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Memorandum Date: January 9, 2009
Order Date: January 28 2009

TO: Board of County Commissioners

DEPARTMENT: Public Works, Waste Management Division

PRESENTED BY: Patti Hansen, Division Manager x3761
Sarah Grimm, Waste Reduction Specialist x4339

AGENDA ITEM TITLE: IN THE MATTER OF AWARDING A WASTE DIVERSION OPPORTUNITY GRANT IN THE AMOUNT OF \$134,500 TO NEXTSTEP RECYCLING FOR THE PURPOSE OF EXPANDING COMPUTER REUSE AND RECYCLING SERVICES TO SPRINGFIELD AREA, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE CONTRACT..

I. MOTION

MOVE APPROVAL OF AWARDING A WASTE DIVERSION OPPORTUNITY GRANT IN THE AMOUNT OF \$134,500 TO NEXTSTEP RECYCLING FOR THE PURPOSE OF EXPANDING COMPUTER REUSE AND RECYCLING SERVICES TO SPRINGFIELD AREA, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE CONTRACT.

II. AGENDA ITEM SUMMARY

Recommend approval of a grant using Waste Diversion Opportunity Program funds to support NextStep Recycling efforts to expand computer and electronics recycling opportunities into Springfield with a collection site and electronics thrift store similar to their location in Eugene.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In May of 2004, after a process of research, presentation and review, the Lane County Board of Commissioners approved Oregon's first permanent collection program for computer and electronic waste operated by a local government. Board Order 04-5-19-8 established fees for the service and Board Order 04-5-19-9 approved the contract with a recycling processor and a contract with a computer reuse organization, NextStep Recycling.

WMD's E-Waste program has successfully continued to provide leadership in electronics recycling that puts a priority on environmental stewardship and reuse. In 2007, the Board of Commissioners again affirmed the commitment to provide our community with reuse and recycling opportunities for computers and electronics. Board Order 07-5-16-3 awarded NextStep Recycling contractual access to collected materials for the purpose of "reusing and refurbishing". NextStep Recycling was also one of the 4 respondents to the RFP for electronics recycling processing. While their proposal scored high in the community contribution criteria, they were not the lowest bidder and the County approved a contract with Earth Protection Services for their recycle processing.

In September 2007, the Board of Commissioners approved the development of a Waste Diversion Opportunity Program. Board Order 07-6-13-6 established fees and provided direction on how those fees are to be used and accessed: "used for projects approved by the Board that are designed to divert or prevent waste material from entering the landfill, including but not limited to, research and development. For example, funds could be used from this fund to assist a large manufacturer with a new waste diversion project, or assistance with the purchase of equipment to make a particular waste recyclable or reusable."

In 2002, NextStep was founded as a 501(c)(3) public nonprofit corporations that recycles computer and electronic discards while providing job and social skill training to disadvantaged community members. Since its inception, NextStep has steadily increased its services and operational capacity to accommodate a rapidly expanding community demand for these services, environmentally sound management of electronics and keeping hazardous waste out of Lane County's landfill, soil and water environments.

At their Eugene facility, NextStep accepts computers and all other electronic equipment and related items such as software, and manuals; they refurbish computers and place them with people who do not normally have access to this technology; they sell additional reusable items at low prices in an onsite Reuse Store; they sort unusable donations for recycling at appropriate local and regional facilities, and they offer job and social skills training to community members

Since 2002, NextStep has diverted more than 950,000 household and business generated electronics from the landfill. Thousands of pieces of equipment have been put back into use in the local community, and thousands of tons of computers and electronics were processed for proper recycling. More than 5,200 volunteers have donated over 136,200 hours of service refurbishing and recycling computers. Of those volunteers, 430 have enhanced their employment marketability through experiential service learning and extensive training by skilled staff.

In 2007, the Oregon legislature passed the Oregon Electronics Recycling Law (ORS 459A.300-365). This law requires that manufacturers finance a statewide system of collection and processing of Covered Electronic Devices (CED's): computers, monitors, laptops and televisions. The law stipulates that by January 1, 2009, free recycling options of these items must be available to all cities of over 10,000 and to rural communities as well. This law is imposed upon manufacturers, not local governments or recyclers, however, recyclers that wish to participate may not charge the public fees for the covered devices. The law also stipulates that as of January 2010, these items will be banned from all Oregon landfills.

Since the state E-cycles program requires that individuals and small businesses are not charged fees, a dramatic increase in recycling computer and electronics is anticipated. The purpose of this grant is to provide start up assistance in creating local capacity for the increase, since incoming fees cannot be counted on.

B. Policy Issues

Oregon Revised Statute Chapter 459 delegates to counties the authority and responsibility to establish a coordinated solid waste management program and specifically prioritizes the methods of managing solid waste as follows:

- 1) To reduce the amount of solid waste generated;
- 2) To reuse material for the purpose for which it was originally intended;
- 3) To recycle material that cannot be reused;
- 4) To recover energy from solid waste that cannot be reused or recycled;
- 5) To dispose of solid waste that cannot be reused, recycled or from which energy cannot be recovered by landfilling or other method approved by the DEQ.

