

Swansea University

Waste Management Guidance Note WMGN17

- Waste Electronic and Electrical Equipment (WEEE)
- Small Waste Electronic and Electrical Equipment (sWEEE)
- Miscellaneous WEEE

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Waste Management Guidance Note WMGN17: Waste Electronic and Electrical Equipment (WEEE) & Small Waste Electronic Electrical Equipment (sWEEE) & Miscellaneous WEEE	
Location Generated	Across Faculties / PSs
EWC	20-01-35* & 20-01-36 / 20-01-23*/ 16-02-13* & 16-02-14/
Type	Hazardous / Controlled waste
Disposal Method	Segregated for specialist recycling
Bin/ Bag Type	Contractor collection
Definitions: EWC 20 01 35* discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components EWC 20 01 36 discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35 EWC 20 01 23*: discarded equipment containing chlorofluorocarbons (e.g., older fridges and freezers) EWC 16 02 13*: discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12 (commercial/industrial WEEE) EWC 16 02 14 discarded equipment other than those mentioned in 16 02 09 to 16 02 13 (commercial/industrial WEEE) WEEE – Any waste electronic and electrical equipment with any external dimension of more than 50cm. For example, fridges, freezers, large computer monitors etc. sWEEE – Any WEEE item with a plug, battery or cable which measures 50cm or less on every side. For example, unwanted laptops, phones, kettles, hairdryers, toasters, medical devices, lighting or power tools. Duty of Care Requirements: From 6th April 2026 it is a legal requirement to segregate sWEEE from general waste and other recyclables for onward recycling. Any unwanted electrical items must first look to be repaired or reused (where applicable). Only where repair and reuse aren't possible should they be recycled and kept segregated from other waste streams. Any business or public body that generates waste materials should apply the waste hierarchy to all streams in order to minimise the amount of waste sent for disposal. In practice, this means ensuring all wastes are segregated at source and disposed of via the correct stream. General municipal waste should therefore be the last option for waste.	

The University has committed to segregating its waste at source and, focusing on separating key recycling streams; cans, paper, plastics, food and glass. Segregation at source improves recyclate quality and also adheres to the Waste Regulations (England and Wales) 2011 & Waste Separation Requirements (Wales) Regulations 2023. The Regulations stipulate that materials such as paper, metal, plastic and glass must be collected separately if it is necessary to encourage high quality of the recycling of the material.

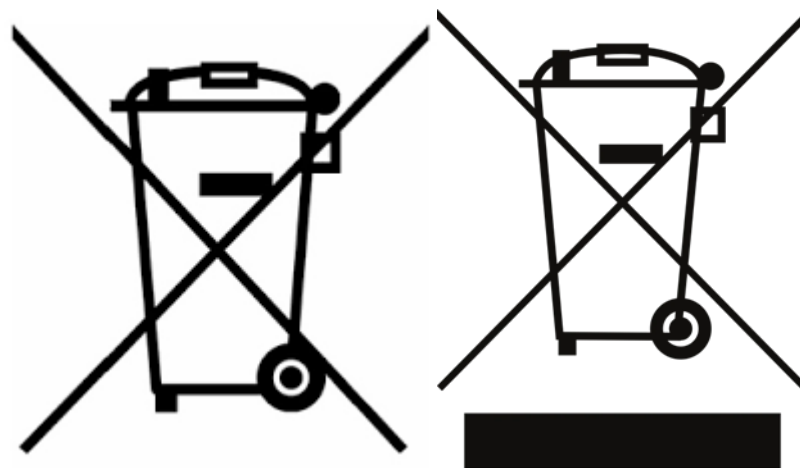
Many of the components of WEEE are classified as hazardous, and therefore it is a legal requirement for the waste to be segregated from all other wastes, as required by the Hazardous Waste (England and Wales) Regulations 2005.

When electrical and electronic equipment reaches the end of its usable life it becomes a waste and has to be correctly disposed of in accordance with the WEEE Regulations 2013. The University has an appointed contractor that collects the University's WEEE waste, this includes white goods and IT WEEE. For IT WEEE (data storage devices) the contractor provides a secure data destruction service. Hard drives that fail the data erasing process, or are less than 160GB, will be destroyed on site by the contractor using an ADISA and DIPCOG approved disc crusher. All University USB sticks will be physically destroyed at the waste contractor premises using an ADISA and DIPCOG approved crusher. All security markings and Swansea University references will be removed from equipment prior to remarketing.

