

Waste electrical and electronic equipment checklist

Reuse of electrical and electronic equipment

This checklist is for any organisation that collects, refurbishes, repairs or otherwise handles end-of-life electrical and electronic equipment that could be reused. The checklist applies to electrical and electronic equipment before it enters the recycling system.

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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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?	
CATEGORISING THE LEVEL OF REUSE	
• Have you identified what reuse activities your operation covers?	
• Does your reuse facility comply with the guidelines associated with your level of activity?	
• Do you have a system to identify and comply with applicable trading standards and electrical safety legislation?	
• Have you clearly marked equipment in a way that your customers can understand, to show what level of reuse has taken place?	
ELECTRICAL SAFETY	
• Do your staff and operators adhere to the following standards:	
– AS/NZS 3760: 2001	
– AS/NZS 5761: 2005	
– AS/NZS 5762: 2005	
– AS/NZS 4701: 2000?	

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DATA REMOVAL	
• Have you discussed the data removal requirements with the disposers of the equipment?	
• If you are removing data:	
– are you adhering to the appropriate standards	
– have you offered the disposers with a certificate of destruction of data and/or physical destruction of the hard drive?	
• Have you removed all personal/business data from equipment you are disposing of?	
QUALITY MANAGEMENT	
• Do you have a written procedure showing your reuse process?	
• Have you removed all distinguishing and unique markings from the equipment?	
• Do you keep test and measurement equipment calibrated?	
• Do you offer disposers a receipt that itemises the equipment you receive from them?	
• Do you keep details of items coming and going from the facility – even if the disposer does not wish to have a receipt?	
• Do you have a tracking process to track equipment through the process that collects information about the:	
– number of units and tonnes into the facility	
– number of units refurbished	
– tonnes of waste sent for recycling	
– details of recipient bodies?	
• Do you clearly label machinery stating whether it is refurbished, remanufactured, upgraded and/or repaired?	
• Do you provide an appropriate warranty to customers?	
• Do you have public and product liability cover?	
• Is only legal software used on machines when upgrading?	
HEALTH AND SAFETY	
• Have you undertaken a risk assessment to identify the health and safety risks present in your operation?	
• Have you implemented procedures for training and got equipment to ensure risks are minimised?	
• If your facility involves work on electronic circuitry, does your facility remove hazardous fumes away from workers?	
DISMANTLING AND DOWNSTREAM RECYCLING	
• Have you undertaken a risk assessment so that health, safety and the environment are protected?	
• Do you only dismantle equipment to your level of expertise?	
• Are you aware of where your waste material operators deposit your waste and only deal with operators that deal with it in a responsible manner?	

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USING OVERSEAS OPERATORS FOR REUSE	
• If equipment is sent overseas for reuse, do you:	
– make sure the items leaving your facility are packaged correctly to protect the equipment from damage	
– test the equipment before you export it to verify it is in good working order	
– gain written guarantees from overseas operations of their reuse process, proposed recipients, and how they will dispose of waste equipment	
– only use organisations overseas that can meet the recommendations of the Ministry for the Environment's Waste electrical and electronic equipment guidance	
– check the end market is verified (legitimate) and viable at the time of export through supply chain audits	
– only send working second-hand equipment to countries that have systems for recycling the equipment in that country once it is disposed of?	
SPECIAL REQUIREMENTS FOR HANDLING REFRIGERANT APPLIANCES	
• If you handle refrigerant appliances do you:	
– hold the relevant tradesperson qualifications and hold a 'No Loss' card	
– work within the guidelines of the Australia/New Zealand Refrigerant Handling Code of Practice 2007?	

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.