

## Equipment End-of-Life Management Program Summary

In order to manage computer equipment that has reached the end of its useful life, contractors may offer a variety of disposal programs that ensure that the equipment is managed in an environmentally sound manner. Such end-of-life management programs may offer rebates/credits based on the remarketing value of the equipment collected and may also provide such services as record keeping and secure data deletion for confidential information.

Equipment manufacturers (or other end-of-life management contractors) are asked to fill out this form describing details of their equipment end-of-life management programs so that the customers (purchasers) can determine whether they want to include these services in their contract.

*An electronic version of this document is available at <http://www.noharm.org/details.cfm?ID=1635&type=document>*

### General

**This section contains basic information about the equipment end-of-life management program such as the contact information for the program and what equipment is eligible.**

- 1. Contact Information** *(Please provide a contact person for questions regarding equipment end-of-life management):*  
Contractor Company Name:  
End-of-Life Management Contact:  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 2. Recycling Company Information** *(Please provide a contact person who can verify that this recycling company is handling products collected through this program.)*  
Company Name:  
Contact:  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 3. Program Name:**
- 4. Program Type** *(Please check one option):*  
 This program is **free** for all customers subject to conditions listed below (no shipping or other charges involved)  
 This program involves pick-up, shipping, handling, disposal or other charges
- 5. Conditions** *(e.g. this program is free with purchase of new equipment):*
- 6. Eligible Equipment** *(Please explain which types/models of equipment can be recycled or disposed of through this program):*
- 7. Additional Program Information on the Web:** *(Please provide the URL):*

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## Charges and Rebates/Credits

This section provides information on the costs that customers may incur participating in the equipment end-of-life management programs and the rebates or credits that may be available based on the remarketing value of the equipment and/or parts.

1. **Disposal/recycling charge, all charges are “per-unit” (one piece of equipment with a power cord) unless otherwise specified** (If the program involves a per-unit disposal/recycling charge, provide the pricing below):

Equipment Type	Charge	Equipment Type	Charge	Equipment Type	Charge
Desktop PC		2-way server		Desktop printer	
Notebook/Laptop		4-way server		Large printer	
Monitor		8-way server		Terminal	
Small cables, per lb.		Unsorted equipment, per lb.			

- Pricing above is all-inclusive (no other charges will be applied)
- Pricing above is estimated
- Pricing above is current and is good for the life of the contract
- Pricing above is current but subject to change over the duration of the contract
- Pricing above applies to orders over \_\_\_\_\_ units (please specify)

2. **Additional charges** (If the program involves any additional charges, please describe them):

- Shipping (Please explain):
- Pick-up/transportation (Please explain):
- Other (Please explain):

3. **Program rebates or credits** (Please select all that apply):

- The program provides a **cash rebate** based on the remarketing value of the equipment
- The program provides a **credit towards new equipment** sold by Contractor
- The program provides **no rebate or credit**

4. **Additional charge and rebate information on the web** (Please provide the URL):

## Program Instructions

This section provides detailed logistical information for participating in the end-of-life management program.

1. **Service ordering:**

- This service can be ordered online. Website:
- This service can be ordered by phone. Phone:

**Step-by-step instructions for ordering the service:**

**Payment instructions:**

2. **Equipment preparation instructions:**

- The equipment does not need to be packaged
- The equipment needs to be packaged, packaging is not provided
- The equipment needs to be packaged, packaging is provided

**Step-by-step packaging instructions:**

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**3. Transportation/shipping:**

- The equipment will be picked up by contractor (*please check below if a pick-up charge applies*)
  - Pick-up charge applies. Estimated amount:
- The Equipment must be shipped (*please check below if shipping charges apply*)
  - Shipping charges apply. Estimated amount:

**Pick-up timeframe:** \_\_\_\_\_ business days after the service is ordered

**Step-by-step shipping/pick-up preparation instructions:**

## Recycling / Disposal Process

**This section contains information on the company that provides the disposal and/or recycling services for the Contractor and any secure data deletion and record keeping services that may be available as part of the equipment end-of-life management program.**

- 1. End-of-life management service provider company name:**
- 2. End-of-life management service provider certifications** (*Please select all that apply*):
  - ISO 9001 Certified
  - ISO 14001 Certified
  - Other certified environmental management system (EMS) (*please specify*):
  - OHSAS 18001 Certified
  - SA 8000 Certified
  - Electronics Recycler’s Pledge of True Stewardship Signatory ([www.ban.org/pledge1.html](http://www.ban.org/pledge1.html))
- 3. Secure data deletion availability:**
  - Secure data deletion is not available from the Contractor
  - Secure data deletion is provided at no cost as part of the service (*please provide applicable information below*).
  - Secure data deletion must be ordered at an additional charge (*please provide applicable information below*).
- 4. Secure data deletion standard** (*Please provide information on the security standard(s) such as U.S. Department of Defense that the services comply with*):
- 5. Secure data deletion cost** (*If the data deletion service is available at an additional cost, please provide cost sufficient details for a cost estimate*):
- 6. Record keeping** (*Please provide information on certificates that **must** be available after the equipment is disposed of or recycled*):

Record/document type for equipment by model and serial number	Always provided / upon request only ( <i>choose one</i> )	Record/document cost, U.S. Dollars
Equipment receipt report listing by model and serial #	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Equipment settlement report providing final disposition information for all equipment by model and serial #	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Certificate of destruction	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Certificate of secure data deletion	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Certificate of indemnification of environmental claims	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	
Other ( <i>please explain</i> ):	<input type="checkbox"/> Always <input type="checkbox"/> Upon request	



[noharm.org](http://noharm.org)



[h2e-online.org](http://h2e-online.org)



[computertakeback.com](http://computertakeback.com)

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