

**2021**  
**WASHINGTON STATE DIRECT PROCESSOR**  
**COMPLIANCE AUDIT<sup>1</sup>**

Prepared for:

**E-Waste, LLC**  
12424 Beverly Park Road, Suite A4  
Lynnwood, WA 98087

Prepared by:

**ESQ International LLC**  
Sydney C. Randell *CHMM, MBA*  
(Woman Owned Minority Small Business)

Date:

June 29,2021

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<sup>1</sup> [WAC 173-900-650](#)

## **1.0 INTRODUCTION**

ESQ International LLC (ESQI) was retained by E-Waste, LLC to perform a Washington Director Processor Compliance audit of their electronics recycling (E-cycling) operations located at 12424 Beverly Park Road, Suite A4, Lynnwood, WA 98087. The on-site facility compliance audit was conducted by ESQ International LLC's auditor, Sydney C. Randell accompanied by Sam Kim, President and Paul Kim, VP of Operations of E-Waste LLC, on June 29, 2021.

## **2.0 PURPOSE AND SCOPE**

The purpose of the audit is to assess E-Waste, LLC.'s facility operations to assess its compliance with [WAC 173-900-650](#). The audit report is limited to observations and records reviewed from the on-site inspection conducted on June 29, 2021 and may not capture all environmental and safety compliance issues that were either not evident or may occur in the future.

## **3.0 SUMMARY OF AUDIT RESULTS**

Please see (next section) *Washington Administrative Code 173-900-650 Facility Compliance Audit Checklist*.

## Washington Administrative Code 173-900-650

### Facility Compliance Audit Checklist

<b>Facility Name:</b> E-Waste, LLC
<b>Facility Address:</b> 12424 Beverly Park Road, Suite A4, Lynnwood, WA 98087
<b>Facility Contact:</b> Sam Kim, President
<b>Facility Contact Email:</b> <a href="mailto:sam@e-wastes.com">sam@e-wastes.com</a>
<b>Facility Contact Phone No.:</b> 425-239-4118
<b>Facility Contact Fax No.:</b> 425-239-4118
<b>Facility Size (in square feet):</b> ~15,000
<b>Number of Employees:</b> 10
<b>Hours of Operation:</b> 8:30am to 4:30pm (M-F), 8:30 – 2:30pm (Sat), closed Sundays
<b>Applicable Waste Permit (e.g. EPA ID#):</b> NA
<b>Applicable Air Permit:</b> NA. No air emissions.
<b>Applicable Stormwater Permit:</b> stormwater No Exposure Certification (NEC)
<b>Facility Description:</b> The facility is located within an industrial area. The facility occupies a building with approx. 15,000 square feet of lease space. The building is a pre-engineered metal building with a concrete floor.
<b>Brief Description of Process(es):</b> Facility collects, transports, and processes end-of-life electronic products - TVs, monitors, computers, laptops & e-readers known as CEPs under the Washington Extended Producer Responsibility (EPR) program administered by WMMFA and Washington Dept. of Ecology

