



## T&M REUSE YORKSHIRE LIMITED

FREE OFFICE WEEE DISPOSAL CHECKLIST

# Office WEEE Disposal & Compliance Checklist

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### VALUE PROPOSITION

A practical checklist to help businesses identify office equipment covered by WEEE regulations, prepare devices for collection, protect sensitive data, and maintain strict compliance records under UK law.

## PHASE 1: INVENTORY & WEEE EQUIPMENT IDENTIFICATION

Identify and catalog all electronic and electrical office equipment due for retirement or recycling.

| DONE                     | ITEM CATEGORY                        | EXAMPLES / DESCRIPTION                                                                 |
|--------------------------|--------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>IT &amp; Computing Hardware</b>   | Laptops, desktop PCs, servers, thin clients, tablets, and external hard drives.        |
| <input type="checkbox"/> | <b>Display Equipment</b>             | Computer monitors, commercial LED/LCD screens, projectors, and conference displays.    |
| <input type="checkbox"/> | <b>Peripherals &amp; Accessories</b> | Keyboards, mice, docking stations, network switches, routers, and power cables.        |
| <input type="checkbox"/> | <b>Office Printing &amp; Imaging</b> | Multi-function printers, standalone laser/inkjet printers, scanners, and fax machines. |

## PHASE 2: DATA SECURITY & SANITISATION

Ensure corporate data is permanently erased and legally protected prior to physical transport.

| DONE                     | SECURITY ACTION ITEM               | STANDARD / REQUIREMENT                                                                                      |
|--------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Data Audit &amp; Backup</b>     | Verify all crucial business files and emails are securely backed up to active systems or cloud storage.     |
| <input type="checkbox"/> | <b>Software-Based Sanitisation</b> | Run certified wiping software on all functional HDDs and SSDs (meeting DoD or NCSC standards).              |
| <input type="checkbox"/> | <b>Physical Media Destruction</b>  | Isolate and mechanically shred failed, damaged, or un-wipeable storage drives.                              |
| <input type="checkbox"/> | <b>Certificate Collection</b>      | Request and archive serialized Certificates of Data Destruction for every wiped or shredded storage device. |

## PHASE 3: COLLECTION PREPARATION & UK COMPLIANCE

Meet legal Duty of Care responsibilities and streamline the collection process with T&M Reuse Yorkshire Limited.

| DONE                     | COMPLIANCE & LOGISTICS TASK             | REGULATORY NOTE                                                                                   |
|--------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Carrier Licence Verification</b>     | Confirm T&M Reuse holds a valid Environment Agency Waste Carriers Licence.                        |
| <input type="checkbox"/> | <b>Asset Grouping &amp; Palletising</b> | Group monitors, laptops, and cables neatly to ensure efficient, safe loading by collection teams. |
| <input type="checkbox"/> | <b>Waste Transfer Notes (WTNs)</b>      | Complete, sign, and securely file Waste Transfer Notes (retain for a minimum of 2 years).         |
| <input type="checkbox"/> | <b>Zero-Landfill Sign-off</b>           | Ensure your final processing report verifies 100% recycling, recovery, or remarketing.            |

### Need professional assistance with office WEEE collection in Leeds or across Yorkshire?

Contact our compliance experts today to arrange secure, fully certified IT disposal and recycling.

## Book Your Office WEEE Collection Today

Fully compliant, secure, and environmentally responsible IT recycling.

**Call: 0113 320 3344 | Email: [info@tmreuseleeds.co.uk](mailto:info@tmreuseleeds.co.uk)**

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