The Lane County Solid Waste Management Plan (SWMP), adopted by Ordinance 10-02, provides a roadmap of priorities and guidance for managing the County's Solid Waste Management system. SWMP section 5.3 emphasizes the importance of strong County commitment to recycling and the need to increase Lane County's resource recovery in order to conserve limited, long-term capacity of the Short Mt. Landfill as well as to meet state requirements of (SB) 3744, codified as ORS 459.010.

Lane Manual Chapter 60.875(3) (b) specifies that the recently developed waste diversion opportunities program is for projects that divert or prevent waste material from entering the landfill, and further specifies the "purchase of equipment to make a particular waste recyclable or reusable" as one example of how funds could be used.

C. Board Goals

Lane County's Strategic Plan, in its discussion of strategies for resources and planning, emphasizes that "Lane County has placed as its highest priority public health and safety services with a strategic eye towards prevention services...." (Lane County Strategic Plan, 2001 – 2005, page ii). Recycling and reuse are preventative actions that result in prevention of air pollution, conservation of energy resources, protection of local water systems and increases in marketable commodities for a healthier local economy.

More specifically, recycling and reuse of the electronics and covered devices collected under the state E-Cycles program prevents future toxic build up of lead and other heavy metals due to TV and computer disposal in Lane County's landfill.

D. Financial and/or Resource Considerations

The total project cost for setting up a Springfield location with a resale thrift shop, collection and community education and outreach is anticipated to be \$324,454, as detailed in the attached proposal document.

NextStep is requesting \$135,400 from the Waste Diversion Opportunity Program funds for equipment and infrastructure necessary to meet increased demands for electronics recycling in our community. NextStep will use the funds to open a satellite location in Springfield. NextStep is dedicating \$142,654 to the expansion and as of this printing, has a community commitment of \$46,500 towards the expansion. NextStep has applied for but not received \$59,520 from the Lottery Fund.

Below is an itemized list of what the funds would be used for, detailed notes and explanations are provided on pages 13-15 of the attached NextStep proposal document:

\$45,000.00	26ft Box Truck
5,000.00	Outside Awning
6,000.00	Certified Pallet Scales
25,000.00	Forklift
7,500.00	Lighting and structure fixtures
2,500.00	Receiving and Education furnishings
500.00	Reusable shipping boxes
500.00	Pallet bases for shipping boxes
3,000.00	Pallet Jacks
1,000.00	Signage
5,000.00	IT infrastructure (security, database, accounting systems)

5,000.00	Structural improvements to electrical, door and thresholds
10,000.00	Secure storage containers
3,000.00	Safety and other supplies
4,000.00	Education/outreach – Radio
11,400.00	Education/outreach – Television
1,000.00	Print signage

\$135,400.00 TOTAL

There is adequate spending authority and funds available for this grant in the FY08-09 budget. While the requested amount represents less than 47% of the available funds, it represents a far larger investment in the economic development of the community.

NextStep's proposal indicates that using standard economic multipliers for our area, Lane County's \$135,400 funding assistance to NextStep could potentially infuse over \$500,000 into Lane County's economy. That is a 366% return investment that would ripple into our community by way of job training, job creation, wages, benefits, and disposable income.

E. Analysis

Lane County was the first local government in Oregon to provide an ongoing opportunity to recycle electronics. Lane County's priority toward reuse and attention to environmental issues at every stage of the recycling process has been a model for other programs across the west and has ensured that materials we collect are used first to supply local community support programs and second are not involved in the international scandal of exporting harmful materials to third world countries.

The Oregon E-Cycles Program has developed stringent environmental guidelines that protect against exportation of toxic materials, and has included attention to reuse agencies. However, an unintended result of the E-Cycles program, coupled with the global economic downturn has been the financial hardship on this reuse and recycling agency's ability to do for our community what they do best.

The Oregon E-Cycles Program imposes no legal requirements on local governments or businesses to participate. However, recycling this material is the functional foundation of NextStep's mission and operations, and therefore they cannot risk losing access to that material by not participating. Up until now, nearly 30% of NextStep's revenue came from recycling fees charged for recycling these items. While the E-Cycles program does provide \$.06-\$.08 per pound reimbursement to collectors in the program, that amount does not cover the costs associated with operating a collection site. This change represent a reduction in

revenue for monitors and TV's. The fees collected in the past generated an average of \$.40-\$.50 per pound

Over the past six years, NextStep's services and operations have steadily increased, keeping pace with community need and the increased cost of doing business. For the most part, NextStep has been able to operate almost completely on community support, without significant formal fundraising or grant writing efforts. However, with a world-wide economic crisis driving down scrap prices so dramatically and the very short time frame needed to set up collections in Springfield, these factors have resulted in their need to request funds.

