

FREQUENTLY ASKED QUESTIONS about the e-STEWARDS CERTIFICATION PROGRAM

1. **Q: What is e-Stewards certification?**

A: The e-Stewards certification program provides an accredited, independently audited certification to the '*Gold Standard*' for electronics recyclers and asset managers. The Standard is currently held by the environmental community, but was developed in collaboration with leaders in the recycling, auditing, occupational health, data security, and manufacturing industries as well as from the accredited third party certification industry. The best companies in this industry seek to distinguish themselves from those who currently operate in a way that violates international and, often, domestic law. Third party certification provides a means to establish confidence within the marketplace that the certified e-Steward will handle electronic and hazardous waste responsibly in a manner that protects the environment and the social and health and safety concerns of the workforce, throughout the recycling chain around the world.

2. **Q: What is the value of becoming a certified e-Steward?**

A: The e-Stewards certification program provides the means by which electronics recyclers and asset managers can differentiate themselves as companies who operate and maintain an environmental management system that includes accountability for toxic materials throughout the recycling chain, worker safety and protection, responsible reuse, data security, and export controls that conform with international law and best practices (the Basel Convention and its Amendments, as well as the OECD Decisions).

It is fully anticipated that global enterprises, institutions, municipalities, OEM's, and government agencies will choose only e-recycling vendors able to achieve e-Steward certification and give preferential treatment to certified e-Stewards. Certified e-Stewards will be listed on BAN's web pages signifying this organization's support for the use of e-Stewards in global trade.

3. **Q: Does the e-Stewards Standard require ISO 14001 certification (for environmental management systems) for all certified e-Stewards?**

A: Yes. Certification to the e-Stewards Standard includes certification to the ISO 14001 international standard for environmental management systems,

which requires a commitment to continual improvement, prevention of pollution, and compliance with applicable legal and other requirements. The ISO 14001 standard is fully integrated into the e-Stewards Standard.

4. Q: If my company is already certified to ISO 14001, can my current auditor/certification body also provide e-Stewards certification?

A: Maybe. Only those certification bodies that have been accredited by ANAB for the e-Stewards program are eligible to offer e-Stewards certification. If your company is currently certified to ISO 14001 by an accredited certification body, we recommend that you ask them to apply for this program through ANAB.

5. Q: If my company is already certified to ISO 14001, will my current ISO certification be recognized for the initial e-Stewards certification?

A: Maybe. Your e-Stewards auditor will consider valid, accredited, existing certification to ISO 14001 in the planning for auditing to the e-Stewards Standard, and minimize duplication of effort and cost regarding e-Steward certification.

6. Q: Who are the accredited certification bodies that do the auditing and certification?

A: Beginning in August 2009, participating certification bodies are undergoing formal accreditation by the ANSI-ASQ National Accreditation Board (ANAB) according to Accreditation Rule #33 (see www.anab.org)

Applicant certification bodies must be accredited by ANAB (or recognized national equivalents) to deliver ISO 14001 certification for at least one year prior to application. They must have demonstrated competency in the electrical and electronics industry as well as the recycling industry. They must have sufficient audit staff available in North America who are trained and qualified according to a specific auditor training approved by BAN, and currently provided by SAI Global training division. Participating certification bodies must have a working knowledge of the Basel Convention for Control of Transboundary Movements of Hazardous Wastes and Their Disposal.

The certification bodies that are currently accepting applications for e-Stewards certification are the following:

AQA International	www.aqainternational.com
Orion Registrar, Inc.	www.orion4value.com
QMI-SAI Global	www.qmi-saiglobal.com

7. Q: What are the qualifications of the auditors and audit teams?

A: Auditors that are qualified to perform audits of candidate e-Stewards for certification are specially qualified as management systems auditors in conformance with the international standard ISO 19011: *Guidelines for quality and/or environmental management systems auditing*. This qualification requires:

- Secondary education
- At least four years work experience following education
- At least two years relevant environmental work experience
- Successful completion of an accredited 40-hour Lead Auditor Training program
- A minimum of four complete audits involving at least 20 days of audit experience under the guidance of a qualified audit team leader

Further, all qualified e-Stewards auditors will have successfully completed an e-Stewards auditor training course, designed and approved by BAN.

