

CONFIDENTIAL WASTE

Information Session, October 2017

Procurement & Sustainability Teams

Why Has the Process Changed?

- Looking towards a more streamlined and cost effective service provision
- Previous quality and customer service problems



OLD PROCESS

- Multiple suppliers used
- Ad-Hoc orders placed, incurring minimum call out charges
- No set uplift request communication route
- Charges per department

NEW PROCESS

- One supplier campus wide – Shredall Ltd
- One scheduled uplift day each month
- Simple SharePoint form, providing centralised recording of uplift requests
- Centralised budget

NEW SharePoint Uplift Request Form

- Simple and easy to use
- Request an uplift OR a delivery (separately)
- View past request, amend or delete
- **Cut off: Thursday 5pm**

Staff Name *	<input type="text"/>
Faculty *	<input type="text"/>
Department *	<input type="text"/> <small>Name of department where confidential waste will be uplifted from</small>
Action required *	<input checked="" type="radio"/> Waste uplift <input type="radio"/> Delivery of waste receptacles <small>What type of action is required from Shredall</small>
Scheduled uplift or delivery date *	<input type="text"/> <small>Scheduled uplifts every first Tuesday of the month. Unexpected Ad-Hoc uplifts, only if unavoidable, should be emailed to confidential.waste@strath.ac.uk.</small>
Number of BAGS to uplift or deliver	<input type="text"/> <small>Number of bags</small>
Number of CONSOLES to empty or deliver	<input type="text"/> <small>Number of consoles</small>
Number of BINS to empty or deliver	<input type="text"/> <small>Number of bins</small>
Building Name *	<input type="text"/> <small>Building location for uplift or delivery</small>
Building Floor level *	<input type="text"/> <small>Which floor level is confidential waste located on</small>
Room number *	<input type="text"/> <small>Room where confidential waste is located, or delivery is to be made (provide ROOM NUMBER, e.g. 3.35)</small>
Additional Information	<input type="text"/> <small>State any additional information regarding uplift or delivery, such as the requirement for PCI-DSS shredding.</small>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Confidential Waste Storage Options

- ❑ Bags (25kg)



- ❑ Consoles (35kg)



- ❑ Bins (120L & 240L)



- ❑ Available £FOC from Shredall

Confidential Waste Mailbox

- For all confi waste queries and issues
- Managed by members of Procurement & Sustainability teams
- Ad-Hoc requests must be made to the mailbox (minimum quantity applies)

confidential.waste@strath.ac.uk

Questions?



University of
Strathclyde
Glasgow