



# **eWaste ePlanet, LLC**

## **INTRODUCTORY PACKET**



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## About Us

**eWaste ePlanet is the premier Electronics Recycling, Data Destruction, and IT Asset Disposition (ITAD) company in Atlanta, GA.**

Founded in May 2013, eWaste ePlanet is a privately owned company working to promote global (planetary) electronics recycling and keep e-waste out of landfills.

Staffed by highly trained and professional specialists, we have over 100 years of combined experience in the fields of technology, logistics, recycling, material science, and proper e-waste disposal advocacy.

We recycle unwanted and end-of-life electronic materials in accordance with all government regulated standards. Our practices are compliant with methods recommended by the Department of Toxic Substance Control, the Environmental Protection Agency, and the California Integrated Waste Management Board, among others.

eWaste ePlanet is not just a recycling company. We also offer a single-source enterprise solution for IT Asset Management (ITAM) and IT Asset Disposition (ITAD). From distribution and installation to on-site decommission and removal of assets, our chain of custody is secure and transparent.

Every data-bearing device that enters our doors is wiped to NIST and U.S. Department of Defense standards. If we cannot wipe your data, we physically destroy it. We also offer on-site shredding for our more discerning clients.

For all consumer electronics pickups and drop-offs, we offer a Certificate of Recycling and Data Destruction for free upon request. For larger pickups that require auditing, we offer fully serialized asset reports for all machines and hard drives.

By using our services, you will maximize return on your unwanted assets and contribute to the protection of the environment through sound recycling practices, demonstrating social responsibility and environmental safety.

## Our Process



### On-Site Collection

- Asset List
- Decommission
- On-Site Data Destruction (optional)
- Pack Up, Haul Off



### Secure Transport

- Transfer of Liability
- Transparent Chain of Custody



### Sorting

- Asset Tag Removal
- Basic Category Sorting



### Data Destruction

- Hard Drives Wiped or Shredded
- NIST 800-53 and DoD Compliance



### Dismantle

- Dismantle Components
- Sort to Scrap Categories



### Recycle

- Process Scrap Categories



### Refurbish

- Log specs for audit report
- Repair



### Remarket

- Donate or Resale
- Wholesale or Retail
- Buyback & Revenue Sharing



### Reporting

- Downstream/Chain of Custody
- Certificate of Recycling (weight)
- Certificate of Data Destruction
- Serialized Asset Report



## Items We Accept

If it plugs in, we'll likely take it.

In order to offset disposal costs, we charge \$0.25/lb for flat screen TVs, \$0.40/lb for CRT monitors, and \$0.40/lb for CRT TVs. Our drop-off hours are 8am-3pm, Monday-Friday, at 2775 Bankers Industrial Drive Suite E, Atlanta, GA, 30360.

**Computers & Accessories:** Computers (desktops/laptops), Computer Power Supplies, Printers (ink, toner, cartridges), Computer Peripherals, Storage Devices (HDDs, SSDs, SD cards, etc.), Gaming Devices, Circuit Boards & Cards, Monitors (CRT = \$0.40/lb disposal fee), Computer Accessories (mice, keyboards, etc.), Monitors (flatscreen), Network Devices, Scanners

**Data Center Equipment:** Servers, Power Distribution Units, Network Related Equipment, Storage Arrays, Routers and Switches, Power Distribution Units, Panelboard, Server Racks, Switchgear, Motor Generator Sets, Mainframe Computer Equipment, Cabling

**Computers & Accessories:** Computers (desktops/laptops), Computer Power Supplies, Printers (ink, toner, cartridges), Computer Peripherals, Storage Devices (HDDs, SSDs, SD cards, etc.), Gaming Devices, Circuit Boards & Cards, Monitors (CRT = \$0.40/lb disposal fee), Computer Accessories (mice, keyboards, etc.), Monitors (flatscreen), Network Devices, Scanners

**Office Equipment:** Copiers and Multifunction Devices, Fax Machines, Audio/Video Equipment, Projection Equipment, Printers, Plotters, Security Equipment, Receivers and Transmitters, Phone Systems, Answering Machines

**Mobile Devices:** Cell Phones and Smart Phones, Tablets, PDAs, MP3 Players, Cameras, Fitness Trackers, Smart Watches

**Entertainment Equipment:** Stereo Equipment, Speakers, Accessories and Cables, Video Players, Digital Cameras, TVs (flatscreen = \$0.25/lb, CRT or picture tube = \$0.40/lb disposal fee), Video Cameras, Game Consoles, Pro Audio Equipment

**Lab & Medical Equipment:** Ultrasound Equipment, Spectrometers, Anesthesia Units, Defibrillators, X-Ray Machines, IV Pumps

**Miscellaneous:** Wires & Cables, GPS Units, Alkaline Batteries (\$1/lb disposal fee), Rechargeable Dry Cell Batteries, Cable Boxes, UPS Power Supply, Home Appliances, Laptop Batteries, and more...



