



Checklist: Recyclers Certifying to e-Stewards Standard

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Purpose

This checklist informs you of general steps to take in preparation for certification, and documents required by the e-Stewards program administrator, as you pursue e-Stewards Certification. These requirements are in addition to what is needed by your auditor and Certification Body (CB). Please send questions regarding certification to: info@e-Stewards.org.

Initial Steps

- Purchase the e-Stewards Standard, which includes ISO 14001. Cost: \$195. [Click here to purchase the Standard.](#)
- Set up your Environmental Management System (EMS) and facility to operate in conformity with the e-Stewards Standard. Determine if you have internal expertise or need to hire in order to prepare system for audits. If hiring a consultant, be sure you work with a consultant that is experienced and knowledgeable regarding the e-Stewards Standard. Click [here](#) for e-Stewards Consultant Registry for unendorsed consultants that meet minimum criteria set by the e-Stewards program administrator.
- Get quotes from accredited third-party e-Stewards CBs. Click [here](#) for list.
- Sign a contract with a CB of choice and notify the e-Stewards Program at: info@e-Stewards.org.
- Work with CB to schedule Stage 1 and Stage 2 audits.

Documents and Fees Required by e-Stewards Program Administrator

- Once in contract with CB, fill out and submit the Revenue Verification Form (RVF) to info@e-Stewards.org.
- Upon receipt of RVF, e-Stewards program administrator will invoice you for the one time Initiation Fee within 5 business days. Click [here](#) to see fee schedule.
- Pay e-Stewards program administrator the Initiation Fee within 30 days of receipt of invoice.
- The e-Stewards Annual License Agreement will be sent to your company for review 30 to 45 days prior to Stage 2 Audit.
- The Licensing Agreement is required to be filled out, signed and sent to info@e-Stewards.org prior to the Stage 2 Audit.

Final Steps

After successful completion of the Stage 2 audit, your auditor will send your audit report to the CB for the final Technical Review process. This may take up to 6 weeks.

- During the Technical Review you will be invoiced by the e-Stewards program administrator for the annual fee.
- Once your payment for the annual licensing fee is received, your previously submitted License Agreement will be fully executed and returned to you, and your CB will be notified.
- After successful completion of the Technical Review, and after your CB has received notice that the Licensing Agreement has been fully executed, your CB will issue an e-Stewards certificate for your facility that has been certified. A copy of your e-Stewards certificate must to be sent to: info@e-Stewards.org.
- Upon receipt of your certificate, you will be sent the *e-Stewards Welcome Kit*, which will include access to the e-Stewards logo and other marketing collateral and tools. Please submit your company information as soon as possible to: info@e-Stewards.org then, your company will be added to the list of e-Stewards certified companies, as well as your personalized page listed on the website.