**Minimum Performance Standards for Direct Processors – WAC 173-900-650**

No.	Section	Standard <sup>a</sup>	Yes	No	NA	Comment
1.	Responsible Management Priorities	A direct processor must periodically evaluate its management strategies to assure it takes advantage of new more effective technologies and is otherwise continuously improving its practices and processes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last management review on April 5, 2021.
2.	Legal Requirements	(a) A direct processor must comply with all federal, state, and local requirements and, if it exports, those of all transit and recipient countries that are applicable to the operations and transactions in which it engages related to the processing of CEPs, components, parts, and materials and disposal of residuals. These include but are not limited to applicable legal requirements relating to:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(i) Waste and recyclables processing, storage, handling, and shipping; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Universal waste batteries and lamps were labeled and dated.
		(ii) Air emissions and waste water discharge, including storm water discharges; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Exposure Certification valid for 5 years.
		(iii) Worker health and safety; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(iv) Transboundary movement of electronic equipment, components, materials, waste, or scrap for reuse, recycling, or disposal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(b) Upon request by a covered entity, a direct processor must make available information to that covered entity about any financial penalties, regulatory orders, or violations the direct processor received in the previous 3 years. If the direct processor receives subsequent penalties or regulatory orders, the direct processor must make that information available within 60 days after any subsequent penalties or regulatory orders are issued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None in 2020.
3.	Environmental, Health, and Safety Management Systems (EHSMS)	(a) A direct processor must develop, document, fully implement, and update at least annually a written EHSMS that includes all of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed Environmental Management and Safety Management Systems documents & records.
		(i) Written goals and procedures that require the direct processor to manage its environmental, health, and safety matters systematically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2021 environmental and safety goals & targets.
		(ii) Utilization of a "plan, do, check, act" model that identifies environmental aspects, implements operational controls, and provides corrective action procedures. Elements of this model must include: <b>(A) Plan</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"PDCA" Stated in their EHSMS Policy Statement, last reviewed 7/20/2020.
		(I) Identification of environmental impacts, and legal and regulatory requirements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Goals: to have fewer injuries and to increase processes by 5%.
		(II) Establishment of environmental goals, objectives and targets;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monthly safety training records.
		(III) Plan actions that work toward achieving identified goals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last updated May 17, 2019.
		(IV) Plan for emergency preparedness and response; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evident through safety training (Covid 19), monthly EHS facility inspections.
		(V) Commitment of management support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	EHSMS (continued)	<b>(B) Do</b>  I) Establish roles and responsibilities for the EHSMS and provide adequate resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Section	Standard <sup>a</sup>	Yes	No	NA	Comment
		(II) Assure that staff are trained and capable of carrying out responsibilities; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOTO, universal waste, forklift operator and hazard communication training.
		(III) Establish a process for communicating about the EHSMS within the business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<b>(C) Check</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed monthly facility EHS inspection checklist and daily forklift.
		(I) Monitor key activities and track performance;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CPAN's were filled out and completed with follow up actions.
		(II) Identify and correct problems and prevent recurrence; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(III) Provide a measurement system that quantifies the application of the model.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<b>(D) Act</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last management review was April 5, 2021
		(I) Conduct annual progress reviews;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(II) Act to make necessary changes to the EHSMS; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(III) Create and implement an action plan for continual improvement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Track non-conformances and non-compliances thru CPANs/
		(iii) A worker safety and health management plan that conforms to a consensus-based standard covering worker health and safety such as ANSI Z10 or to a similarly rigorous in-house standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(iv) A plan for responding to and reporting exceptional releases that could pose a risk to worker safety, public health, or the environment. Such releases include emergencies such as accidents, spills, fires, and explosions. The direct processor must submit this plan to all appropriate emergency responders, e.g., police, fire, hospitals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility Emergency Action Plan (EAP) and have spill kits for release of CRT glass, mercury lamps, and oil spills.
		(v) A plan is conformable with ISO 14001, Institute of Scrap Recycling Industries' Recycling Industry Operating Standards ("RIOS"), the International Association of Electronic Recyclers' ("IAERs") standard, or other standards designed at a level appropriate for processing at the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program and procedures that conforms to ISO 14001.
		(b) A direct processor must ensure all employees understand and follow the portions of the EHSMS relevant to the activities they perform.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Preferred Performance Standards</b>	(c) The EHSMS must also include a procedure for:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has DSV Questionnaire.
		(i) Identifying and evaluating the environmental, health, and safety impacts of downstream vendors, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(ii) Utilizing the information in (a) in the selection of downstream vendors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Recordkeeping	(a) A direct processor must maintain documentation such as commercial contracts, bills of lading, or other commercially accepted documentation for all transfers of CEPs, components, parts, materials, and residual into and out of its facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CRT glass, scrap circuit board, used lamps & used lamps shipping paper and certificate of recycling.
		(b) A direct processor must retain documents required for at least 3 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retains documents for 3 years (e.g. WMMFA BOLs)
	<b>Preferred Performance Standards</b>	(c) The direct processor must also maintain records for any brokering transactions for at least 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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5.	On-site Requirements	(a) General				
		(i) Direct processors must take all practicable steps to maximize recycling.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.According to Management, recycle 99% of all CEPs.
		(ii) A direct processor must have the expertise and technical capability to process each type of CEP and component it accepts in a manner protective of worker safety, public health, and the environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed safety glasses and gloves worn during dismantling. Also observe masks provided due to COVID.
		(iii) A direct processor must use materials handling, storage and management practices, that assure that all work and storage areas are kept clean and orderly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility is orderly and maintains a manageable level of cleanliness.
		(iv) Speculative accumulation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		(A) "Speculative accumulation" means holding, storing or accumulating CEPs, components, parts, materials, or residual derived there from for more than 180 days.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All CEPs are dismantled and MOCs are processed and recycled within 180 days.
		(B) Generators and facilities holding, storing, or accumulating CEPs, components, parts, materials, or residual derived there from for more than 180 days will be considered holding, storing, accumulating solid or hazardous waste and subject to applicable treatment, storage or disposal regulations or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(v) A direct processor must use a certified scale to weigh CEPs and components counted toward a plan's equivalent share.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor scale last calibrated 12/8/2020.
		(b) Storage A direct processor must store materials of concern removed from CEPs, components, parts, materials, or residuals in accordance with WAC 173-900-650(11) in a manner that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed CEPs and MOC's being stored inside a secure facility.
		(i) Protects them from adverse atmospheric conditions and floods and, as warranted, includes a catchment system;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(ii) Is secure from unauthorized entrance; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(iii) Is in clearly labeled containers and/or storage areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(c) Exceptional releases posing risks A direct processor must be prepared to implement immediately the practices set forth in its EHSMS for responding to and reporting exceptional releases that could pose a risk to worker safety, public health, or the environment, including emergencies such as accidents, spills, fires, and explosions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Preferred Performance Standards	(d) Workforce and Environmental Protection (i) Hazards identification and assessment: A direct processor must conduct on an ongoing basis (as new types of CEPs, components, parts and materials are processed or new processes are utilized) a hazards identification and assessment of occupational and environmental risks that exist or could reasonably be expected to develop at the facility. Such risks could result from any sources, including but not limited to: <ul style="list-style-type: none"> <li>• Emissions of and/or exposure to substances</li> <li>• Noise</li> <li>• Ergonomic factors</li> <li>• Thermal stress</li> <li>• Substandard machine guarding</li> <li>• Cuts and abrasions</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual dismantling processes for CEPs and MOCs. Observed no machinery or processes that produced noise above 85 db.  Air sampling conducted in 2019 and results were well below WISHA PELs.