Many of the electronics that are being discarded today can and should be refurbished and reused. Those that can't should be responsibly recycled. NextStep's activities support the community by maximizing the local social benefits of reuse before shipping off for responsible recycling.

NextStep's decision to open a Springfield location not only serves to assist in complying with the legislative E-Cycles directive for cities with populations of 10,000 to have free and convenient recycling opportunities, but it also serves to greatly increase the materials diverted from the landfill. NextStep will also have educational opportunities for the Springfield schools to participate in the recycling and reuse program at its facility.

Extrapolating from 2007 collection weights from their Eugene location, we can estimate that the Springfield location could collect 145.6 tons of the E-Cycles covered devices (computers, monitors laptops and televisions) and 416.1 tons of other electronic devices annually. The actual increases could be higher due to the fact that it will be free for the public to use their sites.

Staff recommends that funds be disbursed in two parts, with completion of a reporting and documentation requirement triggering the second payment. In addition, a quarterly reporting requirement for one year after funds are disbursed is recommended. This would include such details as quantity of material collected at Springfield site, sales of Springfield resale shop, number of employees, jobs skills recipients, volunteers, and educational programming recipients.

We would like this to serve as a first example or a first draft of how all Waste Diversion Opportunities Fund requests could be handled in the future: requests are processed through the Waste Management Division to ensure they follow fund guidelines and then WMD staff work with solicitor to develop project parameters, timelines, reporting requirements and submit to Board for final approval.

F. ALTERNATIVES/OPTIONS

1. Board may choose to award this grant as described herein
2. Board may choose to direct staff to work with grantee to modify the proposal directed by the Board
3. Board may choose not to award this grant

IV. TIMING/IMPLEMENTATION

Upon Board approval, staff will prepare grant and contract documents immediately.

V. RECOMMENDATION

Staff recommends alternative #1.

VI. FOLLOW-UP

Following Board approval, WMD will provide oversight of this grant

VII. ATTACHMENTS

Board Order
NextStep Request for Funds Proposal

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF AWARDING A WASTE DIVERSION
) OPPORTUNITY GRANT IN THE AMOUNT OF \$134,500
) TO NEXTSTEP RECYCLING FOR THE PURPOSE OF
) EXPANDING COMPUTER REUSE AND RECYCLING
) SERVICES TO SPRINGFIELD AREA, AND
) AUTHORIZING THE COUNTY ADMINISTRATOR TO
) SIGN THE CONTRACT

WHEREAS, the Waste Diversion Opportunity fees were developed to provide funding for projects that will divert or prevent waste material from entering the landfill, and

WHEREAS, there is \$290,000 budgeted in FY 08-09 for waste diversion opportunities, and

WHEREAS, computers, monitors, televisions and laptops are all recyclable, contain toxic materials that could pollute the landfill, and will be banned from Oregon landfills in 2010, and

WHEREAS, NextStep Recycling, a local nonprofit organization is proposing to use a portion of above noted funds to open a recycling and reuse location in Springfield, thereby increasing waste prevention and diversion of these materials from the landfill and providing more community capacity for handling this material, and

WHEREAS, NextStep's mission and operations also include significant social service benefits to the community in the form of jobs, job skills training, technology assistance for marginalized populations and a resale store providing low cost computer parts and supplies,

NOW, THEREFORE, IT IS HEREBY ORDERED that a Waste Diversion Opportunity Grant in the amount of \$134,500 be awarded to NextStep Recycling for the purpose of Expanding Computer reuse and recycling services to Springfield area, and authorizing the County Administrator to sign the contract.

Dated this ____ day of _____ 2008.

Approved as to Form
Date 1/29/09 Lane County


Office of Legal Counsel

Pete Sorenson, Chair
Lane County Board of Commissioners



December 16, 2008

Ms. Patti Hansen
Waste Management
Division Manager
3100 E. 17th Ave.
Eugene, OR 97403

Board of Directors

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NextStep Admin

Executive Director
Lorraine Kerwood
Development Director
Isbel Ingham
Finance Director
Shari Dennis

Administration Office

541.686.2366

Fax

541.686.0577

NextStep West Eugene

2101 W 10th Ave
Eugene, OR
97402-2788

West Eugene ReUSE Store

541.868.0904

NextStep Mohawk

1483 Mohawk Blvd.
Springfield, OR
97477-3481

Dear Ms. Hansen:

As you aware, Oregon E-Cycles, established by Oregon's Electronics Recycling Law (ORS 459A.300-.365), is a new statewide program that requires electronics manufacturers to provide responsible recycling for computers, monitors, and TVs. The program is an example of product stewardship. Product stewardship directs everyone involved in the life cycle of a product to take shared responsibility for the impacts to our health and environment that result from the production, use, and end-of-life management of the product.

