

How to use the 'eco action plan'

For the students, professors and staffs who have the waste home appliance or furniture

- ① Please refer following list and make three handbills (copy is allowed), then bring to our department. (You can also use the A4 or below template. The example of handbill list : name of product, cost, the date of purchase, age of use, condition, size, color, the period you can deliver and if it is home appliance, name of the company, model number, the date of manufacture. ★please attached the picture of the product if you can.
- ② After checking the three handbills at our department, we will set on the receipt stamp. (You are allowed to post only the handbills which have this stamp.)
- ③ The one of the handbills will be used for the bulletin board outside Seikyo, the other one will be for browse for the people who want to buy the product (storage to our department), and the other one will be used for product management of our department. Please write your name, department, student number and contact information. At our department, we will specify the purpose of use of the personal information in advance, and use the information only in range to this end. We never use the personal information except for this purpose. (Please agree to show your handbill to the people who want to buy your product and are checked that they are the professors, staffs or students of this university for sure.)
- ④ We will post the handbill which has the receipt stamp on the bulletin board of our department outside Seikyo.
- ⑤ If you get contact from the person who wants to buy your product, please make sure the way and date of delivery, receipt and payment from both side.
- ⑥ Once your product is sold, please contact to our department, We will take off the handbill from the bulletin board, and write down on the handbill for browse and for storage about it.

For the students, professors and staffs who want to buy the home appliance or furniture

- ① If you want to buy the purchase, please check the receipt number on the file for browse at our department and write you name, department, student number, contact information and receipt number for the administration table.
- ② We will show you the handbill which is wrote in name and information contact etc of the seller, but it is a personal information, so you can use it only for the purpose for the contact to buy the product and must not to use it for the other thing.
- ③ Please contact to the seller and make sure the product is still there. There is the case it has already sold.
- ④ Before buying the product, please make sure the condition, size and the way and date of delivery, receipt and payment.

★Notes

- ① It has been for 1month to post on the bulletin board from the first day of posting.
- ② The requirements to buy of professors and staffs will be accepted from two weeks later from the first date of posting.
- ③ Please don't sell the detective products.
- ④ Please don't bring the products into our department.
- ⑤ We will just do receiving handbills, setting them on receipt stamp, posting them to bulletin board, filing them, managing the handbills of product management and file for browse, and taking off the handbills after we have the contact about being sold the product, but we won't do anything for other things. Please make sure for everything between seller and buyer in advance then utilize eco action plan effectively.
- ⑥ Please contact our department if you have any questions.

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