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5.	On-site Requirements (continued)	(ii) The hazards identification and assessment is captured in writing and incorporated as a component of the direct processor's EHSMS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Preferred Performance Standards (continued)	(iii) A direct processor must manage the hazards and minimize the releases it identifies using an appropriate combination of strategies in the following order of priority: A) engineering controls, B) administrative and work practice controls, and C) personal protection equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees wearing safety glasses, gloves, and masks.
		<b>(A) Engineering controls:</b> (I) A direct processor must use at least one of the following: <input type="checkbox"/> Substitution (e.g., replacing a toxic solvent with one less toxic), <input type="checkbox"/> Isolation (e.g., automating a process to avoid employee exposure), or <input type="checkbox"/> Ventilation and, if appropriate, capture (e.g., fume hood) and	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Observed only janitorial cleaning chemicals. No presence of automated equipment. Manual processes only, no chemical or mechanical processes that require ventilations.
		(II) All of the following: <input type="checkbox"/> Dust control, capture, and clean up, and <input type="checkbox"/> Emergency shut-off systems, and <input type="checkbox"/> Fire suppression systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility fire sprinklers and portable fire extinguishers.
		<b>(B) Administrative and work practice controls:</b> A direct processor must use administrative and work practice controls including appropriate combinations of:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(I) Regular, documented health and safety training that covers information from the hazardous assessment, safe management handling, spill prevention, engineering controls, equipment safety, and use and care of personal protection equipment; with training for new hires and refresher courses for all employees that is understandable to them given language and level-of-education considerations,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(II) Job rotation, as feasible, given workforce size,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(III) Safe work practices,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(IV) Medical monitoring,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(V) Safety meetings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<b>(C) Personal protective equipment:</b> Includes respirators, protective eyewear, cut-resistant gloves, etc. as appropriate for the risks involved in the tasks being performed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed employees wearing safety glasses & masks. Observed forklift operator wearing seat belt.
		(iv) A direct processor must use and document monitoring and sampling protocols according to state and federal standards and provide assurances that the practices it employs are effective and continuously managing the risks it has identified. This includes complying with all applicable Federal or State (OSHA) standards and sampling and/or monitoring protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility hired consultant in 2019 to conduct air sampling of LCD de-manufacturing operations. Results of mercury analysis shows well below WISHA PEL.
		(v) A direct processor must treat anyone performing activities in its facilities, using the standard of care established in this section. Direct processors are not required to provide medical monitoring for short-term, temporary and volunteer workers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Section	Standard <sup>a</sup>	Yes	No	NA	Comments
		(vi) A direct processor must designate a qualified employee or consultant to coordinate its efforts to promote worker health and safety. This individual is identified to all employees and two-way communication is encouraged between employees and this individual regarding potential hazards and how best to address them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Kim is the designated EHS Officer and oversees EHS training, monitors employee safety practices, and performs monthly EHS facility inspections.

