

E-waste management

1. Applicable Scope

E-waste management including collecting, transporting, treatment, disposal of E-waste.

2. Terminology

Electrical or electronic equipment	In this criteria, it means Personal Computers including Laptop Computers, Imaging Equipment such as Copiers Printers and etc., Air Conditioners.
E-waste	Electrical or electronic equipment which is waste within the meaning of Article 3(1) of Directive 2008/98/EC, including all components, sub-assemblies and consumables which are part of the product at the time of discarding. (DIRECTIVE 2012/19/EU)
Recycling	Collecting used materials and putting them into recycling processes for the purpose of reuse, recycle, energy recovery, production of gas or oil, blast furnace reduction, or production of chemical raw materials for coke-oven.
Recycled materials	Post-consumer materials or pre-consumer materials, or a combination of these. However, this product category shall include thinned wood, less useful wood, slag resulting from industrial activities, etc., in recycled materials.
Pre-consumer materials	Material diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.
Post-consumer material	Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

3. Certification Criteria and Certification Procedure

(1) Process flow of E-waste from collection to disposal should be clear.

【Certification Procedure】

An applicant should submit the flow chart of the process. In the case that the applicant outsources a part of process or whole process, a copy of contract or a document that indicates contents of the agreement between the applicant and the

third party should be submitted.

- (2) In order to ensure that collected E-waste is properly handled and processed, an applicant should monitor, by means of periodical on-site audit and/or report, the process flow to confirm that resale and unauthorized dumping are not made.

【Certification Procedure】

An applicant should explain how they monitor and how often the monitoring is made. In addition, manual, checklist or related documents for the audit and/or report should be submitted.

- (3) An applicant should separate hazardous waste and substances from E-waste as cost effective and technical way as possible, and they should be properly handled and processed.

【Certification Procedure】

An applicant should submit Form 1 to identify the parts of E-waste containing hazardous waste and substances, and should explain the facility and how they separate and process them. In addition, pictures of separating and processing operation should be attached.

- (4) For air conditioners, an applicant should separate fluorocarbons from E-waste as cost effective and technical way as possible, and they should be properly destructed.

【Certification Procedure】

An applicant should explain the facility and how they separate and process fluorocarbons. In addition, pictures of separating and processing operation should be attached. It is recommended to refer to “Technical Guidelines for 3R (Reduce, Reuse, Recycle) of End-of-Life Electrical and Electronic Products” published by: BASEL CONVENTION REGIONAL CENTRE for SOUTH-EAST ASIA (BCRC-SEC).

- (5) An applicant should separate metals (such as iron, aluminum, copper, gold, silver, platinum, palladium), plastics and others from E-waste, those materials should be recycled or thermal recovery.

【Certification Procedure】

An applicant should explain the facility and how they separate and sort metals (such as iron, aluminum, copper, gold, silver, platinum, and palladium), plastics and others from E-waste. In addition, pictures of separating and processing operation should be attached.

- (6) An applicant should consider safety and health for workers in the transportation and the facility. Specifically, those efforts are made according to “Technical Guidelines for 3R (Reduce, Reuse, Recycle) of End-of-Life Electrical and Electronic Products” published by BCRC-SEC.

【Certification Procedure】

An applicant should submit a document to explain that the efforts are made according to “Technical Guidelines for 3 R (Reduce, Reuse, Recycle) of End-of-Life Electrical and Electronic Products” published by BCRC.

- (7) In a facility(ies), related environmental laws and regulations and pollution control agreement (hereinafter referred to as the “Environmental Laws, etc.”) must be followed with respect to air pollution, water contamination, noise, offensive odor, and emission of hazardous substances in the area where the plant performing the final manufacturing process is located.

【Certification Procedure】

With respect to the compliance with the Environmental Laws, etc. in the area where the plant performing the final manufacturing process is located, a certificate (Form 2) issued by the representative of the business of manufacturing the applied product or the relevant plant manager (entry or Attachment of a list of names of the Environmental Laws, etc.) must be submitted.

- (8) For any process that needs to be registered as handling B3 waste¹, an applicant should be registered.

【Certification Procedure】

An applicant should submit copies of all related registration documents and the list of registered companies and/or facilities for B3 waste handling (Form 3).

¹Referred from Act No.32/2009 concerning Environmental Protection and Management.