



Schupan & Sons, Inc.

Processing Policies and Procedures: Schupan e-scrap was born from the idea that the recycling of electronic scrap can be done properly and domestically. We have a strong stance on non-exportation of material, as well as a no-landfill policy for all material we receive. We purchased an in-house hard drive shredder (made by Ameri-Shred in Alpena, MI) and also have an Aleratec Hard Drive Secure-Eraser that performs a 9-pass erase on hard drives. Both methods have been audited by a third party and exceed the guidelines set forth by DOD 5220 and NIST 800-88. All hard drives are destroyed before leaving our facility in a locked, caged room designed for hard drive security.

Permits, Licenses, Certifications: Schupan e-scrap is an ISO 9001:2008 certified company. We are fully registered with the Michigan Department of Environmental Quality (DEQ) to handle, transport, and process electronic scrap. Schupan is also R2/RIOS Certified Pending, with completion in the 1st quarter of 2014. Letters of Destruction for hard drives, as well as a Letters of Recycling are provided for every load that we receive.

Transportation: Schupan e-scrap will provide the equipment necessary to transport all electronic scrap. We will also provide all of the packaging necessary to perform this work (i.e. pallets, gaylords, etc).

On-Site Employees: Schupan e-scrap will provide employees for pickup and transportation of electronics. These employees have had all necessary training to handle e-scrap, and have been audited using the R2/RIOS standard (which also includes background checks and drug tests). We service over 300 schools, government agencies, and hospitals, along with over 1,100 clients across the United States. Some of the more local clients are: Stryker Corporation, Western Michigan University, MidMichigan Medical Center—A U of M affiliate, Kellogg Company, and Lodge Net USA.

Our employees spend most of their day on the campuses of our clients. They are clean, responsible people that represent our company very well.

List of Accepted Material: The following is a brief list of accepted material. We can handle any type of electronic scrap—please note that if the item is not on this list, we probably can still recycle it!

- Computers, Laptops, Servers, Telecom Equipment
- All Computer Peripherals
- CRT, LCD, LED, Plasma Monitors and TVs
- Cell Phones, Office Phones, Rotary Phones, Home Phones
- Printers, Fax Machines, Copiers, Scanners
- Robotics
- Medical Equipment that contains circuit boards (NO BIO-HAZARDS)
- Radios, CD Players, MP3 Players, Tablets, PDAs
- Lead Acid, Li-Ion, Ni-Cad, Nickel Metal Hydrate Batteries
- UPS Units
- Server Racks
- Circuit Boards, Power Supplies, Hard Drives, CD/Floppy Drives, Processors, Ram
- Almost Anything with a Circuit Board!

Prohibited Items:

- Smoke Detectors
- Light Bulbs
- ANY Hazardous Waste (Including Equipment that Produces Radiation)
- Alkaline Batteries (We do accept these, but there is a \$1.00/lb charge)

Record Keeping: Per the requirements of the R2/RIOS Standard and ISO 9001, Schupan e-scrap keeps extensive records of all material received. The material is brought in and sorted into basic categories (computers/servers/telecom equipment, printers/fax/copiers/scanners, keyboards/mice, monitors, TVs, wire, phones, and miscellaneous electronics). These categories are then weighed and recorded into our system. The client will then get a copy of these weights, along with their Letter of Destruction/Recycling.

Additional Information: There are many benefits of choosing Schupan e-scrap as your trusted electronics recycler. All of our certifications, coupled with our secure hard drive destruction, assures our customers that their equipment is handled and processed in accordance to the strict laws that govern e-scrap. After our latest facilities audit, we were recently invited by the Michigan DEQ to assist them in creating new laws that will govern e-scrap for the State of Michigan. With that being said, we confidently consider ourselves one of the best e-scrap recyclers in the state! In dealing with an R2 Certified company, you are officially protected by the EPA from any Superfund Liabilities that may stem from sending e-scrap to an uncertified facility for processing.

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