## Data Destruction Process

Our data destruction standards show we take your privacy seriously.

eWaste ePlanet offers data destruction services both on-site at your location and at our warehouse in Atlanta.

Once we destroy your data, you will receive an itemized Certificate of Data Destruction for your records. If you need a full audit of your devices and hard drives, we also offer serialized reporting.

eWaste ePlanet follows the U.S. Department of Commerce's National Institute of Standards and Technology (NIST) Computer Security Division's Special Publication 800-88 Rev.1: Guidelines for Media Sanitization.

We implement a secure erase procedure for all solid state and mechanical drives. If a drive does not support our standard secure erasing procedure, we follow the National Industrial Security Program (NISP) Operating Manual, or DoD 5220.22-M, as recommended by the U.S. Department of Defense.

If we cannot wipe the data on a drive, we shred the drive to physically destroy it.

eWaste ePlanet's data destruction services are guaranteed to irreversibly destroy your personal information on discarded electronics.

Please contact us for more details.





# Certificate of Recycling and Data Destruction



## Certificate of Recycling & Data Destruction

Date of Delivery: 08/21/2019  
Order Number: O-11111  
Invoice Number: N/A

BOL#: BOL-000011111  
PO#: N/A  
Contract#: N/A

Generator  
**EXAMPLE - DO NOT USE**  
123 Fake Address Blvd  
Suite 100  
Atlanta, GA 33333

Facility:  
**eWaste ePlanet**  
2775 Bankers Industrial Dr  
Suite E  
Doraville, GA 30360

Unit Of Measure: lbs

### Summary of Material Received

Count	Commodity	Unit Count	Gross	Tare	Net
1	Network Equipment	12	500.00	0.00	500.00
1	Server	120	10000.00	0.00	10000.00
<b>Totals</b>					
2		132	10500.00	0.00	10500.00

For the purpose of signifying that eWaste ePlanet, LLC assumes rights and ownership of following E-Waste material.

ALL hard drives in/out of computers have been wiped to NIST 800-88 standards or have been destroyed by shredding.

Above materials have been inspected, and will be recycled according to guidelines set by Environmental Protection Agency (EPA).

All plausible end markets are explored and no remaining materials are disposed of in landfill.

By recycling obsolete equipment, we are doing our duty to protect your sensitive data and help keep landfills free of hazardous waste.



# Serialized Asset Report



<b>Date of Delivery:</b>	08/21/2019	<b>Ship To:</b>	eWaste ePlanet	<b>Pickup:</b>	EXAMPLE - DO NOT USE
<b>Order Number:</b>	O-11111		2775 Bankers Industrial Dr		123 Fake Address Blvd
<b>Invoice Number:</b>			Suite E		Suite 100
<b>BOL Number:</b>	BOL-000011111		Doraville, GA 30360		Atlanta, GA 33333
<b>PO Number:</b>			USA		USA
<b>Contract #:</b>			P: 4042959220		

## Serialized Asset Report

### Summary

Category	Count	Weight
Servers	1	55.00
Routers & Switches	1	10.60

### Detailed Asset Report

Serial	Asset tag	MFG	Model	Category	Notes
ABC98765	DEFGHI	DELL	POWEREDGE R710	Servers	
XYZ12345	JKLMNQP	CISCO	WS-C2960G-48TC-L V03	Routers & Switches	

Unit Of Measure: lbs

### Summary of Material Received

Commodity	Unit Count	Gross	Tare	Net
POWEREDGE R710	1	55.00	0.00	55.00
WS-C2960G-48TC-L V03	1	10.60	0.00	10.60
<b>Totals</b>	<b>2</b>	<b>65.60</b>	<b>0.00</b>	<b>65.60</b>

For the purpose of signifying that eWaste ePlanet, LLC assumes rights and ownership of following E-Waste material.

ALL hard drives in/out of computers have been wiped to NIST 800-88 standards or have been destroyed by shredding.

Above materials have been inspected, and will be recycled according to guidelines set by Environmental Protection Agency (EPA).

All plausible end markets are explored and no remaining materials are disposed of in landfill.

By recycling obsolete equipment, we are doing our duty to protect your sensitive data and help keep landfills free of hazardous waste.





## EPA Certification



**Richard E. Dunn, Director**

**Land Protection Branch**  
2 Martin Luther King, Jr. Drive  
Suite 1054, East Tower  
Atlanta, Georgia 30334  
404-656-7802

November 5, 2018

ANDREW HOLDBROOKS  
EWASTE EPLANET LLC  
2775 BANKERS INDUSTRIAL DRIVE SUITE E  
DORAVILLE, GA 30360

RE: EPA ID # GAR000085027  
EWASTE EPLANET LLC  
2775 BANKERS INDUSTRIAL DRIVE SUITE E  
DORAVILLE, DE KALB COUNTY, GA 30360

Dear ANDREW HOLDBROOKS:

We have recently received your notification of regulated waste activity (EPA Form 8700-12).