Oregon E-Cycles

Oregon E-Cycles provides free recycling of computers, monitors, and TVs to anyone bringing seven or fewer items to a participating collection site at one time. However, collection sites may accept more than seven items from households, small businesses and small 501(c)(3) nonprofits with 10 or fewer employees. Effective January 1, 2010, all computers, monitors, and TVs will be banned from disposal in Oregon.

As of September 2008, 17 states had passed e-waste recycling laws, with many more proposed. Oregon was the 5th state in the nation follow suit. Currently, there is no federal legislation for a national e-waste recycling law.

As this is a voluntary program, local governments do not have any legal requirements under Oregon E-Cycles. However, Lane County has the opportunity to play an important role in Oregon E-Cycles. By promoting the program, as well as the businesses and nonprofits involved in carrying out its mission, Lane County can educate residents about the importance of e-cycling and help them locate NextStep Recycling's drop off locations. Lane County also has the opportunity to support NextStep's expansion to meet the needs of our community.

In an effort to expand our services so that we can fully participate in the Oregon E-Cycles program, NextStep respectfully requests \$135,400 from Lane County Solid Waste Management Division for the purchase of the necessary equipment to meet the upcoming increased demands electronics recycling will be placing on our community. NextStep is dedicating \$142,654 to the expansion and, as of today, we have a community commitment of \$46,500 towards the expansion. We are also applying to the Lottery Fund for \$59,520.

NextStep has signed a Collections Contract and a Recycling Contract with the State Contractor Program (SCP), signed a Collections Contract with the Manufacturers Recycling Management (MRM), and Collections Contract with the Individual Producer Responsibility Program (IPR).

Although the legislation is focused on recycling electronics, NextStep's focus will continue to be on the reuse and redistribution of electronics.

Starting in January, manufacturers must label their computers, monitors and TVs with a visible, permanently affixed brand, and register those brands with DEQ. All manufacturers are required to pay a registration fee, which covers DEQ's administrative costs to implement the program.

Manufacturers must also participate in a recycling program. Those who meet certain requirements may choose to implement and cover their own manufacturer-run program costs; or manufacturers may pay a recycling fee to participate in the DEQ-administered State Contractor Program, which DEQ has contracted the National Center for Electronics Recycling (NCER) to manage.

Collectively these programs comprise "Oregon E-Cycles" – a network of responsible collection sites and services and recycling facilities throughout Oregon. All recycling programs must establish, at a minimum, a collection site in every city with a population of 10,000 or more and a collection service in every county. All recycling programs will negotiate and contract with collection sites throughout the state to provide recycling of computers, monitors, and televisions at no cost to consumers.

Manufacturers who fail to comply with these requirements will not be permitted to sell their products in or into Oregon. The law provides DEQ with the authority to issue enforcement actions to manufacturers should they fail to comply.

Unwanted computers, monitors and TVs – referred to as electronic waste or "e-waste" – is the fastest growing waste stream in the U.S. With technology constantly changing, we replace our electronics every few years. In 2007 alone, Americans generated about 232 million units of computer and TV-related e-waste, only 18% of which was recycled. In addition, it's estimated that 235 million more units are stored in our basements, closets and garages. **E-cycling is a better option than land-filling or incinerating for a number of reasons:**

- Electronics contain valuable materials – including copper, gold, and aluminum – that can be recycled and used in new products. Recycling these materials mitigates the need to extract virgin materials, conserving natural resources. According to a study by the U.S. Geological Survey, one metric ton of e-waste from computers contains more gold than that recovered from 17 tons of gold ore.
- Using recycled materials consumes less energy than using virgin materials to make new products. Because less energy is consumed, less greenhouse gases are emitted. Electronics contain a host of hazardous substances. Even small amounts of these toxics can be dangerous if released into the air, water and soil. E-cycling protects our health and environment by keeping these substances out of our landfills and incinerators.
- According to the U.S. EPA, 40% of lead and 70% of other toxics found in landfills – including mercury, cadmium and polybrominated flame retardants - are from electronics. The U.S. EPA estimates that recycling 1 million computers prevents the release of greenhouse gases equivalent to the annual emissions of over 17,000 cars.

At NextStep Recycling we believe in enhancing the quality of life for members of our community by providing socially and environmentally responsible services. Our organization and its mission is unique in Oregon. In addition to our substantial recycling efforts, we also train marginalized community members to refurbish computers and recycle obsolete electronics, thus reducing and reusing this electronic waste while simultaneously providing valuable job skill training. NextStep has 30 employees, 12 volunteer staff, and approximately 100 volunteers a month.

To provide collection in Lane County, NextStep's Oregon E-Cycles Convenient Collection System (provided at no fee to the consumer) offers the following:

- Close proximity to the populations being served;
- Ease of access by covered entities;
- The ability to accept all categories of CEDs (CED: Oregon E-Cycle's covered electronic devices)
- Our system exceeds environmentally sound management practices for collection sites as currently mandated.

