



Checklist for the Selection of Electronic Recycling Services

Updated: 06/27/2006

PURPOSE

This checklist is designed to aid Federal Electronics Challenge (FEC) partners in the initial evaluation of an electronics recycler. This checklist will guide you in answering some basic questions about an electronics recycler you may be considering, and can be completed over the phone with a potential recycler.

SELECTING AN ELECTRONICS RECYCLING SERVICE

The checklist provided in this resource is organized as a series of questions on recycler operations and management practices so that you can make an initial selection of a recycler, according to the best fit for your facility's individual needs and environmental concerns. You may pick and chose from among the questions based on these priorities and on the level of service you are seeking. The FEC has an additional resource to help partners perform more in-depth, onsite reviews of electronics recyclers, available online at: http://www.federalectronicchallenge.net/resources/docs/onsite_review.pdf. Please note that this checklist is not meant to substitute or override Federal, state, or local laws and regulations.

This checklist can be used to assess a variety of recycling facilities:

- *Collection/hauler*: Collects computers and televisions (TVs) and transports them to another business for repair, reuse or recycling; usually works under contract with another business.
- *Repair Shop*: Repairs computers and TVs for resale and removes operational and valuable components for resale to the highest level of reuse. They may dispose of components and equipment that do not have reuse or resale value.
- *Electronic Demanufacturer*: Demanufactures electronics for reusable and operational components and for scrap value; includes for-profit or not-for-profit facilities.
- *Private Asset Recovery Operation*: Specializes in providing the highest return on discarded computer equipment, usually from large-scale businesses. May also engage in demanufacturing and/or cathode ray tube (CRT) processing.

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalectronicchallenge.net/champions.htm>.

Partners may also request technical assistance by sending an email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalectronicchallenge.net/>

E-mail: info@electronicschallenge.net

QUESTIONS TO ASK AN ELECTRONICS RECYCLER

<p>Can the electronics recycler give a general description of its business?</p> <p>This type of information may include:</p> <ul style="list-style-type: none"> • Point of contact • Number of employees • Years in business and ownership history • Facility site information and history • Summary of operations and services offered 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the electronics recycler accept the products you want recycled?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the electronics recycler service your geographic area and type of organization?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler clearly describe its fees for various types of equipment?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler offer additional services that you may require?</p> <p>Additional services may include:</p> <ul style="list-style-type: none"> • On-site collection support • Transportation support • Product reuse or refurbishment • Hard drive erasure/destruction • Product tracking • Recycling guarantee or certificate 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler identify its federal, state, and local environmental agency contacts?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler provide information on its compliance history?</p> <p>This type of information should include recent criminal (past five years) or civil (past three years) violations, and how they were, or are, being addressed.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the electronics recycler have environmental, health and safety management systems and/or plans in place?</p> <p>Management systems and/or plans may include:</p> <ul style="list-style-type: none"> • Environmental management system (EMS) • Environmental risk management plan • Hazardous materials management plan • Emergency prevention, preparedness, and response plan 	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<p>Can the electronics recycler provide a description of its processes?</p> <p>An electronics recycler should be able to provide an overview of its procedures for:</p> <ul style="list-style-type: none"> • Demanufacturing • Reuse/Resale/Donation • Secure destruction • Disposal and waste handling • Product manufacturing • Storage 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler provide a description of what it does with the electronic equipment it receives?</p> <p>An electronics recycler can utilize a variety of processing methods, including:</p> <ul style="list-style-type: none"> • Brokering (matching buyers and sellers) • Resale of whole units (selling of whole units) • Remanufacturing (refurbishing equipment) • Demanufacturing (disassembling into parts and subassemblies) • Material recovery (physical separation to capture plastics, metals, glass, etc.) • Material processing (shredding and grinding) • Donation (school systems, non-profit organizations, etc.) 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler provide the names and/or locations of the downstream businesses to which it sends equipment or components?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the recycler export equipment outside the U.S.?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the electronics recycler audit its end-markets either via audit, questionnaire, or other measures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the electronics recycler send materials for disposal in landfills or for incineration?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the electronics recycler supply you with documentation or certification of final disposition?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the electronics recycler maintain appropriate insurance/assurance?</p> <p>Types of insurance/assurance may include:</p> <ul style="list-style-type: none"> • General liability insurance • Environmental liability insurance • Financial assurance (e.g., bonding) 	<input type="checkbox"/> Yes <input type="checkbox"/> No



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<p>Will the electronics recycler allow you to verify this information through an on-site evaluation?</p> <p>The FEC has an additional resource to help partners perform more in-depth, onsite reviews of electronics recyclers, available online at: http://www.federalectronicchallenge.net/resources/docs/onsite_review.pdf.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can the recycler provide references and contact information for other businesses that have used their services?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL COMMENTS

REVIEWER INFORMATION

Facility Name: _____

Name: _____

Date: _____