WEEE and Environmental Reporting Template

SECURE TRANSPORTATION SINCE 1996



A fill-in template for recording what happened to redundant electrical and IT equipment after collection, for audit, sustainability, and compliance reporting

1. Purpose:

This template gives IT, facilities, sustainability, and compliance teams one place to record the collection, treatment, and final outcome of waste electrical and electronic equipment (WEEE).

It helps document:

- what was collected and from where
- who carried it and under what registration
- how each category of equipment was treated
- how much was reused, recycled, or recovered
- what paperwork supports the record

This template is particularly useful for:

- **office clearances and IT refreshes**
- **data centre decommissioning**
- **ITAD projects with reuse and recycling outcomes**
- **multi-site collection programmes**
- **environmental and sustainability reporting**
- **internal and external audits**

2. What This Template Is For:

Businesses have a legal duty of care for the waste they produce, including redundant electrical equipment. That duty does not end when the equipment leaves the building. This template helps show that the equipment went to an authorised carrier and treatment route, and what the outcome was.

It does not replace waste transfer notes, hazardous waste consignment notes, or Certificates of Destruction. It summarises them in one report.

3. Report Details:

Client: [Insert client name]

Project or collection reference: [Insert reference]

Site or sites covered: [Insert sites]

Collection date or period: [Insert dates]

Report prepared by: [Insert name]

Report date: [Insert date]

Version: [Insert version number]

4. Carrier and Treatment Facility Details:

Waste carrier name: [Insert name]

Waste carrier registration number: [Insert number]

Treatment facility name: [Insert name]

Treatment facility permit or exemption reference: [Insert reference]

Downstream recycler, if different: [Insert name]

5. Collection Summary:

Site	Collection date	Waste transfer or consignment note ref	Containers or pallets	Weight (kg)
Total				

6. Equipment Summary by Category:

Category	Quantity	Weight (kg)	Hazardous (Y/N)	Data-bearing (Y/N)
Desktop and laptop computers				
Servers and storage				
Network and comms equipment				
Monitors and displays				
Printers and peripherals				
Phones and mobile devices				
Batteries and UPS units				
Cables and small accessories				
Other (describe)				
Total				

7. Outcome Summary:

Record what happened to the equipment, by weight.

Outcome	Weight (kg)	Share of total (%)
Reused or refurbished		
Recycled as materials		
Recovered for energy		
Disposed of		
Total		

State how the weights were obtained: weighed, or estimated from standard unit weights.

8. Data-Bearing Asset Record:

- ☐ Data-bearing assets identified and listed separately
- ☐ Serial numbers captured before processing
- ☐ Destruction or erasure method recorded
- ☐ Certificate of Destruction or erasure report reference recorded
- ☐ Any unreadable serial or exception logged

9. Supporting Documents Checklist:

- ☐ Waste transfer note for each non-hazardous collection
- ☐ Hazardous waste consignment note where hazardous items were collected
- ☐ Waste carrier registration evidence
- ☐ Treatment facility permit or exemption evidence
- ☐ Asset list with serial numbers where applicable
- ☐ Certificate of Destruction for data-bearing media
- ☐ Weighbridge tickets or weight records
- ☐ Photos of collection where requested

10. Environmental Statement:

Use this wording as a starting point and complete it with the figures above.

"[Insert number] items with a total weight of [Insert weight] kg were collected from [Insert site] on [Insert date]. The equipment was transported by a registered waste carrier to an authorised treatment facility. [Insert share] % by weight was reused or recycled. Supporting waste documentation is held under reference [Insert reference]."

11. Exceptions and Variance Log:

Ref	Description	Action taken	Approved by	Status

12. Common Reporting Gaps to Avoid:

- no link between the asset list and the waste paperwork
- weights estimated but reported as weighed
- hazardous items mixed in with non-hazardous loads
- carrier or facility details missing
- data-bearing items not separated in the record
- outcomes described in words with no weights
- paperwork not retained for the period the regulations require

13. Best Practice Guidance:

Record at collection: capture quantities, categories, and note references on the day, not weeks later.

Keep one reference throughout: use the same project or collection reference on the asset list, the waste notes, and this report.

Separate data-bearing assets: they need their own record and their own proof.

Say how figures were measured: an estimate is acceptable when it is labelled as an estimate.

Keep the documents: retain waste transfer and consignment notes for at least the period current regulations require, and check that period when the report is filed.

14. Why this template matters:

A complete **WEEE and environmental report** helps:

- show the duty of care was met
- give sustainability teams figures they can use
- answer audit questions quickly
- reassure Procurement, Compliance, and InfoSec
- prove that redundant equipment did not go to landfill unrecorded

For business WEEE, the record of where the equipment went matters as much as the collection.

15. Related Secure Transportation services:

- WEEE Waste Disposal
- ITAD, Data Destruction and WEEE
- HDD Data Destruction
- Desk Cable Management and Decommission
- Secure Transport UK and Europe
- Project Management

16. Sign-Off:

Report prepared by:

Name:	
Signature:	
Date:	

Client acknowledgement (if required):

Name:	
Signature:	
Date:	