

E-Stewards Certification



E-Stewards Certification



Scott Jones
EHS Program Manager

- Welcome From PJR
Headquarters:
 - 755 W. Big Beaver Rd, Suite 1340
 - Troy, MI 48084
 - Phone: 1-800-800-7910
 - Email: stjones@PJR.com
- Audience for today's meeting
- Introduction of speakers
- Today's Session (1 Hour)
 - About e-Stewards
 - Benefits of Certification
 - Purpose of the Standard
 - Certification Process
 - Transition Requirements
 - Standard Overview
 - Questions

PJR is accredited to grant certification for :

- ISO 9001
- ISO 14001
- AS 9100, 9110 & 9120
- ISO/TS 16949
- Responsible Recycling-R2
- RIOS
- **e-Stewards**
- ISO 50001 (in progress)
- ISO 13485
- SQF
- BRC
- TL 9000
- OHSAS 18001
- ISO 27001
- RCMS® AND RC14001
- ISO 22000
- BS 25999
- BA 9000
- HAACP Compliance
- FSSC 22000

Benefits of Certification

Key benefits of e-Stewards certification and implementation:

- Data is secure through rigorous requirements for chain of custody and data destruction
- No use of prison labor (slightly modified in SI-2-V2), child labor or sweatshops
- No use of incinerators
- No hazardous e-waste will end up in landfills
- e-Stewards recyclers operate a management system to achieve legal compliance with all laws, including the Basel Convention
- No hazardous e-waste is shipped to developing countries



e-Stewards:2013 Purpose

- Encompasses the globally recognized certification ISO 14001 environmental management system
- Prohibits all toxic waste from being disposed of in solid waste landfills and incinerators
- Requires full compliance with existing international hazardous waste laws and treaties for exports and imports of electronics, and specifically prohibits the export of hazardous waste to developing countries
- Requires extensive baseline protections for and monitoring of recycling workers in every country, including developed nations where toxic exposures are routinely taking place
- Is written for international use

Steps to Certification

Overview: 10 Steps to Certification

1. Purchase and review the e-Stewards Standard and Sanctioned Interpretations
2. Get quotes from accredited third-party certifying bodies
3. Evaluate costs
4. Contract with a certifying body, then your company is eligible to be listed on the e-Stewards website as in-process for certification*
5. Pay e-Stewards program initiation fee
6. Set up management system in compliance with Standard
7. Prepare for and schedule Stage 1 audit with certifying body
8. Schedule Stage 2 audit
9. Complete Stage 2 audit and clear up any non-conformities
10. Execute e-Stewards annual license agreement and pay annual fee

Receive e-Stewards and ISO 14001 certificate from certifying body

Certification Process

The initial audit consists of two stages:

- Stage 1:
 - On-site document review of your EHSMS
 - Evaluates the readiness of your organization to move to stage 2.
- Stage 2:
 - Scheduled 30 to 75 days after the stage 1 audit.
 - On-site audit of your entire EHSMS.
 - Nonconformities will need to be resolved prior to issuing of the certificate.

Certification Process

- Surveillance audits
 - Scheduled at either six or twelve month intervals depending on the contract.
 - Partial system audit.
- Re-certification audit
 - On-site audit conducted prior to the third anniversary of the initial certification
 - Surveillance visits will then continue, as before, on a 3-year cycle.



e-Stewards Transition

- Companies who are in the process of initial certification to e-Stewards can choose to be certified to either V 1.0 or 2.0 until *May 1, 2014*.
- After *May 1, 2014*, any company wanting to get certified to e-Stewards must get certified to Version 2.0.
- Any company certified to Version 1.0, whether currently certified or in the process of obtaining certification, must upgrade to Version 2.0 within 18 months from its release (*by May 1, 2015*).

