**Confidential Waste Uplift Request Form**

Fully complete **ALL** sections of this form.

Once complete, email to [**waste@ed.ac.uk**](mailto:waste@ed.ac.uk), and we will recover costs via journal.

**BAGS MUST NOT BE OVERFILLED. SECURE TIGHTLY USING TAGS PROVIDED. ANY BAGS NOT SECURED WILL NOT BE UPLIFTED.**

The Waste Office will collect once they have your completed form, and you will receive notification of collection. Please note that if you have a large number of bags e.g. more than 20, the Waste Office may request that Shredall collect these directly, but this will be discussed at the time of request.

Someone must be available on the collection day to point Waste Assistants to the correct collection, and to sign and verify the paperwork.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | | | | | |
| **P&M Codes** | **Entity** | **Fund** | **Cost Center** | | | **Account** | | **Analysis** | **Portfolio** | **Product** |
|  |  |  | | |  | |  |  |  |
| **Phone Number** |  | | | | | | | | | |
| **Email** |  | | | | | | | | | |
| **2nd Contact Name** |  | | | | | | | | | |
| **2nd Contact Phone Number** |  | | | | | | | | | |
| **2nd Contact Email** |  | | | | | | | | | |
| **Department Name** |  | | | | | | | | | |
| **Room No/Floor** |  | | | **Building Name** | | |  | | | |
| **Address** |  | | | | | | | | | |
| **Postcode** |  | | | | | | | | | |
| **Item to Collect** | | **Quantity** | | | **Item to Collect** | | | | **Quantity** | |
| Bagged paper | |  | | | Bagged Film (e.g. x-ray, microfiche) | | | |  | |
| Bagged data (e.g. tapes, discs, memory cards, etc) | |  | | | Boxed papers | | | |  | |
| Consoles | |  | | | | | | | | |
| **Additional Information** | |  | | | | | | | | |