We estimate that based on comparative populations, Springfield has 38% of the population of Eugene. Using 2007 collection weights as the base for Eugene, we can expect the following diversion from Springfield:

CED	145.6 tons
Other electronics	416.1 tons
TOTAL DIVERTED	561.7 tons

As stated above, NextStep Recycling's primary mission includes social and economic, as well as environmental sustainability. By providing job and social skills training within our organization, we contribute towards a more equitable, stable and sustainable local economy. To help manifest our mission of social equity, NextStep partners with the following organizations (a partial partnership list):

JOB/SOCIAL SKILLS TRAINING and TECHNOLOGY PLACEMENT PROGRAMS PARTNERSHIPS

- Laurel Hill Center
- Experience Works
- Supported Employment Services
- Adult and Family Services
- Oregon Department of Human Services
- Senior and Disabled Services
- The Workforce Network
- United Way RSVP Program
- The Housing Authority
- Amigos Multicultural Services Center
- Catholic Community Services
- Lane Independent Living Services
- Relief Nursery
- Salvation Army
- US Department of Veteran's Affairs
- WomenSpace
- KindTree Productions Autism Rocks!
- Resource Connections of Oregon
- Birth to Three
- Springfield School District English Language Learner Program
- Thurston High School Life Transition Program
- 4J Life Skills Program
- Martin Luther Training Center Department of Youth Services
- St Vincent's De Paul
- Goodwill
- The Girl Scouts

- The Boy Scouts
- Lane Community College
- Pioneer Pacific University
- University of Oregon
- Portland State University

Affiliations

- Institute of Scrap Recycling Industries (ISRI)
- Association of Oregon Recyclers
- National Recycling Coalition
- Lane County Master Recyclers
- Microsoft Authorized Community Refurbisher (Community MAR)
- Emerald Valley Development Professionals
- Eugene Area Chamber of Commerce
- Springfield Area Chamber of Commerce
- Convention and Visitors Association of Lane County Oregon
- The Green Umbrella

NextStep is also a collector for the following programs:

- GreenSight Technologies (national electronics mail-in program)
- Sony Take Back Recycling Program (national electronics mail-in program)

For the past 5 years, NextStep has been the Electronics Reuse Contractor for:

- Lane County Solid Waste Management Division

Awards:

- 2008** Volvo National Award for Environment Protection Efforts
- 2008** Lane Community College Cooperative Education Employer of the Year
- 2007** NextStep Recycling Receives Prestigious National Recycling Award: Tom McClure Award for Outstanding Environmental and Community Leadership
- 2007** Lane County Commissioners Individual Trash Busters Award for Environmental Efforts, presented to NextStep Volunteer Staff, Willard Petersen
- 2006** Eugene Chamber of Commerce Emerald Award for Business Innovation finalist
- 2006** Association of Oregon Recyclers Recycler of the Year Alice Soderwall Reuse and Waste Prevention Award
- 2006** Recognized as a business leader in the 2006 Sustainable Industries Overview
- 2005** Lane County Commissioners Nonprofit Trash Busters Award for Environmental Efforts, presented to CRRC (now NextStep Recycling)
- 2003** Lane County Commissioners Individual Trash Busters Award for Environmental Efforts, presented to Lorraine Kerwood
- 2003** Lorraine Kerwood received a special award from the Oregon Department of Human Services, "For leadership in the restoration and free distribution of hundreds of used computers and related equipment, all for the benefit of members of her community."
- 2002** Lorraine Kerwood, founder of MacRenewal, DBA NextStep Recycling, received the KPNW Radio Station Random Acts of Kindness award for helping to improve community members' lives.

Our partnerships to address the digital divide

A Family for Every Child Heart Gallery In 2006, AFFEC was formed and developed into an organization focused on finding permanent and loving adoptive homes for Oregon's waiting children. AFFEC's intention is to develop programs that assist special-needs/challenging-to-place foster children in finding their own Forever Families. NextStep's Kith and Kin project is partnering with AFFEC to place computers with every eligible child living in the State of Oregon foster care system.

National Cristina Foundation National Cristina Foundation (NCF) provides computer technology and solutions to give people with disabilities, students at risk and economically disadvantaged persons the opportunity, through training, to lead more independent and productive lives. NCF refers donors to NextStep Recycling.

MacTreasures The Macintosh Computer Donation Program began in 1999 when a MacTreasures customer asked for help donating his old Macintosh. MacTreasures now maintains a database of donors of Macintosh equipment and organizations seeking Macintosh equipment. Since then the program has facilitated approximately 1,000 computer donations.

KindTree Productions Autism Rocks! Kind Tree receives requests for systems for anyone with autism, including families, and refers the request to NextStep Recycling.

Resource Connections of Oregon Resource Connections of Oregon (RCO) provides community services for adults with Developmental Disabilities. Individuals and their families will enrich and control their own lives based upon the principles of freedom, authority, autonomy and responsibility. Resource Connections makes requests for computers for their customers to NextStep.

