



DTS: Reuse & Recycle Process

Checklist - before you begin

- Do you have the power cables for working laptops - we can't reuse without them
- Have you got the serial number(s) of all computers (laptops/desktops/iPads etc.), or at least the sticker asset number(s)
- Apple products: has the user removed the old device from their iCloud account? - we cannot do this for them and the device is useless if it is locked to iCloud.

Step one: is it an item DTS can take?

- Check the [list on the webpage](#). We take University of Reading supplied IT equipment, whether this has been purchased by DTS or not.
- If not on the list, please speak to [Sustainability](#)
- NB, we do not have funding to take personal IT equipment.

Step two: Do you have enough items?

- Do you have 10 items or more? (not including cables)
- If not: Hold off until you have 10, or email us with details so we can combine with another collection

Step three: Complete form

- Download form [here](#) and complete as fully as possible.
- The form has been designed so we get all the information we need from you upfront, so the process goes as smoothly as possible. For this reason, we can't accept information via emails or another format of spreadsheet.

Step four: Submit form

- Submit via [our R&R page](#) on the IT Self Service Portal. This gives you a ticket reference number which identifies your request and lets you track progress.

Step 5: Wait for contact

- You will be contacted directly by Academia to arrange collection from you.
- This step can take **up to 2 weeks**, as a lot is happening in the background. We are:
 - Checking what we can reuse within the university (which DTS will collect)
 - Removing from the university management system (if we can't use them)
 - Removing software licences from computers to be used by someone else
 - Organising R&R requests into the fewest number of collections
- If you haven't heard from us in 4 weeks, please ask for an update.

Step 6: Collection Day

- Make sure everything is ready to be picked up from one location.
- If you have any problems, please let Academia know in good time.

Step 7: Send us the "Waste Transfer Note"

- Academia will give you a paper 'Waste Transfer Note' when they collect from you.
- Please scan this and email it to: its-admin@reading.ac.uk
- We need this as proof that the items have been sent for disposal.
- This helps keep the UoR central asset repository up to date and accurate.

If you have any questions, please contact us at device-lifecycle-dts@reading.ac.uk