

# NSW Department of Education eWaste Application User Guide

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Instructions on how to use the eWaste application

# Table of Contents

1	eWaste Collection .....	1
2	Instructions:.....	1
3	Next Steps: .....	4
4	Activities required by School/Office: .....	4

## 1 eWaste Collection:

This set of instructions is to assist with the booking of an eWaste collection at your school or support office. Please ensure that you have the correct approvals to eWaste the items.

[Click here](#) to access the form or use the below URL if clicking the link does not work - copy and paste the URL into your browser.

Application URL: <https://apps.powerapps.com/play/e/default-05a0e69a-418a-47c1-9c25-9387261bf991/a/4fb50a4b-4ba1-45be-8be7-65c1ceac588b?tenantId=05a0e69a-418a-47c1-9c25-9387261bf991&hint=704e5c73-e8ff-4d7c-980e-d535b8417704&sourcetime=1741303019246>

Ensure that on first use you sign-in and activate PowerApp to complete the activation processes which will allow you to use the application. Should you have issues accessing/using the form, email: [cor0835r8406.schoolsinfra@det.nsw.edu.au](mailto:cor0835r8406.schoolsinfra@det.nsw.edu.au)

## 2 Responsibilities:

- School / Support Offices

The school / support office will need to do:

1. Take Stock of the items to be eWasted
2. Complete the form
3. Confirm and liaise with the vendor around collection date
4. Ensure that prior to collection all items are stored in a central location/ that the vendor will have easy access to
5. Be available on the day of collection to provide access to the vendor
6. Sign-off once all items collected
7. Once Settlement report is provided, keep the settlement report for your records

Note: Wiping / Destruction of Hard Drives is no longer required

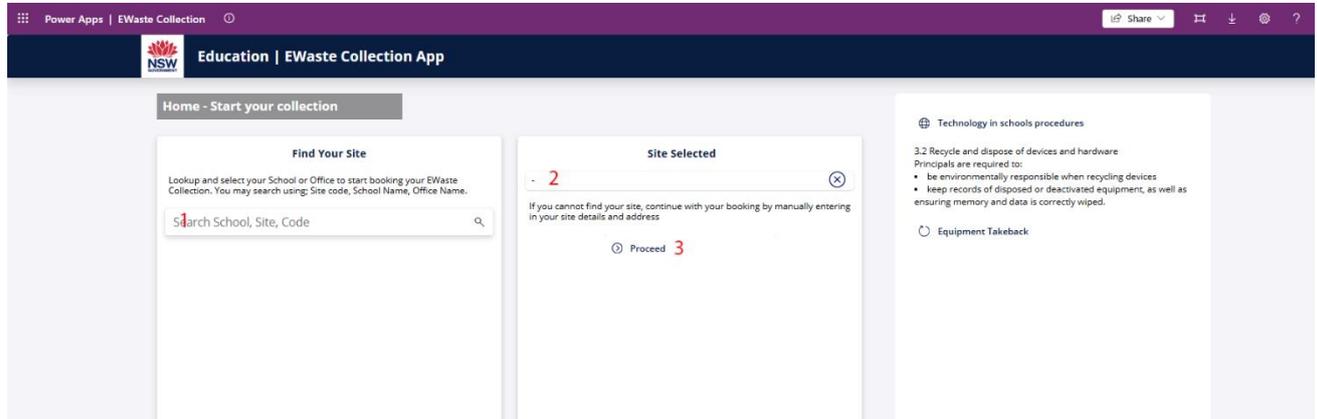
- Vendor

The eWaste vendor will:

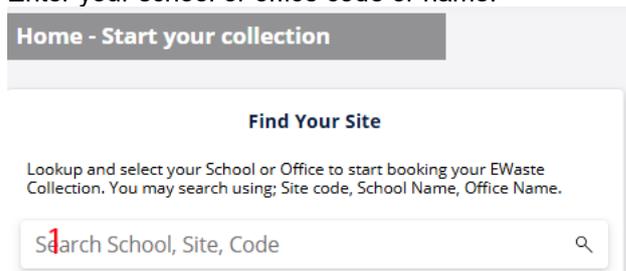
1. Receive request for collection
2. Plan cost-efficient Collection schedule
3. Communicate with the school/support office around the collection schedule
4. Collect eWaste from school/support office
5. Data Sanitize all Hard Drives collected
6. Provide Certificate of data sanitization
7. Provide Settlement Report