6.	Materials of Concern	Materials of concern must be handled according to the standards in this section. "Materials of concern" are any of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complies with WA Dept of Ecology universal waste regulations.
		(a) Any devices, including fluorescent tubes, containing mercury or PCBs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Used Lamps are managed as universal waste and shipped to off-site within 180 days for recycling/retorting. Do not accept PCBs containing materials.
		(b) Batteries;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Used batteries are managed as universal waste and shipped to off-site recycler/smelter.
		(c) CRTs and leaded glass; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bare CRT glass are managed as recycled materials and shipped to off-site to USA R2 certified CRT recycler
		(d) Whole circuit boards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Treated as scrap commodity and shipped to off-site to R2 facility for recycling.
7.	Recycling	(a) Recycling				
		(i) A direct processor must remove from CEPs and components destined for recycling any parts that contain materials of concern that would pose a risk to worker safety, public health, or the environment during subsequent processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEPs being dismantled to components for scrap commodity or recycling by downstream vendors (e.g. refiners, smelters)
	(ii) A direct processor must remove any parts that contain materials of concern prior to mechanical or thermal processing and handle them in a manner consistent with the regulatory requirements that apply to the items, or any substances contained therein. Circuit boards and materials derived there from will be allowed to be shredded prior to separating.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No thermal or shredding processes.	
	<b>Preferred Performance Standards</b>	(b) Recycling:				
		(i) A direct processor must dismantle, separate, and/or mechanically process, as appropriate, CEPs, components, and parts from which materials are to be recovered for recycling into separate "material streams" to generate value, recover materials and minimize waste, and to enable safe management through to final disposition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed LCD dis-assembly during site visit.
8.	Reuse	(a) Reuse				
		(i) "Reuse" means any operation by which an electronic product or component of a covered electronic product changes ownership and is used, as is, for the same purpose for which it was originally purchased.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Observed no refurbishment and/or reuse of CEPs.
		(ii) For a CEP, component or part to be put to reuse it must be fully functioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(iii) CEPs, components and parts gleaned for reuse shall not be included in the weight totals submitted to a plan for compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

