



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 Stage 1 Audit with CB
 - Notify info@e-stewards.org 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 www.e-stewards.org 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 info@e-stewards.org.
Once certificate is received, the recycler is added to the list of *Certified e-Stewards Recyclers*



Phase Three: Marketing and Promotions Support

- Certified e-Stewards: request access to e-Stewards marketing tool-box and logo
 - Contact info@e-stewards.org for link and password
 - Fill out Social Media Questionnaire and send to info@e-Stewards.org
 - Add e-Stewards Certified logo to your website and email signatures
 - Use e-Stewards Certified logo on marketing collateral
- e-Stewards will announce the recycler's first certified location via a media format
 - Social Media, blog or press release
- Send e-Stewards contact information to info@e-Stewards.org for key personnel:
Please Provide: name, title, email and phone (office & mobile)
 - CEO/Owner
 - President
 - VP
 - Marketing/Sales
 - Accounting/Billing
 - Certification/Compliance
 - Other
- Add e-Stewards emails to address book to ensure key personnel receives important updates about the e-Stewards Program
 - info@e-Stewards.org and mandy@e-Steward.org
- Sign-up for the e-Stewards news letter on home page at www.e-stewards.org
- Keep e-Stewards updated when adding new locations, address changes or key personnel changes.
- NOTIFY e-Stewards of any changes affecting conformance to Standard & Certification.
- Update the e-Stewards calendar database with special events that we can share on Social Media Channels.
- Join a Committee: e-Stewards *Promotions Committee, Social Media Committee, Technical Committee* or others.
- Keep in touch with the recyclers on the Leadership Council, as they represent the voice of all e-Stewards recyclers. (See Marketing Toolbox for contact information)
- Provide value-add by promoting the e-Stewards Enterprise Program

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