8. Q: Where is e-Stewards auditor training currently available?

A: e-Stewards Auditor training is available through SAI Global training division, and information regarding auditor training can be found at: <http://www.saiglobal.com/training/assurance/iso-14001/default.htm>

9. Q: What organizations may apply for e-Steward certification?

A: The e-Stewards certification program is currently available to electronics scrap recyclers, refurbishers, asset managers, processors, and refiners located in the United States and Canada. Efforts are currently underway to expand this program outside of North America. The program may also expand to serve electronics scrap collectors (only), end-processors, and others.

10. Q: How do I purchase a copy of the e-Stewards Standard?

A: You may purchase a copy of the e-Stewards Standard online for the purposes of certification. Visit our webpage at: http://www.e-stewards.org/esteward_certification.html. An excerpted version of the Standard (for information and not for certification purposes) is available as a free download on the web page also: http://www.e-stewards.org/esteward_certification.html

11. Q: Why do I have to buy a copy of the e-Stewards Standard?

A: The e-Stewards Standard contains ISO 14001 language copyrighted by the American National Standards Institute (ANSI). BAN is authorized to reproduce ISO 14001 language in its entirety within the Standard based upon a licensing agreement with ANSI including a royalty fee that is paid by BAN to ANSI for each copy of the e-Stewards Standard distributed.

An excerpted version of the Standard (for information and not for certification purposes) is available as a free download on the web page also: http://www.e-stewards.org/esteward_certification.html

12. Q: What are the anticipated costs of becoming certified?

A: There are two primary costs associated with becoming a certified e-Steward, once a company is ready to request certification. First, candidate e-Stewards must contract directly with accredited e-Steward Certifying Bodies to cover costs of on-site audits by qualified auditors. Those costs vary, depending on specific quotes from the certifying bodies; however, a range audit days is defined in Appendix B of the Standard for certification to this Standard. Secondly, after completing the initial on-site audit, the candidate must enter into a licensing agreement with BAN before certification can be finalized. The licensing agreement involves annual licensing fees that are collected by BAN to support and maintain the certification program. A fee schedule is available upon request.

13. Q: Who provides oversight over this program?

A: ANAB provides the accreditation of participating certification bodies. Certification bodies have the responsibility to maintain the qualifications of all participating auditors and staff they employ. The Basel Action Network currently retains oversight of the entire program, although eventually this function may be turned over to an independent organization.

14. Q: What is BAN's involvement in the program?

A: BAN has developed the e-Stewards Standard with the input of leaders in the electronics scrap recycling industry, regulators, auditors, and recognized experts in the fields of recycling, auditing and certification. BAN owns the Standard and its use is governed by copyright law.

BAN has selected and approved ANAB as the accreditation authority for the certification program. BAN has selected and approved SAI-Global as the training provider for auditors participating in the program.

Within the Standard, BAN has documented its authority to oversee the program on a continuing basis. And, BAN will actively promote certified e-Stewards and their use by customers involved in the recycling of electronic equipment.

15. Q: Where can I obtain a listing of certified e-Stewards?

A: Once available, (after March 1, 2010) a listing of certified e-Stewards will be found at www.e-stewards.org

16. Q: What are the differences between the e-Stewards program and R2?

A: The e-Stewards Standard is the only accredited, independently audited certification providing confidence that toxic e-waste (as defined internationally) will not end up in solid waste landfills, incinerators, prison recycling operations, or exported to developing countries throughout the entire recycling chain. A full critique of the weakness of R2 may be found at: http://www.e-stewards.org/documents/Detailed_R2_Analysis.pdf A simplified version may be found at: http://e-stewards.org/documents/Whats_Wrong_With_R2.pdf