No.	Section	Standard <sup>a</sup>	Yes	No	NA	Comment
	<b>Preferred Performance Standards</b>	(b) Reuse: (i) Before shipping CEPs, components, or parts for reuse, the direct processor must:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(A) Test and ensure that the CEPs, components, and parts are functioning properly for the same purpose for which they were originally purchased.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(B) Accurately label, package, and ship the CEPs, components, and parts in a manner that will minimize damage during transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(ii) A direct processor must verify a legitimate end-use market for the intended purpose of any CEPs, components or parts shipped for reuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Disposal of Residuals	(a) Disposal of residuals (i) "Residuals" are leftover materials from processing CEPs, components, parts and materials. Residuals are materials that cannot be used for their original function or cannot be recycled and are sent by a processor to a disposal facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bare CRT glass, used lamps, and used batteries are shipped to downstream processors for further processing. All are R2 certified.
		(ii) Residuals must be properly designated and managed under applicable solid waste and hazardous waste laws at the location where disposal occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Used lamps and used batteries are managed as universal waste in accordance with DOE regulations (e.g. WAC 173-303)
		(iii) A direct processor must not send residuals containing materials of concern to incinerators or solid waste landfills if doing so will pose a higher risk to worker safety, public health, or the environment than alternative management strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No evidence of any MOCs being incinerated or sent to solid waste landfills.
		(iv) Residuals from processing of materials of concern must not be mixed with other residuals for the purpose of disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Preferred Performance Standards</b>	(b) Residuals must be disposed of in a regulated solid waste disposal facility. Residuals containing materials of concern must be disposed in a regulated hazardous waste disposal facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10.	Refurbishment	No minimum performance standards from WAC 173-900-650.				
	<b>Preferred Performance Standards</b>	(a) Refurbishment: (i) A direct processor must adhere to all the performance standards in this document for all on-site activities relating to CEPs, components, and parts destined for refurbishment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Observed no refurbishment of CEPs or CEP components.
		(A) A direct processor must conform to all performance standards in this document for its onsite and downstream vendors' refurbishment operations, and when shipping CEPs, components, or parts to downstream vendors for refurbishment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(ii) CEPs, components and parts gleaned for refurbishment shall not be included in the weight totals submitted to a plan for compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		(iii) A direct processor must verify a legitimate end-use market for the intended purpose of any CEPs, components or parts shipped for refurbishment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11.	Transport	(a) A direct processor must ensure that all CEPs, CEP components and materials to be transported are packaged in compliance with all applicable transport laws and rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observed CEPs and CEP components containerized and secure for safe transport.

No.	Section	Standard <sup>a</sup>	Yes	No	NA	Comment
	<b>Preferred Performance Standards</b>	(b) A direct processor must ensure all CEPs, components, parts, materials, and residuals to be transported are packaged appropriately in light of the risk they could pose during transportation to public health or the environment and the level of care warranted by their intended use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(c) A direct processor must obtain written documentation or a third-party certification indicating that their transporters have all the necessary regulatory authorizations and no significant violations of relevant legal requirements during the past 3 years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self transport and transporter SAFER report
12.	Prison Labor	Direct processors may not use federal or state prison labor for processing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No use of prison labor.
13.	Facility Access	(a) Direct processors must allow access to the facility and the documentation required in this section for the purposes of assessing compliance with the requirements in this chapter and for sampling to: (i) Ecology and ecology's designee(s);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility access always be granted to those who need it.
		(ii) Third-party observers for the purposes of sampling;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(iii) For processors used by the standard plan: (A) The authority;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(B) The authority's designee(s);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(iv) For processors used by an independent plan: (A) That plan's authorized party;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(B) The authorized party's designee(s) for that plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Notification of Penalties and Violations	Each direct processor must notify ecology within 30 days if the direct processor receives any penalties, violations or regulatory orders related to processing activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	According to E-Waste LLC, no NOVs in the last 12 months.
	<b>Preferred Performance Standards</b>	No additional performance standards.				
15.	Due Diligence Downstream	No minimum performance standards in WAC 173-900-650.				
	<b>Preferred Performance Standards</b>	(a) For materials of concern and residuals containing materials of concern a direct processor must only use downstream vendors who conform with all of the performance standards in this document.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(i) A direct processor must review its downstream vendors' conformity to these standards at least every two years and more frequently as changes in circumstances warrant. The direct processor must provide the verification and documentation to Ecology upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed documents of MOC DSV records.

