

Waste electrical and electronic equipment checklist

Collecting, transporting and storing waste electrical and electronic equipment

This checklist is for any organisation that sets up and/or manages the collection, transportation and storage of any type of 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

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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?	
• Do you have a training programme for all staff?	
• Have you carried out a health and safety risk assessment?	
COLLECTION	
• Have you collected WEEE separately from other wastes?	
• Are the containers used to store WEEE:	
– an appropriate size and fit for the purpose	
– easy to access	
– clearly labelled	
– sealed to reduce the chance of equipment leaking hazardous substances?	

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• Do the containers used to store WEEE:	
– avoid contamination with other wastes	
– stop the equipment from getting damaged	
– protect the equipment from the weather	
– reduce further manual handling of the equipment	
– keep vandals and thieves out?	
SITE	
• Is your site weatherproof to prevent water damage to the collected equipment?	
• Have staff received training on how to handle and pack WEEE safely?	
• Does your site have a trained supervisor(s)?	
• Do you have control and clean-up methods and equipment in place in case of an accidental spillage?	
• Have you ensured appropriate health and safety procedures are present on site?	
RECORD KEEPING	
• Do you have a record keeping system in place to ensure equipment is not being stockpiled	
• Do you record at the source of collection:	
– the total weight of WEEE collected in the collection area	
– a list of the reuse and recycling facilities this equipment is going to	
– the percentage recycled by weight or unit and WEEE stream	
– the percentage reused by weight or unit and WEEE stream	
– the types and proportion of WEEE collected?	
• Have you given the collected WEEE an identification code?	
• Do you keep a log of the equipment you are disposing of and the name and details of the collector?	
• Do you keep your collected records for four years?	
STORAGE	
• If storing WEEE for long periods of time before collection, does your facility have:	
– impermeable surfaces (that is, surfaces that can't be penetrated)	
– procedures to follow in case of an accidental spillage	
– weatherproof covering	
– the ability to contain hazardous substances	
– security to prevent theft?	
• Have you ensured you are complying with the Resource Management Act 1991?	

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TRANSPORT	
• Do you have appropriate health and safety procedures for anyone transporting the WEEE?	
• Is the vehicle appropriate to transport the equipment?	
• Have you boxed small items to prevent them moving around?	
• Have you protected items from being damaged by using reusable packaging and taping up doors?	
• If transporting WEEE overseas, have you made sure you are complying with international obligations? (See the Exporting hazardous waste electrical and electronic equipment and components checklist for more information.)	

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.