### 3 Instructions:

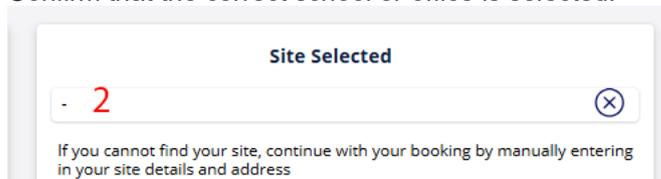
The screenshot below is the landing page you will see when accessing the eWaste booking form.



1. Enter your school or office code or name.



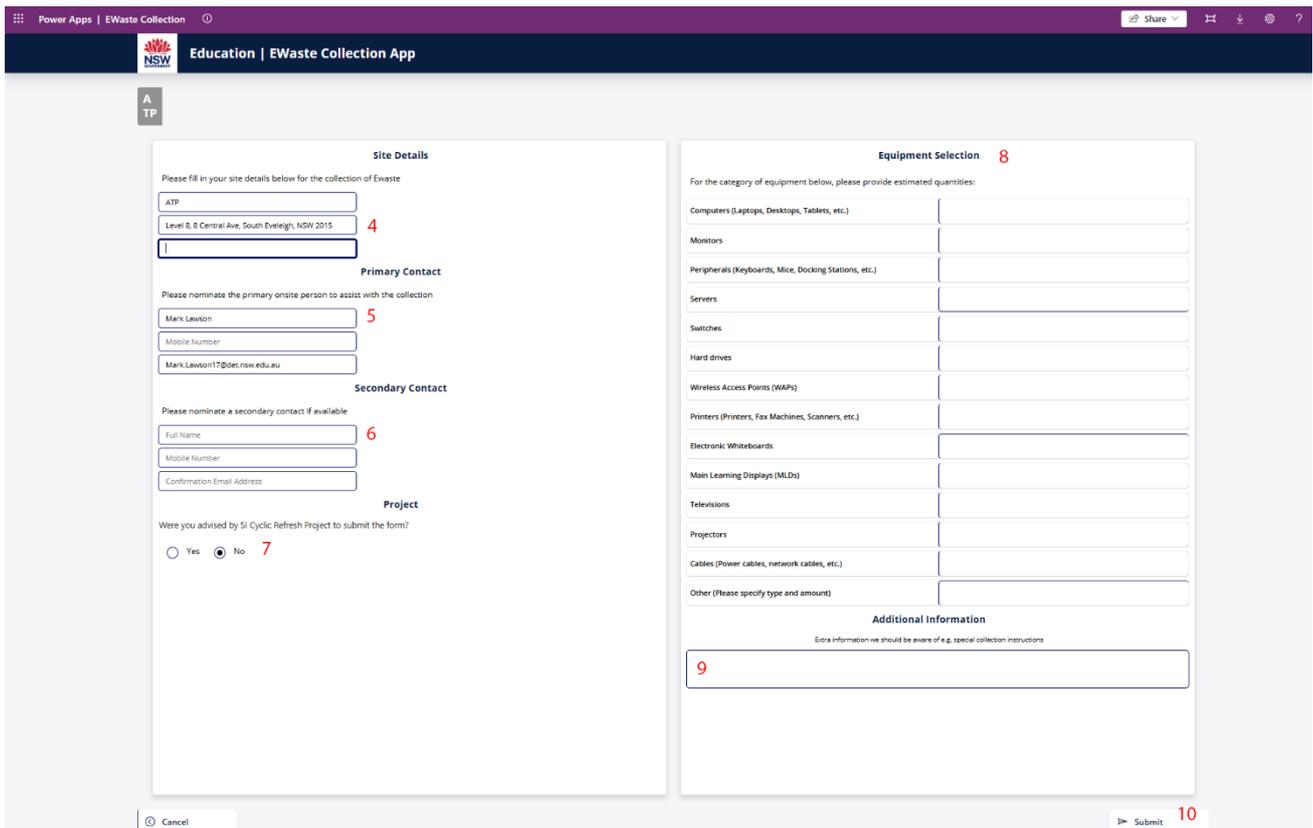
2. Confirm that the correct school or office is selected.