Issuance of Multi-Site Sampling Certifications

- Multi-site certifications must have one EH&S Management system and shared documented processes among all locations in the multi-site certification to ensure consistent execution.
- All sites listed on a multi-site certification must be visited and fully audited as part of the initial certification.
- New sites must be fully audited before being added to the multi-site certification
- Each remote site (not inclusive of ancillary sites) must be visited by the CB and audited at least once every 3 years, irrespective of the sampling requirements.
- Every site owned by the main facility must be certified to e-Stewards within 18 months of initial certification to the first site audited. This applies to all locations within a given country.

e-Stewards Standard Overview

Version 2.0



Hazardous Electronic Equipment (HEE)

- Asbestos
- Batteries
- Cathode Ray Tubes (CRT)
- Circuit Boards, lamps, switches or any other parts, materials, assemblies, housings, cables, and wires which contain any of the applicable substances in levels exceeding the indicated thresholds.
- Mercury: Circuit boards, lamps, switches, LCD displays, and other parts, components or assemblies containing intentional inputs of mercury.
- Polychlorinated Biphenyls (PCBs)
- Radioactive waste
- Selenium & arsenic (i.e. printer or copy drums)
- Any other material deemed hazardous waste

Hazardous Electronic Waste (HEW)

- HEE that is destined, or is intended to be destined for:
 - Recycling, energy recovery, or final disposal, all or in part, including shredded material, components, residues, and parts removed during repair / refurbishment, and/or
 - Repair/refurbishment or reuse, but not direct reuse, and
- Electronic Equipment (including components) that is:
 - Tested and fully functional but for which a direct reuse market has not been affirmed according to requirements in 4.4.6.2 (reuse), and
 - Deemed hazardous waste or banned for importation by the country of import or transit, regardless of type of destination or condition of equipment.

Potentially Hazardous Processing Technologies (PHPTs)

Technologies, activities, or operations which process hazardous electronic equipment and/or problematic components or materials, including:

- Shredding, cutting, grinding, crushing, breaking, baling, pulverizing, fragmenting, cracking, and/or chipping, or any other activities which create dust, particulates, or vapors,
- Opening, dismantling, or repairing mercury-containing devices, such as LCD displays or mercury switches, including manual removal of mercury-containing lamps,
- Thermal or chemical processes of any kind, including but not limited to smelting, refining, melting, dissolving, reacting, and burning.

An e-Stewards EMS Applies to:

- The Electronic Equipment, property and assets under the Organization's ownership and/or Control, and
- Workers, including temporary, part time, and contract workers, volunteers, and interns.



e-Stewards EMS Policy

An e-Stewards Organization shall ensure the EMS policy includes a commitment to:

1. Prevention of exports of Hazardous Electronic Waste (HEWs) throughout the Recycling Chain which violate international laws, treaties, and agreements.
2. Prohibition of forced or child labor throughout the Recycling Chain.
3. Prohibition of prison operations throughout the Recycling Chain that involve incarcerated individuals handling HEWs or Customer Data, and:
 - a. Are subsidized by government (directly or indirectly).
 - b. Involve the likelihood of risks of release of misuse of Customer Data, or
 - c. Do not provide workers with the same rights as private sector workers to protections from exposure to toxics, and
4. Social accountability values within its Organization consistent with the principles of SA 8000 (certification is not required).

Environmental and Stewardship Aspects

- At least every three years a risk assessment shall be conducted by an Occupational Environmental Health and Safety Professional(s).
- The risk assessment shall give consideration to:
 - Customer data privacy, downstream risks associated with hazardous e-waste and hazardous waste management, releases to the environment such as storm water runoff and air emissions, and transportation,
 - Physical hazards,
 - Chemical hazards,
 - Biological hazards,
 - Practices to decrease worker exposure and take home contamination,
 - Accident investigation
 - Other hazards

