



Policy Terms for Recyclers To Be Listed on Website

The e-Stewards website list of recyclers has evolved since the e-Stewards Program was introduced in 2010. Once again, the website policy is being revised to add better clarity regarding certified recyclers listed on our website. First, a historical overview of the requirements for recyclers to be listed on the website follows:

Website Policy Historical Overview

1. Originally, recyclers were eligible to be listed as “in-process” once they were in a contract for certification, and needed to have the Stage 1 and Stage 2 audits completed within 12 months.
2. Revision One: The policy terms for *in-process* recyclers to be listed on the website was revised, and required recyclers to have completed the Stage 1 audit prior to being listed, and then complete the Stage 2 audit within 12 months.
3. Current revision: The new website policy for listing recyclers will no longer list new recyclers as *in-process*, and will only list companies with at least one certified facility (see below). NOTE: A small number of recyclers currently listed as *in-process* will be ‘grandfathered in’, and remain listed as *in-process* until they are certified, provided the recycler meets the 12 month time-frame required, based on the website policy terms that were active when they were listed.

Revised Policy Terms for Recyclers to Be Listed on the Website

1. New recycler’s must have their first location certified before being listed on the e-Stewards Certified Recycler’s List.
2. All processing facilities owned by the same owner, within a country, must be initially contracted for certification and must be certified within 18 months after the first location is certified.
 - a. These additional locations will be listed as *in-process* on the website list.
 - b. These additional locations will not be listed on the “Find a Recycler” map until each facility is certified.
3. For certified recyclers to remain on the website list as a certified recycler, the company must continue to:
 - a) Meet all requirements of the current e-Stewards Standard (including Sanctioned Interpretations);
 - b) Have a valid Annual License Agreement in place with the e-Stewards Program administrator; and
 - c) Have a valid certificate from an accredited e-Stewards Certification Body.