



ELECTRONIC PRODUCTS
RECYCLING ASSOCIATION (EPRA)

**ELECTRONICS REUSE AND
REFURBISHING STANDARD**

- July 1, 2016 -

ELECTRONICS REUSE AND REFURBISHING STANDARD (ERRS)

1.0 General Requirements

Reuse organizations shall operate in accordance with all applicable legal and other requirements. At a minimum, the organization shall:

- 1.1. Maintain a current summary of applicable requirements, and suitable evidence of compliance with each.
- 1.2. Possess adequate workers' compensation coverage.
- 1.3. Possess Comprehensive or Commercial General Liability insurance coverage of no less than \$2 000 000.
- 1.4. Not employ the use of child or prison labour.
- 1.5. Maintain a documented procedure to notify the Recycler Qualification Office (RQO) within 5 days of receiving a fine, regulatory order, or other incident that requires the notification or dispatch of first responders.

2.0 Safety and Environmental Controls

Reuse organizations shall maintain a documented risk assessment process to identify and control any potential environmental, health or safety hazards. At a minimum, the organization shall:

- 2.1. Define the responsibilities and qualifications for individuals conducting the risk assessment.
- 2.2. Record any potential physical, chemical and ergonomic hazards associated with the materials handled and tasks undertaken.
- 2.3. Maintain a process to evaluate risks, develop control measures, and monitor effectiveness.
- 2.4. Maintain a schedule to conduct subsequent risk assessments at least annually.
- 2.5. Provide training and written instruction for the proper handling, storage and disposition of all materials.
- 2.6. Provide training and written instruction for responding to accidents, emergencies and releases.

3.0 Electronics and Information Security

Reuse organizations shall develop and maintain effective security controls to protect all electronic products, components (e.g. disk drives, data cards), and user data contained on either, from theft, unauthorized access, or other unintended use. The organization shall at a minimum:

- 3.1. Store all products in a secured, indoor environment, and prevent unauthorized access to the premises and storage areas.
- 3.2. Provide training and written instruction on the processes used to destroy all user data as well as verify the destruction of the data.

- 3.3. Remove any sources of donor identification such as asset tags.
- 3.4. Ensure physical destruction of any items where data destruction cannot be confirmed.

4.0 Process Management

Reuse organizations shall maintain documented procedures for processing all products, to:

- 4.1. Ensure that all parts and components used in the refurbishing processes are system compatible.
- 4.2. Ensure that all software and firmware are properly licensed.
- 4.3. Test all products and verify proper functioning prior to remarketing.
- 4.4. Ensure remarketed items are adequately packaged to protect from damage during transport.
- 4.5. Provide a minimum 30 day warranty for the repair or replacement of all remarketed product, excluding consumable items such as batteries, toners, fusers, etc.
- 4.6. Ensure end-of-life products and components are processed through an RQO approved recycler.
- 4.7. Track and record the types and quantities of products received, remarketed, and sent for end-of-life processing.

5.0 Site Closure Plan

Reuse organizations shall prepare a documented site closure plan in the event of a sale, closure, abandonment, bankruptcy or other form of dissolution of the organization that, at a minimum:

- 5.1. Stipulates how all electronic products will be managed in accordance with the ERRS.
- 5.2. Provides an assessment of financial requirements upon closure and a mechanism for ensuring the availability of such funds.