Amigos Multicultural Services Center The mission of Amigos Multicultural Services Center is to promote respect for human rights and to advocate for the needs of immigrants from Latin America whose dignity and capabilities have been challenged by poverty, unjust treatment, and social exclusion. Amigos engages in educational activities that focus on the nature and significance of international human rights. Amigos refers clients to NextStep for job and social skills training, and for computers.

Birth to Three To strengthen families and promote the well-being of children through parent education and support. Birth to Three parents participate in job and social skills training, and are referred to our computer adoption program.

Laurel Hill Center Laurel Hill Center is committed to helping people with psychiatric disabilities make choices and acquire skills that increase their self-reliance and ability to live and work in the community. Laurel Hill refers individuals to NextStep for job and social skills training and to our computer adoption program.

Springfield School District English Language Learner Program NextStep provides computers to Spanish-speaking migrant worker families.

Senior Computer Placement Program NextStep supplies the hardware, and our partner, retired community member, Dick Cloutier, refurbishes the machines. Together we have placed 350 computers in the hands of Elders in our community.

In addition to providing training to clients of these agencies, we also gift refurbished electronics back to community members or at a greatly reduced cost in order to improve their educational and employment prospects. All of the expansions delineated in this document will include expansions of these services.

Mission and History

NextStep has grown from its initial beginnings as a Macintosh computer fix-it-and-pass-it-on resource into a thriving multi-faceted community service organization. NextStep was founded in 2002, as a 501(c)(3) public nonprofit corporation. We implement our three-part mission through focused efforts in Lane County, Oregon, other areas of the state, and internationally.

NextStep:

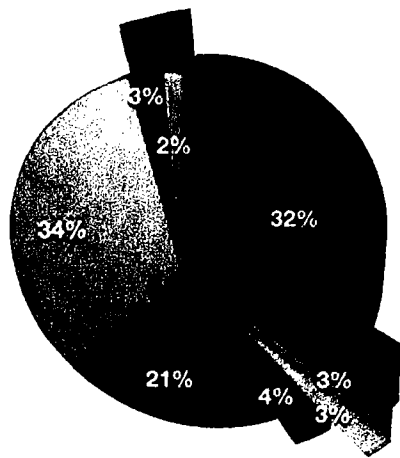
- Educates and empowers low income and disadvantaged Oregonians and others by providing refurbished computers that allow access to technology and the Internet;
- Recycles computer hardware and other electronics in an environmentally sound manner, keeping hazardous waste out of Oregon's soil and water environments;
- Provides skill-training opportunities to those who are considered unemployable, are currently underemployed, and/or are people new to the job market; and
- Offers education to the general public regarding the importance of electronics and polystyrene foam recycling and the impact of these kinds of waste on our environment

NextStep has been steadily increasing its services and operations to accommodate rapidly expanding community needs, awareness, and obsolete material. At our Eugene facility, NextStep:

- Accepts donations of computers and other electronic equipment, computer-related items, software, and manuals;
- Refurbishes computers and places them with people who do not normally have access to this technology;
- Sells additional reusable items for low cost in an on-site Reuse Store
- Sorts unusable donations for recycling at appropriate local and regional facilities
- Offers job and social skills training to community members

Since 2002, NextStep has accepted donations of more than 950,000 household and business generated electronics. In the process, we have put thousands pieces of equipment back into use in the local community. In the last year alone, NextStep has processed for proper recycling over 4,300 tons of electronic waste (e-waste). More than 5,200 volunteers have donated over 136,200 hours of service refurbishing and recycling computers. Of those volunteers, 430 have enhanced their employment marketability through experiential service learning and extensive training by our staff.

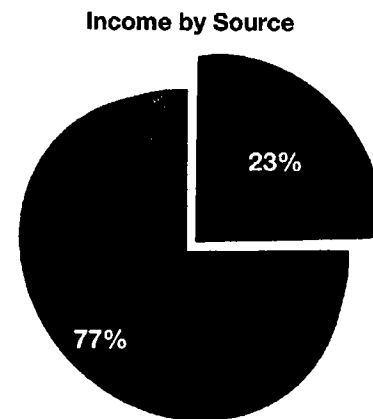
Over the past six years, our revenue has steadily increased, keeping pace with our growth and the increased cost of doing business. Our revenue shows strong community support for our organization and the services we provide. Up until recently, we have been able to operate almost completely on community support, without conducting significant formal direct fundraising or grant writing efforts. However, in the last two months, NextStep has experienced a substantial economic hit due to the drop in scrap prices. This drop in income has brought us to the position of seeking County support.



