**Please fill in the form and send it as an attachment by e-mail to** [**Sonderentsorgung@FU-Berlin.de**](mailto:Sonderentsorgung@FU-Berlin.de)

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| --- | --- | --- | --- | --- | --- |
| **Order takes place through** | | | | | |
| FB/ZE/ZI:  Address:  Institute: | | | Contact(person):  Telephone:  Mobile: | | |
| **Disposal of** | | | | | |
| Bulky waste | File and   Data destruction | Electronics scrap | Hazardous  Waste | Toner-  cartridges | Other |
| **Storage location of the waste** | | | | | |
| Address:  Floor/Room: | | | | Lift available?  Yes  No | |

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| **Additional information for the destruction of files and data media** | |
|  | **Enter type and quantity or attach list** |
| Old files: miscellaneous written material, file folders, etc. |  |
| Solid data carriers: CDs, floppy disks, microfiches, etc. |  |

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| **Additional information for electronic scrap:** (ATTENTION: For equipment recorded in the asset accounting (recognisable by the barcode sticker), the receipt from the asset accounting for the de-inventorying carried out must be available for the disposal). | |
|  | **Enter quantity or attach list** |
| Refrigerators |  |
| Monitors |  |
| Other electronic scrap |  |

|  |  |  |  |  |
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| **Additional information for hazardous waste (AVV numbers and designation see "List of hazardous waste")** | | | | |
| **AVV Nr.** | **Waste designation** | **Container** | | |
| **Quantity** | **Size** | **Exchange?** |
|  |  |  |  | Yes  No |
|  |  |  |  | Yes  No |
|  |  |  |  | Yes  No |
|  |  |  |  | Yes  No |
|  |  |  |  | Yes  No |
|  |  |  |  | Yes  No |

|  |  |
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| **Other information (e.g. preferred dates):** | **Callback requested?**  **Yes**  **No** |
|  | |