



Waste electrical and electronic equipment checklist

Purchasing recycling services

This checklist is for any organisation wishing to purchase recycling services for their waste electrical and electronic equipment. It lists the key questions to ask those you are buying recycling services from to make sure they are dealing with your waste safely and responsibly. It also lists the things you should keep a record of.¹

Guiding principles

1. All parties in the disposal chain have 'disposal chain' responsibilities
2. Prioritise reuse
3. If you can't measure it, you can't manage it
4. Good practice companies have procedures to manage their risks

KEY QUESTIONS	KEEP A RECORD OF:
Is the recycler I am using reputable?	Disposal routes and downstream recyclers (as far as known). Detailed description of the processes and what happens to it.
Do they have appropriate health and safety, environmental, hazardous materials and quality management systems?	Copy of contracts, health and safety, environmental and hazardous materials protocols and procedures. Details of any staff training programme.
Are they willing to provide a breakdown of where my equipment (including components, if dismantled) will go, preferably using a tracking system? How much goes for final disposal at landfill?	Detailed database of material and components accepted, processed and dispersed from the facility. Estimated or actual tonnages of WEEE sent for reuse/recycling per month/annum (can be in the form of documentation or certification of final disposal). Where does the recycler send commodity materials and product streams? Log of materials and components stockpiled on-site.
Do they audit downstream? How did they select the next organisation?	All invoices relating to WEEE movements. Records and documents to demonstrate the materials are properly managed.
What assurances do I have about data destruction?	Documentation/certification of data destruction/security cleansing.
If my equipment is being reused, where is it going and am I happy with the new market? Is the end-market viable?	Proof of complying with the Basel Convention if the waste is to be exported. Import and export consents.

¹ See Wisconsin Department of Natural Resources, 2006 and Federal Electronics Challenge 2006 for full checklists.

KEY QUESTIONS	KEEP A RECORD OF:
If any of my equipment is leaving New Zealand, does the exporting company have appropriate Basel permits?	Reports from the recycler on where the WEEE has gone, and a breakdown of how much was reused/recycled/recovered and how much went for safe environmental disposal. Import and export consents.
Can the recycler provide information on its environmental compliance history?	Copy of audit reports for environmental and health and safety audits.
Does the recycler maintain appropriate insurance/assurance? (This may include general liability insurance, environmental liability insurance, or financial assurance such as bonds.)	Documented proof.
Can the recycler provide references and contact information for other businesses that have used their services?	Contact details for references.
Does the recycler have any current electronics recycling certification?	Proof of certification or accreditation, for example, ISO14001, EMAS and IAER.
Do they have an emergency prevention, preparedness and response plan?	Copy of plan.
What levels of contamination will my recycling provider accept? Do they require the equipment to be pre-sorted and labelled on delivery?	Audits and spot check reports by a third party.
What is happening to the hazardous waste? If it is being sent to landfill in New Zealand, does the landfill conform to the Ministry for the Environment's Landfill Waste Acceptance Criteria?	Audits and spot check reports by a third party.
Do they need RMA consent for my operations in New Zealand or the equivalent in the country of operation?	Reports from the recycler on where the WEEE has gone, and a breakdown of how much was recovered and how much went for safe environmental disposal – mass balance (total volume) of WEEE-derived materials in the process.

Want to know more?

See the Ministry for the Environment's Waste electrical and electronic equipment: guidance for reuse and recycling guide at www.mfe.govt.nz/waste/types/weee-guidelines.