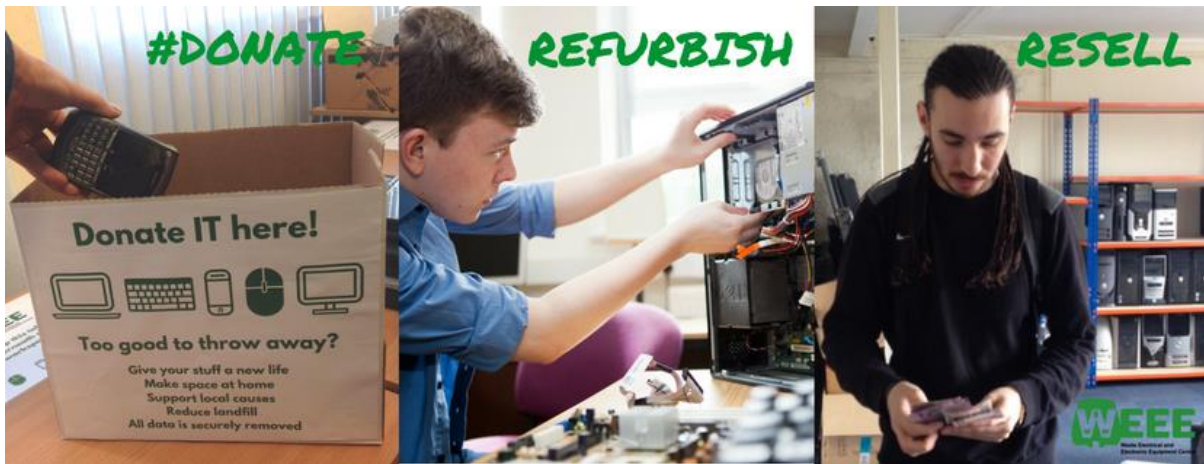


# WEEE Centre Information Pack:

## A How To Guide



### Introduction

The Perth WEEE Centre has been running for 6 years, and over this time has grown and developed. This document provides information on how the WEEE Centre is run at Perth College, however, this model is adaptable and can be amended to suit the circumstances. The Perth WEEE Centre has been placed under the remit of the National Training Programme and Employability Team, however, it would also fit well in an Environmental and Sustainability Team, or Computing Department.

### How the WEEE Centre started

The WEEE Centre was created in 2010 through an environmental Project funded by Perth and Kinross Council. The 12 month tender was to collect and recycle IT waste from a designated container at Friarton Community Recycling Centre. Four members of staff were employed for 6 months each, funded through a government employability programme called 'Future Job Fund'. Our technician Ryan was taken on by this project, and is now employed by Perth College to continue the programme. Since opening, and at the time of writing, we have diverted around 40 tonnes of waste from landfill through refurbishment and resale or recycling.

### Location

When the WEEE Centre was initially started it was based in a business development off campus. The rent was paid as part of the Perth and Kinross Council funding. Once the initial project had been proved successful it was possible to get a room in a building on campus.

For our model it is necessary for the room to have direct access to outside, preferably with a paved surface to the door, for transporting equipment collected from the recycling centres and local businesses in and out. Our room has 2 access doors, one internal and one external. The external door is only used for moving equipment in and out. We also have a keypad lock on the door to keep it secure. The room is not cleaned by the cleaning staff, for security purposes, therefore it is down to us to clean it. We have recently purchased shelving for the WEEE Centre, which has cleared a lot of floor space and made it more welcoming for visitors and customers! The room must also have an internet connection for testing equipment.

Notes on location: The requirement for premises is scalable based on the amount of equipment collected. Starting out small by only refurbishing internal equipment (ie college equipment that is

being refreshed) may not require premises for storage and equipment could be taken to a classroom for students to weigh, log, clean and identify and repair faults using available parts, remove data and install a new operating system.

### **Staff**

Our technician Ryan was taken on by the original project, and is now employed by Perth College. Ryan works 4 days a week and mans the WEEE Centre. He collects the e-waste, weighs and logs it in our database, specifying weight, source and a brief description. He tests all the equipment for faults, makes repairs, removes any data and installs the operating system. He also prices the items for resale and collects payments for sales. For any un-reusable items he arranges collection by our partners Re-Tek. Ryan also oversees the students on work experience.

Our WEEE Centre Co-ordinator Kate deals with marketing and promotion of the WEEE centre as well as raising awareness of WEEE reuse both in college, locally and nationally. Her job is funded by a WEEE reuse project funded by Zero Waste Scotland. She also collects payments for sales.

Notes on staff: again this is scalable depending on volume of stock and collection requirements, this could be handled as an extracurricular activity, or as part of a course.

### **Students**

We work closely with the Computing department, in particular by providing valuable work experience to the NQ computing students to gain hands on experience of fault finding, repairing IT equipment and employability skills in a real work environment. This opportunity takes the students out of the lecture theatre, giving them the freedom to learn in a practical environment, which recognises and values their skills. We also offer scholarships to NQ Computing Technologies students and our partner Re-Tek offers an annual trip to their facility for students and funds the WEEE Award for excellence, presented to students at the annual prize giving. The work experience element involves the students submitting their CV and application to work for a total of at least 12 hours over the duration of the year in the WEEE Centre. Student testimonials have provided valuable evidence of the success and popularity of the WEEE Centre and the development of practical and employability skills. Read the student testimonials [here](#).