Much of the University WEEE waste is processed for reuse, however any equipment that is deemed beyond economic repair is subjected to a functionality test and is processed for recycling.

Examples of WEEE & sWEEE:

WEEE/sWEEE can often be identified by the presence of crossed wheelie bin logos on the equipment, appliance or fitting's label:





Example of WEEE/sWEEE label:

WEEE:

In a University WEEE generally refers to any electrical item with a plug, battery, or cable with any external dimension of more than 50cm.

As an example the University's appointed WEEE contractor will collect the following, but is not limited to;

- All white goods / other domestic appliances
- AV Equipment
- Large digital display screen
- Printer/copiers
- Decontaminated scientific/workshop equipment – GCMS, HPLC, NMR, Lathes etc.

sWEEE:

In a University sWEEE generally refers to any electrical item with a plug, battery, or cable that measures **50cm or less** on its longest side.

Common examples found across campuses include:

- **IT & Mobile Peripherals:** Laptops, tablets, smartphones, keyboards, mice, USB sticks, webcams, and external hard drives.
- **Cables & Power:** Chargers (phone/laptop), extension leads, multi-socket adaptors, and power banks.
- **Kitchen & Office Appliances:** Kettles, toasters, blenders, coffee machines, desk fans, and calculators.
- **Personal Care (residences):** Electric toothbrushes, hair dryers, hair straighteners, and electric shavers.
- **Media & Entertainment:** Digital cameras, MP3 players, headphones, Bluetooth speakers, and handheld gaming consoles.
- **Building & Safety Devices:** Smoke detectors, thermostats, smart meters, and small LED lamps or torches.

- **New Mandatory Category:** Vapes and electronic cigarettes
- **Laboratory/Workshop:** 3D printers, hand tools, data loggers, microscopes, personal gas alarms, instrumentation (e.g. FTIR)
- **Fieldwork:** Drones and controllers, walkie talkies,
- **Batteries:** Alkaline AA, AAA, etc.

Annex 5 [Separate Collection of Waste Materials for Recycling: A Code of Practice for Wales](#) provides numerous examples of sWEEE (this list is not exhaustive)

If you require advice, please email estates-waste@swansea.ac.uk

Fire Safety:

Items containing **lithium-ion batteries** (such as vapes, smartphones, and power banks) must be handled with extra care and ideally placed in specialized fire-safe bins, as they pose a significant fire risk if crushed.

If you have lithium-ion batteries for disposal please contact estates-waste@swansea.ac.uk for advice.

Disposal Instructions (see Appendix 2 for flowchart):

University Issued IT WEEE/sWEEE

University issued IT electrical items include (but not limited to):

- Laptop computers
- Desktops computers
- Monitors
- Tablets / Digital notepads
- Mobile phones
- Peripherals including keyboards, mice, power cables, headsets, webcams etc.
- Audio/Visual (AV) equipment
- Storage devices including USB keys, NAS boxes, external drives etc.

If you have any University issued IT equipment that is either:

- Damaged,
- Broken,
- No longer required,
- No longer fit for purpose,

Request collection of the above items via the Service Centre, IT & Digital, Hardware, Remove Hardware:

[Remove Hardware - Service Centre](#)



Equipment will then be collected by Digital Services colleagues, who will assess the items with the aim of repairing/reusing/reissuing.

Any items not able to be reused/repared will be recycled via the University Soft FM waste contractor.

There is no requirement to attach a WEEE/sWEEE disposal form for University issued electrical equipment raised through the Service Centre.

General WEEE/sWEEE:

If the item of WEEE/sWEEE is in good working order, then as first priority, the items should either be offered to staff or be listed on the University reuse platform Warp It:

Furniture and Equipment Reuse, Donation and Collection

Only once Warp It has been exhausted should items be considered for disposal and recycling.

To dispose of WEEE/sWEEE raise a works order via the [Help Desk](#) portal.



When submitting the works order attach a copy of the completed **WEEE/sWEEE Disposal Form** (Appendix 1).

Items cannot be collected unless a WEEE/sWEEE disposal form has been attached to the works order.

If you have a large volume for collection, please order a WEEE cage prior to requesting a disposal, cages should only be filled 50% due to weight restrictions and for H&S reasons.

While awaiting collection WEEE/sWEEE should be stored in a covered, secure location and disconnected from power supplies. WEEE/sWEEE cannot be placed in an external location in preparation for collection.

