



**Purchaser's Certification of Material Disposition Checklist**

**General Information**

Facility Name: \_\_\_\_\_

Location (Processing Facility)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Principal Site Contact:

Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Person Completing this Form:

Name/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Ownership**

Facility Occupant: \_\_\_\_\_

Name and address of legal owner of the property, if leased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Has ownership changed in the last 3 years? If so, list business names, contacts, phone, and fax number of former owners below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Size of Facility: \_\_\_\_\_ square feet Production/Storage

Number of Employees: \_\_\_\_\_ Production \_\_\_\_\_ Administrative

EPA Number is: \_\_\_\_\_

In the past five years has your company had any citations from the EPA or a State regulatory agency?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify dates, places, agency, and resolution.

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Other regulatory licenses/permits: \_\_\_\_\_

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Specify and forward a copy of any **certifications** related to your operation:

International Association of Electronics Recyclers (IAER) \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a member? \_\_\_\_\_ Yes \_\_\_\_\_ No

ISO 9001:2000, Quality Management Systems \_\_\_\_\_ Yes \_\_\_\_\_ No

ISO 14001:2004, Environmental Management Systems \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have an environmental management system (EMS)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are regular environmental, health and safety audits completed? \_\_\_\_\_

Are copies on file for review? \_\_\_\_\_



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Specify any pending or completed litigation against your company within the past five years:

\_\_\_\_\_

Summary of operations and services offered: \_\_\_\_\_

\_\_\_\_\_

Do you carry Environmental Liability Protection?  Yes  No

If so, please provide a schedule or copy of the insurance policy and indicate amount of insurance coverage.

Do you carry General Liability insurance?  Yes  No

How much coverage? \_\_\_\_\_

Do you carry any other type of insurance?  Yes  No

What type? \_\_\_\_\_



**Re-processors:**

Permit (indicate permit number assigned):

- Air permit \_\_\_\_\_
- Storm water permit \_\_\_\_\_
- Solid waste permit \_\_\_\_\_
- Business permit \_\_\_\_\_
- Zoning permit \_\_\_\_\_
- Transportation/licensure \_\_\_\_\_

Identify federal, state, and local environmental agency contacts:

- RCRA/Hazardous Waste: \_\_\_\_\_
- Air: \_\_\_\_\_
- Water: \_\_\_\_\_
- Solid Waste: \_\_\_\_\_
- Health and Safety: \_\_\_\_\_

As a purchaser of material from Recycle SD, Inc., I understand my responsibility to meet environmental regulations and to uphold Recycle San Diego's "no landfill" policy.

What do you do with the electric equipment or components you receive from Recycle San Diego?

- Refurbish equipment for use by another used?  Yes  No
- Demanufacture equipment and sell components and parts?  Yes  No
- Send materials to a metals reclamation plant or smelter?  Yes  No
- Process the plastic, metal, and glass and ship these to other companies for use in production of recycled products?  Yes  No
- Subcontract the work to another facility?  Yes  No
- Do you process items domestically?  Yes  No



**Export Information:**

If exported, can you provide evidence of appropriate shipping documents, or customs manifests?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If exported, can you provide evidence of due diligence?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Similar to that for domestic markets, can you provide evidence that all materials are legally imported and are in compliance with all national and international laws?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**Monitors/Terminal/CRTs:**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material)

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any buyers non-US companies?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any exported? (By your company or customer)

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CPUs:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are any buyers non-US companies?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are any exported? (By your company or customer)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Printers/Copiers/Fax Machines:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are any buyers non-US companies?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are any exported? (By your company or customer)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Mainframes/servers:**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any buyers non-US companies? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any exported? (By your company or customer) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Components/IC Boards/Phone equipment/Radios:**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any buyers non-US companies? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any exported? (By your company or customer) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Scrap Metals/Plastics:**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any buyers non-US companies? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any exported? (By your company or customer) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Material:**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Are these resold? (Includes, but not limited to sale after repair/refurbish, or combination with other material) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, answer the following:

Sold as retail or wholesale? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any buyers non-US companies? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are any exported? (By your company or customer) \_\_\_\_\_ Yes      \_\_\_\_\_ No

If exported, provide export destination (country) and customer:

\_\_\_\_\_

If processed domestically, provide end buyer information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Does your operation create any Hazardous Material Waste? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please specify what type of waste (batteries, mercury, etc.), and the final disposition (name and address of disposer or recycler):

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What other wastes are created, and what is their final disposition?

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Are any wastes landfilled? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify by material description, quantity per month, and the address and name of the landfill.

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