		<p>(ii) A direct processor must document the chain of custody of all materials of concern and their residuals through final disposition. All Focus Materials (Materials of Concern) down streams through to final disposition provide the following:</p> <ul style="list-style-type: none"> <li>• Contact Info (Company Name, POC, Address, Phone,Email)</li> <li>• Description of material being sent (form factor - shredded, wholeunit, etc.)</li> <li>• Type of processing (shredding, dismantling, etc.)</li> <li>• End result (does it need further processing? Is it ready for reuse/disposal? Etc.</li> <li>• All necessary permits, certifications as defined by R2 Guidance doc p. 11 &amp; 12 as it relates to Provision 3 - Legal Requirements</li> <li>• Proof of audit (some form of audit the recycler has done or purchased to validate legitimacy of the downstream processor)</li> <li>• Proof of shipping and receiving (not enough that they show outbound documentation, there needs to be proof of receipt-ie: signed BOL, invoice for material received, check if issuing payment, etc.)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed documents of MOC DSV records. CRT recycler is R2 certified and some other MOC recyclers are R2 certified.
		<ul style="list-style-type: none"> <li>• Sampling of most recent shipping paperwork and validate against mass balance report.</li> </ul> <p><b>Auditors and Direct Processors need to adhere to "Guidance for Provision 5 - R2:2013 Focus Materials (Materials of Concern)"</b></p>				
		(iii) A direct processor does not need to conduct the due diligence for downstream vendors certified to the performance standards in this document by an accredited body.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
16.	Exporting	No minimum performance standards in WAC 173-900-650.				
	<b>Preferred Performance Standards</b>	(a) A direct processor that exports materials of concern must ensure that each transit and recipient country legally accepts such imports. For each country that is not a member of the Organization for Economic Co-operation and Development (OECD), this entails either:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All MOCs are shipped to Tier 1 downstream recyclers in USA.
		(i) Requesting and receiving documentation, prior to shipping, from the Competent Authority of each such transit and/or import country, that clearly verifies in English that the country legally accepts such imports, or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
		(ii) Requesting and receiving, prior to shipping, confirmation—that the country(ies) legally accepts such imports—from the U.S. EPA, which in turn will communicate with the other country's Competent Authority to get a determination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All MOCs are shipped to processors within USA.
17.	Insurance	No minimum performance standards in WAC 173-900-650.				
	<b>Preferred Performance Standards</b>	(a) A direct processor possesses adequate Comprehensive or Commercial General Liability Insurance including coverage for:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review Certificate of Liability Insurance, good through 8/20/2021.
		(i) Bodily injury,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(ii) Property damage,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(iii) Pollutant releases,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pollution Liability good through 1/4/2023
		(iv) Accidents and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		(v) Other emergencies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Closure Plan and Financial Responsibility	No minimum performance standards in WAC 173-900-650.				

	<b>Preferred Performance Standards</b>	A direct processor must develop and keep current a closure plan and a sufficient financial instrument that assures proper closure of the facility and assures against abandonment of any CEPs, components, parts, materials or residuals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed Closure Plan and financial instrument (e.g. bank funds) for cleanup.
19	Facility Security	No minimum performance standards in WAC 173-900-650.				
	<b>Preferred Performance Standards</b>	A direct processor must have a functioning security program that controls access to all or parts of the processing facility in a manner and to a degree appropriate given the type of CEPs, components, parts, materials, and residuals handled and the needs of the customers served and may include such items such as indoor and outdoor lighting, secured facilities, and perimeter fencing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 hour video surveillance system throughout the facility.

**Table-1 – Downstream Handling of Materials of Concern (MOC) for E-Waste, LLC, Lynnwood WA**

<b>Materials of Concern</b>	<b>Recycling Process</b>	<b>Fate of Materials Recycled</b>	<b>Downstream Recycler(s)</b>
Leaded CRT Glass	Manual disassembly	Lead smelting	USA - Korea
Circuit Boards (Whole)	Manual disassembly	Precious metal refining (e.g. gold, platinum)	USA - Belgium
Used Batteries	Manual disassembly	Metal recovery (e.g. lithium, nickel).	USA
Used Lamps containing Mercury	Manual disassembly	Retort (e.g. elemental mercury recovery)	USA
PCBs	Do not accept PCBs	Not applicable	Not applicable

#### **4.0 AUDITOR QUALIFICATION**

**Sydney Randell, CHMM, MBA** - He has over 32 years of Environmental, Health & Safety (EHS) professional experience across manufacturing, hazardous waste operations, metal recycling, electronics recycling, and EHS compliance and systems consulting. Mr. Randell has conducted over 500 EHS compliance, ISO 9001, ISO 14001, OHSAS 18001, ISO 45001, R2, RIOS, and downstream vendor audits (e.g. CRT recycler, circuit board refining, and toner) and other business audits in the past 21 years. Mr. Randell has a BA in Chemistry and MBA. He is a certified ISO 14001 Lead Auditor, certified ISO 9001 Lead Auditor, certified R2 Auditor and certified Greenhouse Gas Inventory Quantifier (GHG-IQ). He has been a Certified Hazardous Materials Manager (CHMM) since 2000.