3. Once you have confirmed school or office in point 2 above, Click proceed.



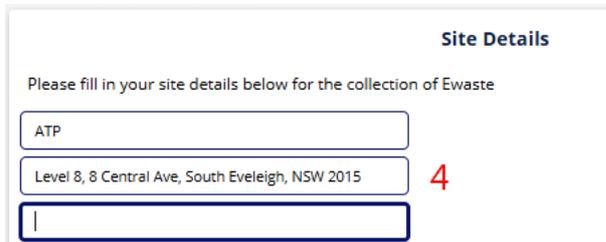
Screenshot below will be the screen you see once you click proceed in point 3.



The screenshot shows the 'Education | eWaste Collection App' interface. It is divided into two main sections: 'Site Details' and 'Equipment Selection'.

- Site Details:**
  - ATP:** A text field containing 'ATP'.
  - Address:** A text field containing 'Level 8, 8 Central Ave, South Eveleigh, NSW 2015'.
  - Primary Contact:**
    - Name:** A text field containing 'Mark Lawson'.
    - Mobile Number:** An empty text field.
    - Email:** A text field containing 'Mark.Lawson17@det.nsw.edu.au'.
  - Secondary Contact:**
    - Full Name:** An empty text field.
    - Mobile Number:** An empty text field.
    - Confirmation Email Address:** An empty text field.
  - Project:** A radio button selection for 'Yes' (unselected) and 'No' (selected).
- Equipment Selection:** A table with 14 rows for different equipment categories, each with an empty input field for quantity. The categories are: Computers (Laptops, Desktops, Tablets, etc.), Monitors, Peripherals (Keyboards, Mice, Docking Stations, etc.), Servers, Switches, Hard drives, Wireless Access Points (WAPs), Printers (Printers, Fax Machines, Scanners, etc.), Electronic Whiteboards, Main Learning Displays (MLDs), Televisions, Projectors, Cables (Power cables, network cables, etc.), and Other (Please specify type and amount).
- Additional Information:** A text area for extra information.

- Review details in the address fields Add spaces and punctuation as required to ensure that the address is error free.



**Site Details**

Please fill in your site details below for the collection of Ewaste

ATP

Level 8, 8 Central Ave, South Eveleigh, NSW 2015

- As the requestor, your details will be added by default to the primary contact fields, if you are not going to be the primary contact for the collection, update the fields with the persons' details who will be acting as the primary contact for the purposes of this eWaste collection.



**Primary Contact**

Please nominate the primary onsite person to assist with the collection

Mark Lawson

Mobile Number

Mark.Lawson17@det.nsw.edu.au

- It is recommended that you nominate a back-up for the primary contact to minimise impact on collection due to illness, holiday, or schedule conflicts.

**Secondary Contact**

Please nominate a secondary contact if available

Full Name 6

Mobile Number

Confirmation Email Address

- This option should be activated if you have been requested to arrange a collection via an email. Requests with this option activated follow a different back-end process.

**Project**

Were you advised by SI Cyclic Refresh Project to submit the form?

Yes  No 7

- Enter the estimated quantities for collection so that the correct size team and truck are arranged to make collection seamless.

**Equipment Selection 8**

For the category of equipment below, please provide estimated quantities:

Computers (Laptops, Desktops, Tablets, etc.)	
Monitors	
Peripherals (Keyboards, Mice, Docking Stations, etc.)	
Servers	
Switches	
Hard drives	
Wireless Access Points (WAPs)	
Printers (Printers, Fax Machines, Scanners, etc.)	
Electronic Whiteboards	
Main Learning Displays (MLDs)	
Televisions	
Projectors	
Cables (Power cables, network cables, etc.)	
Other (Please specify type and amount)	

- Add any special collection instructions, school/office specific information including details for loading dock or gate entry if needed.

**Additional Information**

Extra information we should be aware of e.g. special collection instructions

9

- Once all information has been entered, click Submit.

10

## **4 Next Steps:**

1. After the form has been submitted, an email will be received by the requestor and the primary contact if two different people, confirming the details captured.
2. The vendor will then engage with the primary contact once a collection schedule is drafted and confirm a date of collection.
3. Closer to the collection date, the vendor will send a notification with estimated times for the relevant teams to arrive on site.