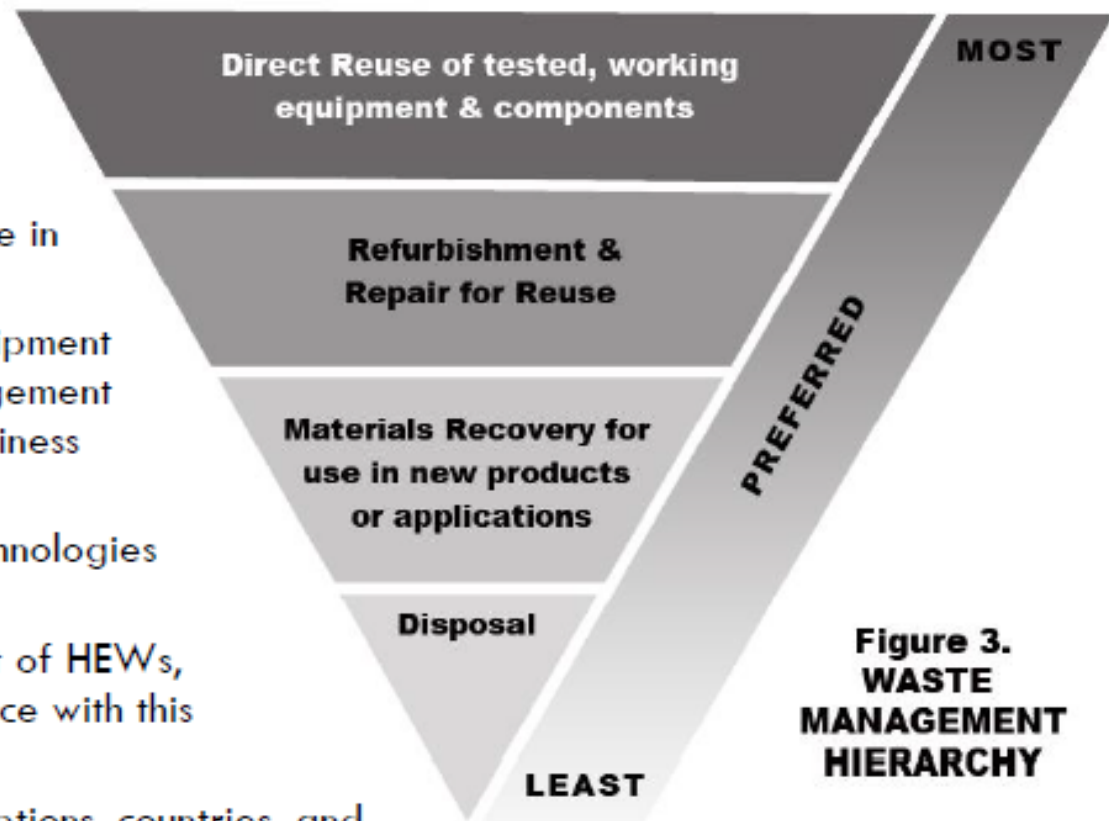
Legal export, Transit, and Import Requirements

An Organization shall ensure legal transboundary movement (export, transit, and import) of used Electronic Equipment :

- The requirements of:
 - The organization for Economic Cooperation and Development (OECD)
 - The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their disposal
 - The Basel Convention Decision III/1, also known as the Basel Ban Amendment, regardless of whether or not it is in legal force nationally or internationally,
 - Other applicable international laws
 - National legislation of any countries concerned.
- Ensuring that each shipment of Hazardous e-Waste is exported or imported only as follows:
 - Implementation of Basel Ban Amendment [a) 3 above]: When exported from OECD/EU countries and Liechtenstein, shipments shall only go to and through countries in that same group, and the trade is for Recycling and not Final Disposal,
 - Implementation of trade ban between Basel Parties and non-Parties
 - Implementation of the Basel Convention, regional agreements, and national laws

The Organization shall document and implement a plan for the responsible management and disposition of Electronic Equipment received by the e-Stewards Organization or under their Control in a manner that protects human health and the environment, and is in conformity with this Standard. The plan shall identify:

- ▶ Electronic Equipment that is accepted, items that are not accepted, and how to manage unusual materials if received,
- ▶ The hazardous substances that may be in Electronic Equipment, including HEWs,
- ▶ Priorities for managing Electronic Equipment based on the Figure 3. Waste Management Hierarchy, and as appropriate to business model and customer requirements,
- ▶ Potentially Hazardous Processing Technologies employed,
- ▶ Operational controls for management of HEWs, PCMs, and their residuals in accordance with this Standard, and
- ▶ Acceptable downstream Processing options, countries, and Final Disposition for HEWs, PCMs, and residuals.



Eliminate and mitigate significant Environmental and Stewardship Aspects

The ongoing occupational health and safety and Industrial Hygiene program shall include, but not be limited to, the following:

- Airborne hazard controls
- Housekeeping
- Ergonomic controls
- Noise controls
- Controls for significant Environmental and Stewardship Aspects



Reuse and Refurbishment of Electronic Equipment

(a) Fully test EE & ensure Full Functionality

(b) Sanitize Customer Data

(c) Label identifying records of equipment for reuse

(d) Provide protective packaging

(e) Verify and document reuse market

(f) Take back broken equipment

(g) Ensure responsible management of e-Waste

(h) Control outsourced reuse activities



Reuse and Refurbishment of Electronic Equipment

- a) Fully test Electronic Equipment and ensure Full Functionality
 - Determine and document the state of health of each rechargeable battery
 - Determine the state of health of each mobile phone battery destined for reuse
 - Determine that photo voltaic modules destined for reuse are capable of producing power output that is at least 50% of original power output
 - Test CRT devices that are destined for remanufacturing