If refrigeration equipment is to be collected, follow the guidelines below;

- For storage before collection, refrigerators must be empty and clean.
- **Do not de-gas refrigerators as the specialist contractor will do this under controlled conditions.**

Laboratory WEEE/sWEEE:

If you have a piece of specialist laboratory/workshop equipment that is no longer required, then prior to considering disposal you should list the equipment on the UniGreenScheme platform which aims to reuse specialist equipment through resale:

Specialist Laboratory & Engineering Equipment Removal & Resale Procedure

Only once UniGreenScheme has been exhausted should items be considered for disposal and recycling.

All Laboratory and workshop WEEE/sWEEE **MUST** be decontaminated using a cleaning agent (e.g. Virkon, bleach, 70% ethanol etc.) appropriate for the contamination before collection can take place.

A decontamination form can be found: [Decontamination Form](#)

Please contact your local Health and Safety Lead / Environment Officer to obtain a copy of **Departure and Decontamination of Laboratory and Workshop Space and Equipment SOP**.

Batteries:

For safe disposal of batteries please refer to [WMGN15 - Batteries](#)

Do not dispose of batteries in general waste or recycling as this poses a significant fire risk.

Vape & e-Cigarettes:

There are dedicated vape disposal bins located at the following locations:

Singleton Campus – Outside Preseli residences

Bay Campus – UPP student residences courtyard

Once full, these are collected and recycled through our Soft FM waste contractor

Lithium-Ion Batteries:

For the safe storage and disposal of Lithium batteries (Li-ion / LiPo), please refer to the [Safe Operating Procedure: Lithium Battery Storage & Disposal](#).

University Commercial Outlets (Costcutter / Tesco):

*'Retailers must accept sWEEE on a one-for-one basis when a customer purchases a new item that serves the same function. This applies regardless of brand or where the old item was purchased. If the dual-use item is very small (less than 25cm on the longest side) then dual use items can just be dropped off without a purchase.'*¹

Disposal Cost

The disposal cost is factored into the University's waste management service provision; therefore, there is no direct cost to individuals/Faculties/PSUs. However, individuals can minimize costs and contribute to the University's target to achieve 75% diversion rate away EfW or landfill by 2031 utilising the general waste stream only when required.

Labelling & Forms

See below

For further guidance and a description of the contractor's secure destruction method contact estates-waste@swansea.ac.uk

¹ <https://businessofrecycling.wales.wrap.ngo/recycling-guide/all-workplaces/guidance-for-the-collection-of-sweee/storage-collection-and-or-drop-off-of-your-sweee>

WMGN17 Appendix 1: WEEE/sWEEE DISPOSAL FORM

COLLECTION CONTACT AND LOCATION	
Faculty/PS:	
Campus:	
Building:	
Contact name:	
Floor:	
Room number/ location:	
Telephone No.:	
E-mail:	
Has reuse been considered before disposal? E.g. listed on relevant platforms (Warp It / UniGreenScheme) prior to disposal? (where applicable)	Yes / No / N/A

Type of WEEE/sWEEE	Quantity	Equipment details (including make, model, dimensions & ~weight where available)
Laptops:		
Desktop Systems (inc Keyboard/Mouse):		
Mac systems (inc Keyboard/Mouse):		
Mac systems (incomplete):		
14" and 15" monitors: Please state TFT or CRT		
17" monitors: Please state TFT or CRT		
19", 20" and 21" monitors: Please state TFT or CRT		
Printers (desktop size): (includes fax machines)		
Printers (large floor standing): (includes plotters)		
Servers:		
Data cabinets/server racks:		
UPS's:		
White goods: Please include size of fridge/freezer, i.e. under-desk or large industrial. [Please ensure all items are decontaminated as necessary with forms attached]		
Other: (includes anything with plug, cable or battery!)		

COLLECTION DETAILS	
Has the equipment been disconnected?	☐ Yes ☐ No ☐ N/A
Do you require a cage for the WEEE/sWEEE?	☐ Yes ☐ No ☐ N/A
Are the goods boxed, loose or palletised?	☐ Boxed ☐ Loose ☐ Palletised
For palletised goods, are they strapped/secure?	☐ Yes ☐ No
Are there any items that require a special piece of equipment to lift or require more than one person? (e.g. pallet truck) Please provide details.	

Please provide any further information which you think may be relevant in the box below.

WMGN17 Appendix 2: Disposal Flowchart

Disposal of Electronic & Electrical Equipment Flowchart