NextStep Income as of 10/31/2008

Receiving Fees/Donations	\$229,562.52
Sponsorships and Corporate Dona	\$17,983.50
Grants: International Program	\$18,000.00
Spirit Mountain Grant	\$25,000.00
Sales: Scrap Materials	\$147,117.53
Sales: ReUSE Store	\$239,401.04
Sales: Business Sales	\$20,000.00
Miscellaneous Income	\$10,660.14
Total	\$707,724.73

- Receiving Fees/Donations
- Sponsorships and Corporate Donations
- Grants: International Program
- Spirit Mountain Grant
- Sales: Scrap Materials
- Sales: ReUSE Store
- Sales: Business Sales
- Miscellaneous Income



- Business Customers
- Residential Customers

The Environmental Need

There is new understanding that the energy saved by prolonging the life of electronic devices far outweighs the energy saved by recycling them. Therefore, an important part of our job is collecting and redistributing usable electronic items in our community. Foundational research presented in *Computers and the Environment*, a collection of analyses that examine the computer life cycle from initial use to recycling, supports this. Two of the researchers, Eric Williams and Yukihiro Sasaki, from United Nations University and Mizuho Financial Group in Japan, conclude:

“...that reselling or upgrading one in ten computers reduces total energy use by 8.6 percent and 5.2 percent, respectively (by reducing demand for new machines). In contrast, recycling the materials in one in ten computers only saves 0.43 percent (by replacing demand for virgin materials). The difference is dramatic and suggests that extension of lifespan should receive real attention on the policy agenda addressing end-of-life computers.¹”

Electronics reuse conserves resources and protects the environment from the toxic waste generated when computers are both produced and disposed of. “The manufacture of one two-gram microchip can generate almost 57.2 pounds of waste, some of it highly toxic—and this amount doesn’t include air

¹ “Strategizing the End-of-Life Handling of Personal Computers: Resell, Upgrade, Recycle.” Eric Williams and Yukihiro Sasaki. In *Computers and the Environment: Understanding and Managing their Impacts*. Eds. Ruediger Kuehr and Eric Williams. Kluwer Academic Publishers: Boston, 2003. p. 195.

emissions.”² This same microchip requires 32,000 grams of water in its production—and there can be hundreds of microchips used in a given computer. Many of the chemicals being used to make computers are so new there are no health and safety analyses available as of yet.

The EPA estimates that in 2004, 450 million units of discarded electronics entered America’s landfills: by 2010 this figure is expected to rise to three billion units per year. Consumer electronics – including TVs and other video equipment, computers, assorted peripherals, audio equipment, and phones – make up almost two percent of the municipal solid waste stream, as tracked in the Municipal Solid Waste Characterization Report.³ Although electronics comprise a small percentage of the total municipal solid waste stream, the quantity of electronic waste that we are generating is steadily increasing. In 2007, discarded TVs, computers, peripherals (including printers, scanners, faxes), mice, keyboards, and cell phones totaled about 2.5 million tons. The EPA estimates an inventory of 200 million obsolete television sets in the USA. On February 19, 2009, television analog signals will stop being transmitted. As our community prepares for this switch-out from analog to digital, it is anticipated that the waste stream will be flooded with televisions.

Without proper recycling, by 2010, this will result in the ejection of high levels of toxins into our environment: over 550 million kilos of lead, 900,000 kilos of cadmium and 180,000 kilos of mercury, just to name a few of the hundreds of chemicals used in the production of desktop computers and other electronics.

Many of the electronics that are being discarded can be refurbished and reused. Those that can’t should be responsibly recycled. **By expanding our programs, NextStep is in a perfect position to receive the bulk of Lane County’s electronic waste—which we can either recycle or pass on to others for free or at a reduced cost.** Both to comply with the State of Oregon’s legislative directive that all cities with populations of 10,000 or more shall have free and convenient recycling opportunities of the four covered electronic devices (CRT and LCD monitors, computers, televisions, and laptops), as well as to adequately serve all of lane County, NextStep is opening a collection depot in Springfield and is looking for community support to do so successfully.

Reuse/Recycle

A report by United Nations University states that as much as 80% of the energy used in the life cycle of a computer, which includes manufacturing, can be saved through refurbishment and reuse instead of producing a new unit from raw materials.³ We attempt to reclaim and make use of as much of the material we receive as possible by:

Refurbishing and upgrading

When the donations we receive do not work efficiently or properly, NextStep volunteers and staff dismantle and rebuild them to make them useful and functional. In this refurbished or upgraded condition, these devices return to our community through our Computer Adoption Program. We gift computers directly to children and adults living in foster care, persons living with disabilities, senior and others living in poverty, migrant worker families, family members leaving domestically violent

² *High Tech Trash: Digital Devices, Hidden Toxics, and Human Health*. Elizabeth Grossman. IslandPress/Shearwater Books: Washington, 2006. P. 60.

³ “Electronic waste: Strengthening the role of the Federal Government in encouraging recycling and reuse.” Report to Congressional Requesters by the United States Government Accountability Office, November 2005.

relationships, under-funded schools, and other nonprofit organizations. Electronics and electronic parts also return to the community through our Reuse Store. In this way we provide our community with inexpensive electronics, as well as provide an income stream for our facility.