Accountability for downstream recycling

(a) Maintain downstream disposition chart of all HEWs & PCMs

(b) Conduct Due Diligence & ensure responsible management of PCMs

(c) Conduct ongoing Due Diligence on all Immediate Downstream Processors of HEWs & ensure responsible management of HEWs

(d) Conduct ongoing Due Diligence to ensure responsible management of HEWs beyond IDPs, throughout the Recycling Chain



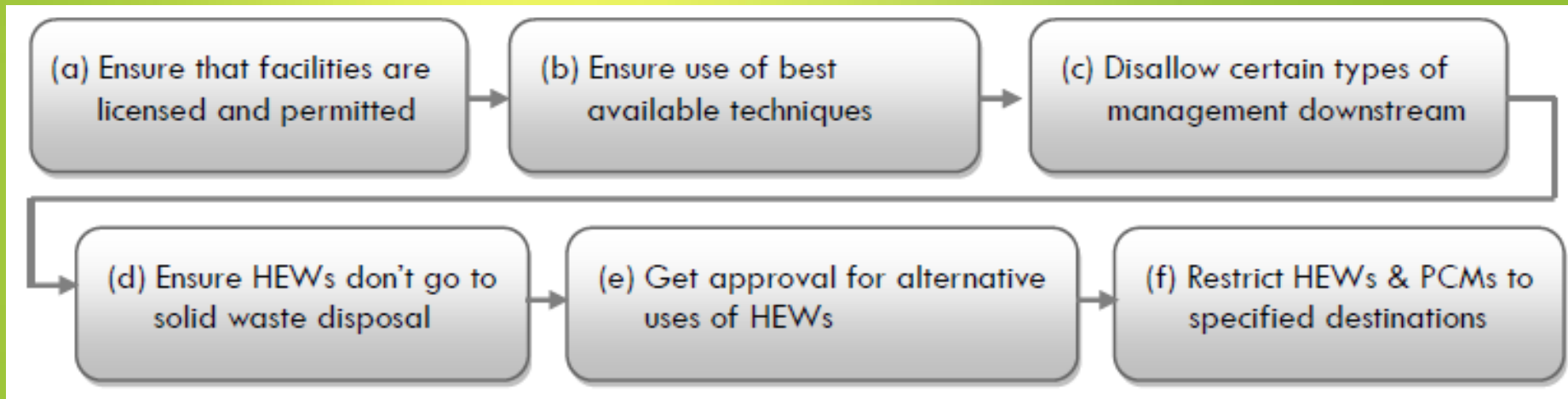
Accountability for downstream recycling

Evaluate, perform on-site audits of, and approve each Immediate Downstream Processors (IDPs):

- Annual on-site audit for all IDPs, unless IDP has a current and valid e-Stewards Certification.
- If the IDP is an End Processor, on-site audits shall be conducted at least every 3 years.



Restrictions on Materials Recovery and Final Disposition operations



Track Electronic Equipment

An Organization shall implement and maintain a documented system for tracking all Electronic Equipment entering and exiting their facility(s) and under their Control. The Organization shall:

- a) Track all Electronic Equipment
- b) Implement material balance accounting
- c) Link material balance accounting with Shipping Records to downstream vendors



Report to e-Stewards Database

Prior to initial certification, and by January 31st of every subsequent year, the Organization shall provide the following data for each calendar year to the confidential e-Stewards database regarding all Electronic Equipment entering their facility(s) and/or under their Control (including associated Ancillary Sites):

- a) Address (including country) for primary location(s), and a description of the site,
- b) The number of individuals who worked for more than one month during the twelve month period,
- c) Description of all Processes taking place at each site,
- d) Total weight (or unit count) of Electronic Equipment, components, and materials Processed, in inventory, and under Organizational Control.

Questions

Please type any questions you may have.



Resources:

www.pjr.com

www.e-stewards.org

www.ban.org

<https://anab.org>

Responsible Recycling – R2

For additional technical information, please contact Scott Jones.

Scott Jones

e-Stewards Program Manager

Perry Johnson Registrars, Inc.

Phone: (248) 358-3388 Ext 4790

Email: stjones@pjr.com

For a quote, please contact
the sales department at:

1-800-800-7910