The above referenced EPA ID number has been assigned to the facility at the address given. This number is site specific and will be used by the Georgia Environmental Protection Division and the US EPA for identification purposes. If you move to a new location, you should deactivate this number and apply for another number at the new location. You should also request deactivation of this number if the facility closes or you no longer generate hazardous waste or have activities that require a number. This number is not a permit. It is used for data management and information tracking purposes. If you are conducting activities at the facility that require a hazardous waste permit, please submit a corrected notification form and the required permit application. Your interest in protecting Georgia's environment is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Annise Jones".

Annise Jones  
Hazardous Waste Management Program  
404-657-8844

## Compliance

eWaste ePlanet separates end-of-life electronics into 200+ categories of scrap based on plastic and precious metal contents. For outgoing processing, we utilize R2 downstream vendors based on logistics and pricing. We will happily disclose our downstream vendors and any other compliance documentation upon receiving an executed Non-Disclosure Agreement.





# Certificate of Insurance

		EWASEPL-01		BHALCHAK		
		DATE (MM/DD/YYYY)		1/6/2020		
<b>CERTIFICATE OF LIABILITY INSURANCE</b>						
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
<b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
<b>PRODUCER</b> Snellings Walters Insurance Agency 1117 Perimeter Center West Suite W101 Atlanta, GA 30338		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (770) 396-9600 FAX (A/C, No): (770) 399-9880 E-MAIL ADDRESS:				
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>		
		INSURER A: Cincinnati Insurance Company		10677		
<b>INSURED</b>  Ewaste Eplanet LLC 2775 Bankers Industrial Dr Ste E Atlanta, GA 30360		INSURER B:				
		INSURER C:				
		INSURER D:				
		INSURER E:				
		INSURER F:				
<b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> <b>REVISION NUMBER:</b>						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
<b>INSR LTR</b>	<b>TYPE OF INSURANCE</b>	<b>ADDL SUBR INSD. WVD</b>	<b>POLICY NUMBER</b>	<b>POLICY EFF (MM/DD/YYYY)</b>	<b>POLICY EXP (MM/DD/YYYY)</b>	<b>LIMITS</b>
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	EPP0562570	12/22/2019	12/22/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	EPP0562570	12/22/2019	12/22/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	EPP0562570	12/22/2019	12/22/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ Aggregate \$ 5,000,000
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	EWCO562569	12/22/2019	12/22/2020	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE		
ACORD 25 (2016/03)				© 1988-2015 ACORD CORPORATION. All rights reserved.		
				The ACORD name and logo are registered marks of ACORD		





W-9

<b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service		<b>Request for Taxpayer Identification Number and Certification</b> ► Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.		<b>Give Form to the requester. Do not send to the IRS.</b>
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>eWaste ePlanet, LLC</u>				
2 Business name/disregarded entity name, if different from above				
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>S</u> <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>			
5 Address (number, street, and apt. or suite no.) See instructions. <u>2775 BANKERS INDUSTRIAL DR., SUITE E</u>			Requester's name and address (optional)	
6 City, state, and ZIP code <u>DORAVILLE GA 30340</u>				
7 List account number(s) here (optional)				
<b>Part I Taxpayer Identification Number (TIN)</b>				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				
		<b>Social security number</b> ____ - ____ - ____ <b>or</b> <b>Employer identification number</b> <u>80</u> - <u>09</u> <u>29</u> <u>27</u> <u>5</u>		
<b>Part II Certification</b>				
Under penalties of perjury, I certify that:				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and				
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and				
3. I am a U.S. citizen or other U.S. person (defined below); and				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.				
<b>Sign Here</b>	Signature of U.S. person ► <u>[Signature]</u>		Date ► <u>11/13/19</u>	
<b>General Instructions</b>				
Section references are to the Internal Revenue Code unless otherwise noted.				
<b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .				
<b>Purpose of Form</b>				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amounts reportable on an information return. Examples of information returns include, but are not limited to, the following:				
<ul style="list-style-type: none"><li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li><li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li><li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li><li>• Form 1099-S (proceeds from real estate transactions)</li><li>• Form 1099-K (merchant card and third party network transactions)</li><li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li><li>• Form 1099-C (canceled debt)</li><li>• Form 1099-A (acquisition or abandonment of secured property)</li></ul>				
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.				
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.				
Cat. No. 10231X			Form <b>W-9</b> (Rev. 10-2018)	