

FWDV Electronic Waste Disposal

Service Central Request

Stephanie Smith

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Project Overview/Summary:

Project Overview

The purpose of this online service request form is to streamline and facilitate the submission and processing of e-waste service requests, ensuring prompt and efficient response to meet our customers' needs with a robust tracking and reporting mechanism.

Scope

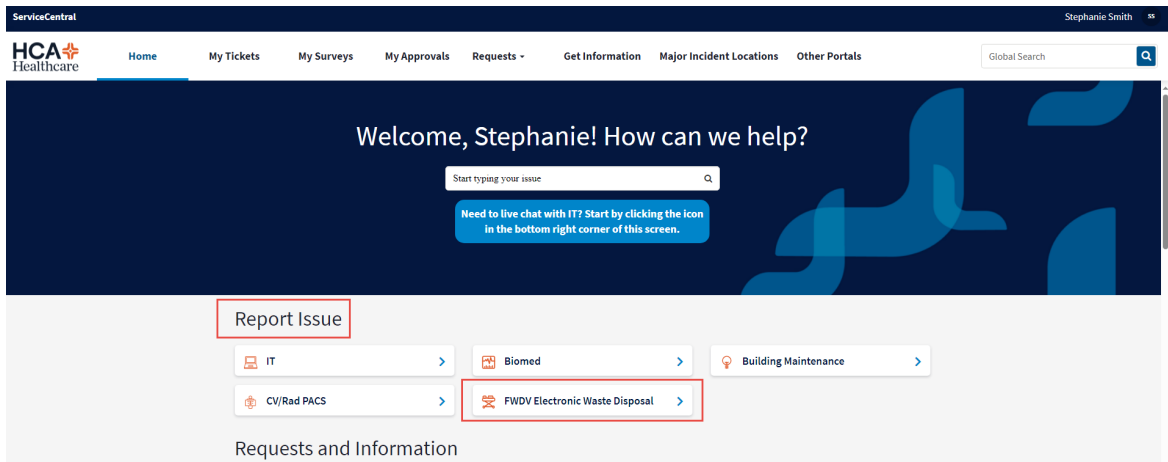
Please use this form to request disposal of electronic waste including the following:

- Computers and Accessories – desktops, laptops, med scanner, monitors, keyboards, mice, USB sticks, badge reader batteries
- Mobile Devices – smart phones, tablets, iPad
- Telecommunication Equipment – Landline phones, Patient phones
- Consumer Electronics – TVs, DVD, Blu-ray players
- Small Appliances – Toasters, Coffee makers, microwave
- Printer or Toner
- Xerox or Toner
- Medical Devices – Thermometers, Blood pressure monitors, Glucose meters
- Cables & Wires – Power cords, Charging cables, Extension cords

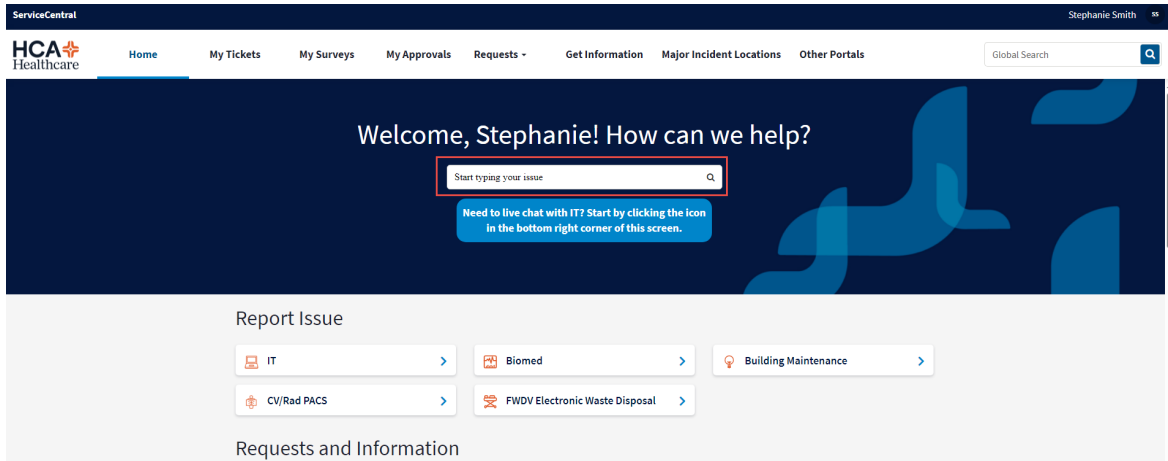
How to Request Disposal of Electronic Waste:

Service Central Request: FWDV Electronic Waste Disposal

- Direct link to the Service Central form: [Electronic Waste Disposal](#)
- To request Electronic Waste Disposal, access the ServiceCentral Portal: [HCA Service Portal](#)
- Under **Report Issue**, click on **FWDV Electronic Waste Disposal**.
Note: other buttons displayed under **Report Issue** vary based on role.



- If you do not see the **FWDV Electronic Waste Disposal** button simply type **Electronic Waste Disposal** into the search bar.



- Complete the form as prompted
 - Enter customer and contact information:
- ### Electronic Waste Disposal Request

Use this form to create a Request to Dispose Electronic-waste

The purpose of this online service request form is to streamline and facilitate the submission and processing of e-waste service requests, ensuring prompt and efficient response to meet our customers needs with a robust tracking and reporting mechanism.

* Customer ?

Alternate Contact ?

Facility ?

* Best Contact Info ?

Alternate Contact Phone ?

