

EMPLOYEE ELECTRONICS COLLECTION EVENTS

Simple, Secure, Responsible Recycling Service for Employees

We commend your organization's interest in promoting the responsible recycling of computers and other electronic equipment to your employees. Since 1999, Cascade has hosted hundreds of collection events, gathering millions of tons of old electronics. Recycling these items helps recover valuable materials, prevents hazardous materials from harming the environment, and, with your partnership, contributes to a more sustainable future.

SAFE & SOUND PROCESSING

All equipment, whether it comes from your organization or your employees, undergoes Cascade's "Safe and Sound" processing. This means data is processed using NAID AAA-certified security standards. In addition, all equipment and materials are recycled in accordance with our e-Stewards certification, which enforces the most stringent environmental practices in the industry.



The equipment received at the event will be sorted into two categories:

- ▶ **Reusable Devices:** Data is destroyed via an electronic wiping process in accordance with NIST 800-88 Guidelines for Media Sanitization. The devices are then refurbished for reuse within the community.
- ▶ **Non-Reusable Devices:** During the disassembly process, storage media is removed and then shredded. Components are extracted and sorted into scrap categories so they can be sent to down-stream processors that recycle the pieces into new raw materials or properly treat them for safe recovery.



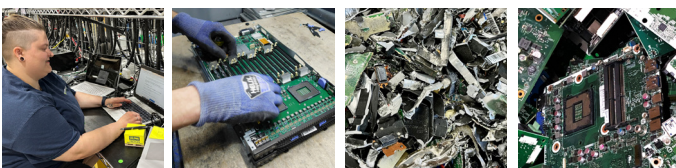
A BENEFIT EMPLOYEES WILL APPRECIATE

One of the biggest hurdles of increasing recycling rates is making the task of getting equipment to the processor simple and convenient. Your employees will thank you for this benefit. A drop-off electronics event at the worksite means employees won't have to search for a responsible recycler, drive to an unfamiliar location, or worry about how to unload a large item from their vehicle. Our Electronics Collection Events are easier to navigate than most fast food drive-through lanes.

REQUEST A COLLECTION EVENT PLAN

To learn more about how to host an event, see page 2 or contact us to request an event plan:

888-222-8399
info@cascade-assets.com



Data Wiping

Disassembly

Hard Drive Shredding

Recyclable Components

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Tips for a Successful Event

The key to success is working together. We request your assistance with the following:

- ▶ **Event Promotion:** Our templates make it easy to share information with your employees via email, your company intranet site, newsletter, and bulletin boards.
- ▶ **Convenient Event Location:** We request an area of at least 1,000 square feet (10 parking stalls) for our truck(s), equipment, and the drive-through service.
- ▶ **Department Collaboration:** We typically request assistance from the Information Systems, Environmental Health and Safety, Facilities, Purchasing, and Community Relations Departments.
- ▶ **Event Coordinator:** Please assign a key point of contact from your organization.
- ▶ **Collection Event Implementation Plan:** The document outlines the responsibilities, dates, and milestones related to the event.



EVENT RESOURCES

We offer the following resources to assist in making your Collections Event a success:

- ▶ Event promotional materials for use before and during the event
- ▶ Signage to direct employees to the collection site
- ▶ Check-in station tables and supplies to help people through the process
- ▶ Staff to help unload employee vehicles, collect payment (if requested), and answer questions
- ▶ Collection boxes, carts, and pallets
- ▶ Material handling equipment such as dollies and pallet jacks
- ▶ Trucks to transport the equipment to Cascade
- ▶ Safety equipment such as safety cones and vests for collection staff

You're welcome to provide volunteers to help staff the event, or we can do all the work for you.

EVENT COSTS

While there is a cost to staff and support these events, as well as to provide secure and responsible recycling of these devices, many states have **Extended Producer Responsibility (EPR) programs**. This means an electronics manufacturer will cover some of the disposal costs for their products. We maintain contracts with several manufacturers and may be able to offset some of your costs through EPR programs.

When determining the recycling fee for an event, we calculate mileage, staffing requirements, and processing fees; and then subtract any EPR program offsets we receive for the equipment collected. Complete details will be outlined in the project scope.