



New College Durham

Disposal of Electrical Waste: Small Appliances

Guidelines for staff

The following items of electrical waste must not be disposed of in the ordinary College bins.

- ❖ **Batteries**
- ❖ **Pocket and desk calculators**
- ❖ **Remote controls for any appliance**
- ❖ **Battery powered appliances (eg. digital thermometers, portable measuring equipment)**
- ❖ **Battery powered toys**

This rule applies whether or not the battery has been removed.

It is important that we dispose of any electrical waste properly. An **Electrical Waste Bin** is provided in the corridor outside the CPU Office. Staff may either dispose of equipment themselves, put them in the internal post or arrange for items to be collected. If you want to arrange a collection **you must ensure the item is clearly labelled for 'CPU – Disposal'** and log the job for Building Services on the MS Helpdesk.

Note that the College has a different disposal process for equipment which has been asset tagged.