- **Select a Reason for Disposal:** Obsolete, Broken Beyond Repair, Upgrading Equipment, Other (please specify):

* Reason For Disposal ⓘ

Use this option to provide brief details of why the item is being disposed ✕

-- None --

- **Select Type of Waste:** Electronic Waste, Other

* Select Type of Waste

-- None --

- **If Electronic Waste, select the type:**

* Select the appropriate Electronic Waste you wish to dispose ⓘ

- Computers and Accessories – desktops, laptops, med scanner, monitors, keyboards, mice, USB sticks, badge reader batteries ✕
- Mobile Devices – smart phones, tablets, iPad
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-- None --

- **Specify Current Location of Equipment:** Enter building/area, room/unit, and asset tag number (if applicable):

Current Location of Equipment ⓘ


Explain the location of the item you wish to dispose as thoroughly as possible ✕


* Building/Area:

* Room/Unit:

Asset Tag Number (if applicable):

- **Specify Collection Details:** Enter requested collection date/time and contact person at collection site

Collection Details (Optional) 

This applies to requests that requires an individual/staff to pickup from a requesting unit 

Requested Collection Date:

MM/DD/YYYY 

Preferred Collection Time:


Contact Person at Collection Site:


Name:


Phone Number:

Department:

- **Additional Information (optional):** provide any special handling or disposal information for the item and Supervisor/Manager Approval information (this is applicable if a manager approval is required to dispose of a waste. You may add additional comments or an attachment if you would like. Click **Submit**.

Additional Information (Optional) 

Provide any special handling or disposal information for the item(s) 

Authorization (Optional) 

This is applicable if a manager approval is required to dispose of a waste 

Supervisor/Manager Approval:

Name

Date:

MM/DD/YYYY 

Additional Comments

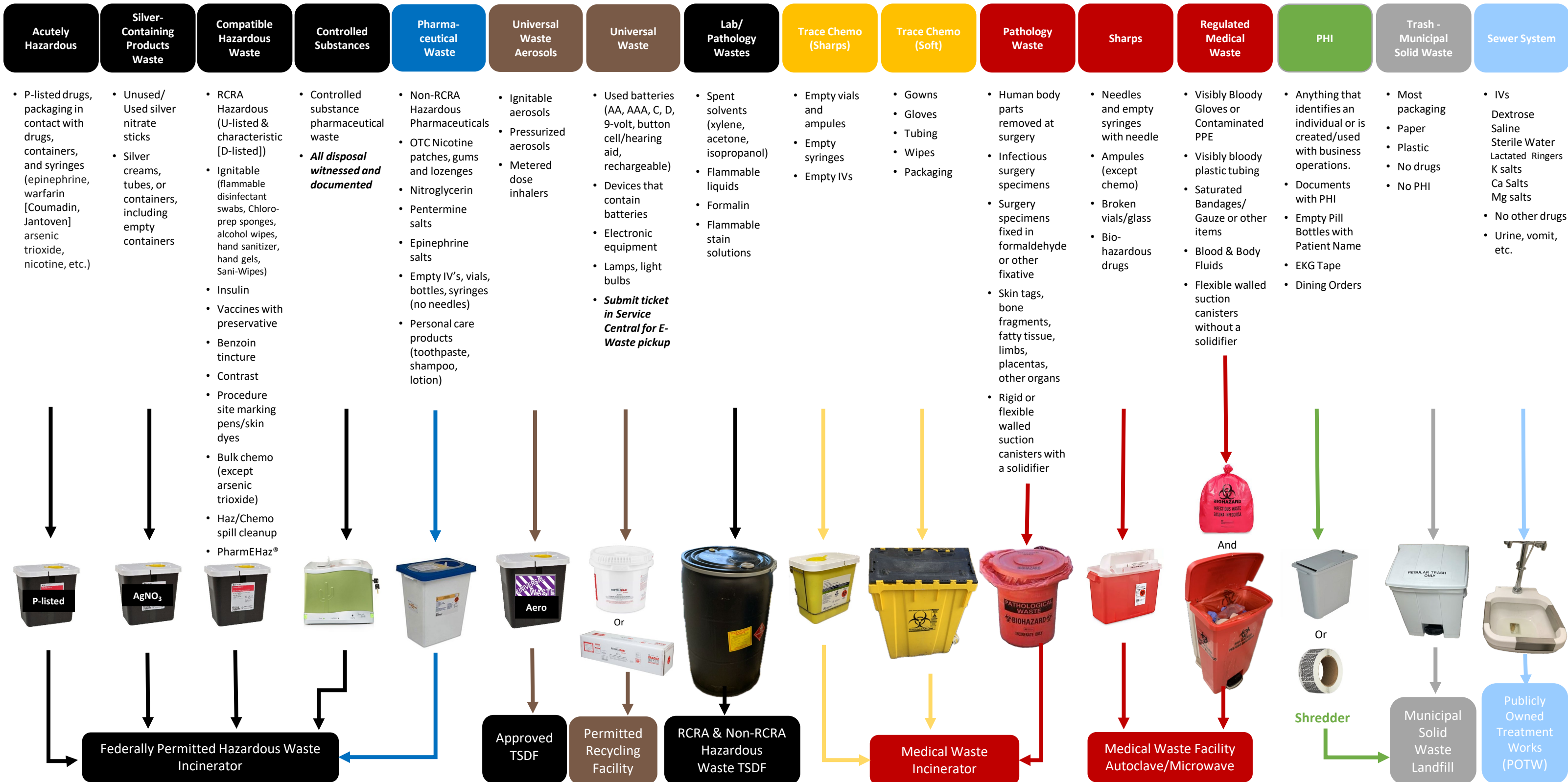
 Add Attachment

 Save Request

Submit

- Your request will be assigned to the appropriate team to safely dispose of the equipment.

Summary of Medical Area Waste Streams California



In addition to the above guidance, facilities must also adhere to any state or local regulations. NOTE: See HCA CSG policy for destroying controlled substance medications in inventory.