### **Local Council**

Perth and Kinross Council supported the pilot project and continue to support our collection of IT Waste from local Household Waste Recycling Centres. It has been extremely beneficial to the project to gain the support of the local council, and we have recently opened a new IT reuse container (funded by the WEEE reuse project) at another local recycling centre.

We are also members of the Charities and reuse project network chaired by the council. This enables us to work together with local charities to collect any e-waste donations they have and share knowledge and ideas.

Notes on Local Council: It is recommended to approach the local council's waste management team for support and advice. We have found that they are keen to support sustainable waste initiatives as well as the local college, and can help you to secure the relevant permissions to collect waste at the recycling centres.

## **Collections and transport**

College IT staff deliver retired IT equipment directly to the WEEE Centre and Ryan collects equipment from the local recycling centres using the college van. He will also make collections for high volume donations from local businesses. Donations can also be made directly to the WEEE Centre. We plan to locate several collection containers for staff and student donations around campus in the near future.

Notes on transport: By using the college van we are minimising overheads, however, it is necessary to consider safety aspects such as mesh between the driver and the rear to protect the driver on impact, training on lifting and stacking large equipment, weight limits of vehicles. Staff also make smaller collections in their own vehicles if they are insured to complete college business.

## **SEPA (Scottish Environment Protection Agency) registration**

In order to collect and process waste from businesses and the recycling centres it is necessary to register with SEPA under Waste Management Licensing (Scotland) Regulations 2011.

The Perth WEEE Centre's Waste Management Licence is registered under Paragraph 47 – exempt activities (Repair and/or refurbishment of WEEE at a secure place), which currently costs £370 per year. We have been issued with an exemption licence number that can be quoted to businesses when making collections.

We are also registered as a Professional Collector & Transporter of Waste, which is free of charge to charities.

Notes on SEPA: It is recommended that research on local legislation is carried out prior to processing and reselling WEEE. For Scottish legislation visit [www.sepa.org.uk](http://www.sepa.org.uk), or contact your local SEPA office for advice, we have found them to be very supportive.

## **Waste Transfer Notes**

Businesses are required by law to document WEEE disposal. For collections from local businesses the Perth WEEE Centre has downloaded a sample Waste Transfer Note for completion on collection from local businesses.

## **Sales**

Most sales are of ex-college equipment. Prices are determined by researching online the going rate of the items, according to age and specification, and then reducing the price slightly. Sales are predominantly, although not exclusively, to students, directly from the WEEE Centre. Payment is usually in cash, although card payments can be made via admin staff.

Notes on sales: It is not necessary to have permanent premises to make sales. Sales can be made via email and collected or via a pop up shop on campus manned by student volunteers.

## **Proceeds from sales**

Payments are processed through the National Training Programme/WEEE Centre budget. Proceeds from sales are fed back into the student journey, for example we have funded scholarships for Computing students and buses for field trips for other departments. For sales of smaller items such as keyboards and mouse controls donations are taken for the college charity.

## **Un-reusable equipment**

Re-Tek UK Ltd is an IT disposal and asset retirement business that reuse and recycle WEEE waste. They remove any equipment that we are unable to process at the WEEE Centre free of charge, and also reimburse us a percentage of value for any valuable equipment collected. They also offer educational visits to their facilities for students. They provide funding for the 'WEEE Award for excellence' presented at the Annual Prize Giving to an outstanding student who has worked in the WEEE Centre.

Notes on un-reusable equipment: Re-Tek operate across Scotland and can be contacted for details. Similar arrangements could be made with local operators.

## **Health and Safety**

Ryan is appropriately trained for the role. He has undergone training in lifting, transporting and handling electrical equipment. Safety precautions for working with electrical equipment and has completed a PAT testing course. Gloves, goggles and anti-static wrist bands are all available to students working in the WEEE Centre. They are also given a safety briefing on their first session. Risk Assessments on all aspects of the WEEE Centre's work have been carried out. Ryan is insured to drive the college van.

Notes on health and safety: Reasonable measures commensurate with perceived risks should be taken.

## **Materials and equipment**

The WEEE Centre has a weighing machine to weigh all equipment that comes through, cleaning materials to clean up re-sellable items, gloves, goggles, anti-static wrist bands, high visibility vest for collections from the recycling centres, data removal and operating system software and access to the appropriate tools (such as multi headed screw drivers) and IT equipment.

## **Logging equipment**

All equipment is logged in an access database to show source - college, recycling centre, business or individual donation; date collected; weight; destination – sold, stock, sent for recycling; date left the WEEE Centre; type – desktop, laptop, mobile phone etc.

Notes on logging equipment: This can be done in a spreadsheet for low volumes or minimal reporting requirements. It is beneficial to keep records of equipment coming through the WEEE Centre for reporting purposes.

## **Marketing and Promotion**

As part of a re-use project funded by Zero Waste Scotland the WEEE Centre Coordinator was in post for 18 months. During that time the WEEE Centre awareness both in college, locally and nationally has been boosted through improved online presence, a programme of events and local promotion.

Notes on marketing and promotion: For a low cost alternative the creative industries department may be interested in producing marketing campaigns to promote the activities of the WEEE Centre.