

Work Sheet for Review of Electronics Recycling Facility

Updated: 04/01/2010

INFORMATION TO BE COMPLETED BY FACILITY REPRESENTATIVE

Name /Title: _____

Phone: _____

Signature: _____

GENERAL FACILITY FACTS

Facility Name: _____

Address: _____

City, State, Zip: _____

Facility Contact: _____

E-mail: _____

Phone/Fax: _____

Size of Facility:

_____ Square feet for production and storage

_____ Total employees

_____ Production employees

_____ Administrative employees

Facility Throughput:

_____ Pounds of electronics input to the facility **last month**

_____ Pounds of electronics refurbished or recycled by the facility **last month**

_____ Pounds of electronics landfilled or incinerated by the facility **last month**

_____ Pounds of electronics input to the facility **last year**

_____ Pounds of electronics refurbished or recycled by the facility **last year**

_____ Pounds of electronics landfilled or incinerated by the facility **last year**

Work Sheet for Review of Electronics Recycling Facility

Updated: 04/01/2010

List of Federal, State and Local Permits:

ELECTRONIC SCRAP MANAGEMENT PROGRAM

Type(s) of electronic scrap the facility accepts:

Computer central processing units (CPUs), both desktop and laptop	<input type="checkbox"/> Yes <input type="checkbox"/> No
Computer peripherals, including mice, keyboards, and wires/connectors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Computer monitors with cathode ray tubes (CRTs)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Computer monitors with liquid crystal displays (LCDs)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telephones or telephone equipment, including cell phones and peripherals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Household electronics, including televisions, stereos, projectors, digital video disc (DVD) players, and video cassette recorders (VCRs)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Microwaves or other appliances	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office electronics, including fax machines, copiers, and printers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other electronic equipment Please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Source(s) of the electronic scrap the facility accepts:

Original equipment manufacturers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Corporate asset disposition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Government asset disposition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Municipal programs/events	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drop-off	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retailers (e.g., Staples, Office Depot, Circuit City, Best Buy, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other processors and recyclers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other sources Please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Work Sheet for Review of Electronics Recycling Facility

Updated: 04/01/2010

The electronic scrap processing method(s) utilized at the facility and the percentage of electronic scrap which is processed via each method:

Brokering (matching buyers and sellers)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Resale of whole units (selling of whole units)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Remanufacturer (refurbishing equipment)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Demanufacturer (disassembling into parts and subassemblies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Material recovery (physical separation to capture plastics, metals, glass, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Material processing (shredding and grinding)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Donation (school systems, non-profit organizations, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	%

The current (2009) primary market(s) for the facility's output and the percentage:

Sale/donation of working units	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Recovery of precious metals	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Recovery of other metals	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Recovery of plastics	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
Sale of mixed loads	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
CRT glass to lead smelters	<input type="checkbox"/> Yes <input type="checkbox"/> No	%
CRT glass to glass manufacturers	<input type="checkbox"/> Yes <input type="checkbox"/> No	%

Work Sheet for Review of Electronics Recycling Facility

Updated: 04/01/2010

Does the facility have any documented procedures and/or tracking system for the handling and disposing of recyclables?

If yes, provide a copy or an example for review.

- Yes
 No

ELECTRONIC SCRAP DOWNSTREAM ANALYSIS

Is the electronic equipment tested to determine viability for resale?

If yes, what and to whom is it sold?

- Yes
 No

Is the electronic equipment that fails testing being sold?

If yes, what, to whom, and where is it sold and for what purpose (Repair, parts)?

- Yes
 No

If it is not sold or is determined to be unusable, what happens to it?

- Sent to landfill
Entire items or parts? Specify parts: _____
- Sent to shredder or demanufacturer
Name of facility: _____
- Sent to other recycler/processor

<i>Item</i>	<i>Recycled?</i>	<i>Name and Location (City, State) of Recycler/Processor</i>
Plastics	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Leaded glass	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Base Metals	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Precious metals	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-ferrous metals	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Work Sheet for Review of Electronics Recycling Facility

Updated: 04/01/2010

Does the facility handle hazardous materials? Yes No

If yes, what are the hazardous materials and what do you do with them? _____

Are any materials processed outside the United States? Yes No

If yes, identify the materials, to whom and where are they sent, and for what specific purpose?

Please provide copies of EPA notification and consent for export, where applicable.

Please provide recent (2009) shipping papers and documentation for the following:

1. Working CRT end market (final destination)
2. Non-working CRT end market (final destination)
3. Printed circuit board end market (final destination)

Please return completed worksheet to: