

UK & IE WEEE & Battery Regulations

Office Depot and Viking UK Customers

Battery Recycling for all UK Customers

As part of our commitment to reduce the environmental impact of our own operations and those of our customers, our customers are invited to either return their used portable batteries to any Office Depot site for recycling or to order a recycling box from environment compliance scheme, Ecosurety. The process is simple, log on and register at <https://www.ecosurety.com/waste-recycling/> to order a battery collection pack, and log in again to request a collection when it is full. Alternatively, you can find your local waste portable battery recycling facility at www.recyclenow.com.

Why we take recycling of batteries seriously

Some household batteries contain chemicals like lead, mercury or cadmium. If batteries are disposed of in your normal waste bin, they are likely to end up in landfill. When the batteries are put into landfill they start to break down and can leak some of these chemicals into the ground. This can cause soil and water pollution, which may lead to health risks.

Recycling avoids this and can also recover some of the raw materials used for making batteries. These can be used to make other products. The result of recycling means we can save some of the planet's resources by reducing the need to mine new materials.

Waste Electrical and Electronic Equipment (WEEE) Regulations for B2B Products

Customers wishing to dispose of waste electrical and electronic equipment (WEEE) when it reaches the end of its life can do so by contacting your customer service representative, who will arrange for it to be sent to an authorised treatment facility that will treat and dispose of it in an environmentally sound way.

WEEE Regulations for B2C Products

So that you can get your old electrical products recycled, we have made a financial contribution toward the development of improved recycling collection points (known as 'Designated Collection Facilities') throughout the UK through our membership of the Valpak Distributor Take Back Scheme. To remind you to recycle, all new electrical products are marked with a crossed-out wheellie bin symbol.



You can take any old electrical equipment to participating civic amenity sites (often known as 'household waste recycling centres') run by their local councils. Please remember that this equipment will be further handled during the recycling process, so please be sure to remove any non-electrical product (for example food waste). You can locate your closest participating recycling centre using www.recycle-more.co.uk please remember to have your postcode to hand.

Office Depot International: Ecosurety Membership Number **ECO1914**

Office Depot UK: Ecosurety Membership Number **ECO1732**

Office Depot and Viking Republic of Ireland Customers

Battery Recycling

As part of our commitment to ensure batteries are disposed of responsibly after use the following free of charge options are available. A collection box for all waste batteries, of a type sold, including rechargeable batteries can be ordered via our customer service department or added to your order using product code 5343867 if ordering from Office Depot and QD0-5343867-XX if ordering from Viking Direct. Alternatively, waste batteries can be returned free of charge to a local authority facility or our premises at Viking (Ireland) Ltd, Unit 35 Rosemount Business Park, Ballycoolin, Dublin 11 provided the batteries are of equivalent type sold by us.

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WEEE Recycling

Waste Electrical and Electronic Equipment (WEEE) is taken back free of charge on a one-for-one, like-for-like basis. Waste batteries including rechargeable batteries are taken back free of charge. You are not obliged to make any purchase when returning old batteries. Each local authority must also accept household WEEE and small batteries free of charge at its recycling facilities. All WEEE and waste batteries must be recycled and should not be placed in any of your household wheelie bins. Make sure you always recycle all your old electrical goods and batteries.

Customers wishing to dispose of waste electrical and electronic equipment (WEEE) when it reaches the end of its life can do so free of charge on a one-for-one, like for like basis by informing customer services when they order the new product. We will provide you with 24-hour notice of the delivery of the new EEE product in order that you can have the old WEEE ready. If the end of life product is not available for collection when the new product is delivered, we will arrange for it to be collected within 15 days of delivery of your new product. End of life products are sent to an authorised treatment facility where they will be treated and disposed of in an environmentally sound way. Alternatively, you can take the item to our premises at **Viking (Ireland) Ltd, Unit 35 Rosemount Business Park, Ballycoolin, Dublin 11**. You can also take the item to your local authority civic amenity facility who will take back WEEE free of charge.

All WEEE and waste batteries must be recycled and should not be placed in your waste disposal or recycling bins.

Viking Direct Ireland Ltd

Producer Register Ltd, Registration Number **IE00293WB**
ERP Ireland Membership Number **0397**

Office Depot Ireland Ltd

Producer Register Ltd, Registration Number **IE00292WB**
ERP Ireland Membership Number **0396**