Are hazardous substances only handled by suitably skilled and qualified staff?	
• Do you provide and use appropriate equipment for staff who deal with hazardous substances including:	
– goggles	
– overalls	
– rubber-soled shoes	
– face masks	
– cut-resistant gloves	
– hearing protection?	
• Do you provide staff training about hazardous substances?	
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.