

Appendix 10a: WEEE Reuse and Refurbishment Standard

Ontario Electronic Stewardship



Waste Electrical and Electronic Equipment Reuse and Refurbishment Standard

The Waste Electrical and Electronic Equipment Reuse and Refurbishment (WEEERR) Standard defines the minimum requirements for reuse and refurbishing operations approved under the OES program.

Organizations performing reuse or refurbishing activities shall maintain objective evidence of conformance to this Standard. While this Standard defines the minimum requirements, organizations undertaking these activities are encouraged to follow best practices, in accordance with all local requirements including federal, provincial and municipal.

Definitions:

Reuse – The provision of functioning WEEE to another user for its intended purpose, without hardware repair or modification, and where the reuse activities are limited to non intrusive operation verification; cleaning; replacement of consumable items such as batteries, toners, fusers, etc.; data and other information clearing; and software installation.

Refurbishing – Any disassembly of WEEE for the purpose of internal testing or troubleshooting; or replacement or repair of non-functioning or obsolete parts, not including consumable items such as batteries, toners, fusers, etc.

Recycling – The processing of WEEE by manual or mechanical means for the purpose of resource recovery.

WEEE – Waste electrical and electronic equipment managed under the OES program, including unwanted and discarded items.

1.0 Legal and Other Requirements

Organizations performing WEEE reuse and/or refurbishing shall operate in accordance with all applicable local requirements including federal, provincial and municipal requirements, and shall:

- 1.1 Possess all necessary permits and approvals to operate.
- 1.2 Register annually as a waste generator for any subject wastes under Regulation 347 (Revised Regulations of Ontario 1990), and pay the associated generator registration fees.
- 1.3 Identify and comply with regulatory requirements for storage, handling and transportation of all waste materials, including those in Regulation 347 and the Transportation of Dangerous Goods Regulations (Canada).
- 1.4 Maintain a process to identify environmental, health and safety regulatory requirements on an ongoing basis, as a result of changes in operations or regulatory requirements.
- 1.5 Register with the Workplace Safety and Insurance Board and possess adequate workplace insurance coverage.
- 1.6 Possess Comprehensive or Commercial General Liability Insurance including coverage for bodily injury, property damage, complete operations and contractual liability with combined single limits of not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate.
- 1.7 Maintain a procedure to notify OES of any fines or regulatory orders in the previous 5 years and within 60 days after any subsequent fines or orders.

- 1.8 Not employ prison labour for reuse or refurbishing operations.
- 1.9 Maintain processes to ensure that all software and firmware installations on redistributed equipment are properly licensed and compatible with operating systems.

2.0 Safety and Environmental Risk Assessment

Reuse and/or refurbishing organizations shall maintain processes to:

- 2.1 Conduct an initial risk assessment of their operations to identify any potential environment, health or safety hazards associated with their operations.
- 2.2 Document any potential physical, chemical and ergonomic hazards associated with each material handled and tasks undertaken, as well as the overall operations, during both normal operating conditions and potential emergency situations.
- 2.3 Evaluate any potential environmental, health or safety risks identified through the assessment.
- 2.4 Implement adequate controls for any potential high risk activities, including documented procedures, to protect the environment, and the health and safety of employees and the public.
- 2.5 Schedule and conduct subsequent risk assessments as a result of any applicable operational or regulatory changes.
- 2.6 Maintain a list of products and waste materials that the organization is capable of handling in a safe and environmentally sound manner.

3.0 Training and Awareness

The organization shall provide adequate training to protect employees and the environment, and shall:

- 3.1 Document the training needs for each position or operation.
- 3.2 Provide specific training and written instruction(s) for the proper handling, storage and disposal of WEEE and materials.
- 3.3 Provide specific training and written instruction(s) for responding to accidents, emergencies and environmental releases.
- 3.4 Maintain a record of all training completed.

4.0 Materials Management

To demonstrate adequate management of WEEE, parts and residual materials, the organization shall:

- 4.1 Test all units and parts to confirm workability (i.e. functioning as designed) prior to sale or donation.
- 4.2 Ensure redistributed items are adequately packaged to protect from damage during transport.
- 4.3 Maintain documented procedures for handling, storing, transporting and/or disposing of all WEEE, parts and residual materials.
- 4.4 Ensure WEEE, parts and residual materials are handled and stored in a secured enclosure.
- 4.5 Ensure subject wastes are not stored longer than 90 days without MOE authorization.
- 4.6 Ensure all WEEE, parts and residual materials that are not redistributed are recycled through an OES approved processor.
- 4.7 Ensure non-OES materials are managed in compliance with applicable regulatory requirements.

5.0 WEEE and Information Security

The organization shall develop and maintain a process to communicate to generators and customers a WEEE and information security policy, including employing adequate security measures to:

- 5.1 Protect any WEEE and parts from loss or unintended use.
- 5.2 Destroy any user data contained on and within equipment, including the removal of hard drive data using industry standard practices and software (i.e. RCMP or US Department of Defence (DoD)), and removal of other identification such as asset tags.
- 5.3 Destroy all WEEE where data destruction cannot be confirmed.

6.0 Records and Reporting

The organization shall maintain records of and report to OES as required the following:

- 6.1 Number of units received for each WEEE category.
- 6.2 Number of units reused by WEEE category and the end-use location.
- 6.3 Number of units refurbished by WEEE category and the end-use location.
- 6.4 Number of parts redistributed.
- 6.5 Number of units or weight of material sent to OES approved processors for recycling.

7.0 Warranty Requirements

The organization shall:

- 7.1 Provide a minimum 30 day warranty for the repair or replacement of all WEEE and parts sold or donated, excluding consumable items such as batteries, toners, fusers, etc.
- 7.2 Affix a label in a visible location on all used and refurbished equipment destined for donation or resale indicating the name and location of the reuse or refurbishing organization.
- 7.3 Provide a means to communicate the warranty policy and its conditions to the customer.

8.0 Consumer Safety of Refurbished Product

In order to ensure adequate consumer safety, refurbishing organizations shall:

- 8.1 Maintain processes to identify and ensure that all parts, components and other materials (i.e. solder) used in the refurbishing processes are compatible with existing equipment and components.
- 8.2 Maintain processes to test and verify the functioning of WEEE in accordance to regulatory requirements and operating specifications.

9.0 Resources

The following resources should be consulted for guidance on demonstrating conformance to the WEEERR Standard:

- 9.1 EPSC - Guidance Document for Environmentally Sound Recycling of Electronics
www.epsc.ca/recycle
- 9.2 RCMP G2-003 – Hard Drive Secure Information Removal and Destruction Guidelines www.rcmp-grc.gc.ca/tsb/pubs/it_sec/g2-003_e.pdf
- 9.3 DoD 5220.22-M - National Industrial Security Program Operating Manual
<http://www.dtic.mil/whs/directives/corres/html/522022m.htm>