**Please fill in the form and send it as an attachment by e-mail to** **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** |
|       |