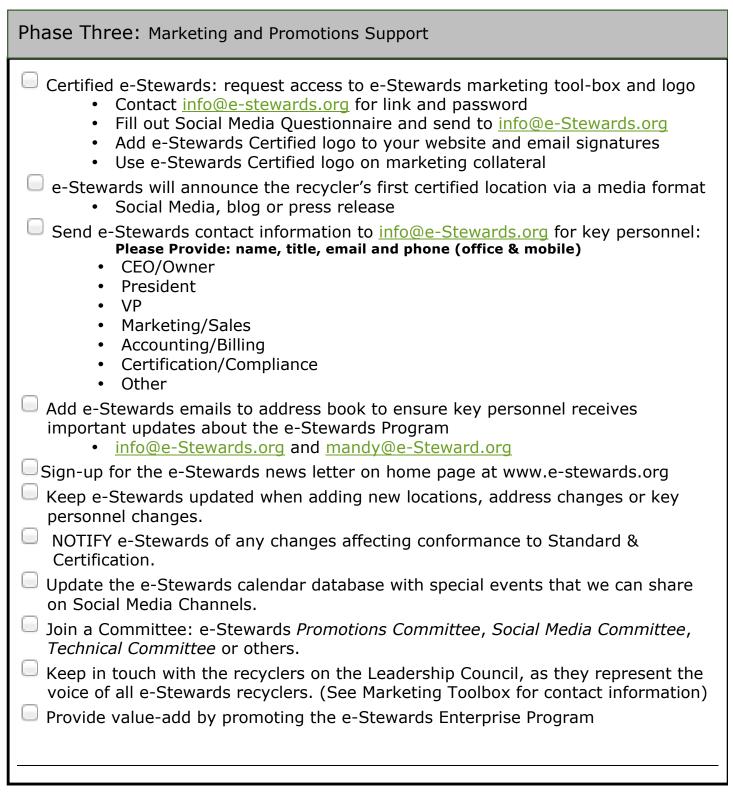
e-Stewards Check List for Recyclers Certifying to e-Stewards Standard

PHASE ONE: Initial steps for certification with e-Stewards (This is in addition to Certification Body requirements)
 Purchase e-stewards Standard, which includes ISO 1400 Review e-Stewards Standard Review e-Steward Sanctioned Interpretations Review Appendix A, B and D Determine if your company will work with a certification consultant
 Set up Environmental Management System (EMS) Get quotes from accredited third-party Certifying Bodies (CB)
 Sign a contract with CB Schedule Stage1Audit with CB Notify <u>info@e-stewards.org</u> when contract is signed with CB. Begin Phase Two with e-Stewards staff
Continue to communicate with CB regarding audits

PHASE TWO: Steps needed for e-Stewards Certification. (Need to complete per terms of website policy).
 Revenue Verification Form (RVF) Fill out and return to e-Stewards Include CPA signature to verify revenue – OR – copy of most recent tax return Request RVF at info@e-stewards.org.
Pay initiation fee (additional fee based on half of the annual license fee.) See fee schedule at <u>www.e-stwards.org</u> Steps for Certification/Estimating Cost
Provide e-Stewards with company information for website listing. (See format on website) RVF and initiation fee shall be received, and Stage 1 audit complete, then recycler is added to website as in-process for certification. Note: Each location will be added as each Stage 1 audit is completed when there are more than one locations.
 Review e-Stewards website policy to remain on website. Found under Policy & Procedures Complete Stage 1 Audit - prior to being added to website Complete Stage 2 Audit within 12 months (Clear any non-conformities) Receive certificate from CB within 15 months
After Stage 2 audit is complete, send signed Annual License Agreement to e-Stewards (Request copy of Annual License Agreement at info@e-Stewards.org)
Pay annual license fee. CB will not issue certificate until license agreement is fully executed. e-Stewards office will send CB and recycler fully executed license agreement.
CB will send e-Stewards Certificate to recycler and to <u>info@e-stewards.org</u> . Once certificate is received, the recycler is added to the list of Certified e-Stewards Recyclers

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For more information contact: Mandy Knudtson, e-Stewards Business Director at <u>mandy@e-Stewards.org</u> or 206-436-8595.