Recycling occurs when the donations we receive cannot be revived. Unusable donations are dismantled by staff, volunteers, and persons receiving job and social skills training; the end result is sorted and sent to NextStep-approved northwest recycling processors, who turn the material into base materials used in new manufacturing. Recycling prevents hazardous wastes, such as lead, cadmium, and mercury, which are contained in electronic devices, from entering soil and water environments.

Convenience

Thousands of old computers and peripherals are sitting in back rooms and garages, taking up space, unused and unrecycled. In Lane County, the municipal electronic waste collection center is open on an appointment-only basis from 8-12:30 p.m. every Thursday and two Saturdays each month. People and businesses must find the time and transportation to bring their old electronics themselves. The municipal collection center charges a per-item fee for monitors, CPUs, and TVs. All of this presents challenges for most Lane County residents desiring to dispose of their computer and household electronics. NextStep addresses this by offering collections Tuesday through Saturday, 10:00 AM to 6:00 PM, at our Eugene location. Part of our mission is to make it more convenient and affordable for everyone to dispose of electronics waste. To this end, NextStep also does private and business pickups, and our facility has a very convenient drop-off location, available 40 hours a week to businesses and the general public, at which we take e-waste, white goods (major household electrical appliances), brown goods (household electrical entertainment appliances), and polystyrene foam.

Public Awareness

Early on, it became clear to us at NextStep that part of our mission must be to educate the public so they understand that they should recycle their obsolete electronics – rather than throw them away – as well as provide the community with a convenient place to do this. Through our efforts, the public is now much more aware of the hazards of throwing away electronics, but still, every year thousands of pounds of these materials wind up in our landfill, which indicates that we have much more educating to do.

Another part of our mission is to educate the public about ways they can reduce their consumption of electronics through reuse – either by upgrading or gifting – which will lessen overall demand for new materials and subsequently reduce the electronics waste stream. For every three computers purchased in the United States, two become obsolete. As stated above, millions of computers become obsolete every year, and mobile phones are being discarded at the rate of 130 million per year. Computer monitors and older TV picture tubes contain an average of four pounds of lead, and electronics in general can contain chromium, cadmium, mercury, beryllium, nickel, zinc and brominated fire retardants—all of which must be kept out our landfills for everyone’s safety and well being.

All of this, and more, is information the public needs to keep themselves, and our planet, safe and sustainable. We are committed to getting this information out, and to giving the public a convenient way to dispose of their electronic waste. Currently this effort is primarily achieved through donated advertising, media exposure, and a very small budget for marketing materials. In order to augment this, we have recently partnered with Globe Save, another local nonprofit whose education and outreach

program consists of presentations and curricula being taken into the community to educate people about the need for, and appropriate ways to dispose of their electronic waste.

The Project: Springfield Expansion and Capacity Building

NextStep has been working diligently to make reusing and recycling electronics more convenient for residents and businesses in Lane County. Along with 40 hour a week general collection at our Eugene facility, we offer community collections events throughout the year (in 2008 we offered 14 community collection events, including Florence, Oakridge, and Bend). We also offer business collections services, and provide employee roundups at individual places of business.

We have a large team of volunteers who dismantle donated electronics to sort for reuse and recycling. Reusable items are channeled to people who test and rebuild systems, and the electronic scrap is processed for recycling at local and regional facilities we have screened to make sure they maintain environmentally and socially responsible practices. Because our programs and regional electronics round-ups have been so successful, we understood that expansion into Springfield is a necessary “next step” to provide free and convenient collection for our residents.

Our Springfield Expansion and Capacity Building Project includes the leasing of a 1000 sq ft space to house our drop off depot and 750 sq ft of enclosed yard space, for storage, as well as the purchase of additional warehouse/recycling equipment. Along with the creation of a new drop off depot, we will be opening a 3000 sq ft ReUSE Store to help offset the increase costs of doing business. *Opening a ReUSE Store in Springfield is key to the financial success of the depot as well as an opportunity to offer additional employment to Springfield residents.* Our Eugene Reuse Store is presently our largest revenue source. Our research has demonstrated that in economic downturns, thrifts and resale stores business remains steady and/or increase revenues.

This expansion requires additional employees to staff the Springfield Collection Depot, and to create new curricula and implement the educational programs we are developing for the community. NextStep has spent considerable resource educating the public about the need for both recycling and refurbishing of electronic waste—and the fact that our donations continue to increase testifies to our success in this area. We will expand our education outreach to schools, businesses and other kinds of organizations, to ensure that everyone knows how important recycling e-waste is, who the new electronics recycling legislation affects, and exactly how recycling can be accomplished easily and effectively.

To launch our Springfield Expansion and Capacity Building Project, to handle the anticipated increase in recycling the new legislation is expected to engender, and to insure the health and safety of our employees and volunteers, we require additional equipment. To accomplish the education piece of our project we need to also hire an Environmental Stewardship Volunteer Coordinator to help implement curricula, recruit staff and volunteers for the partnership, and effectively explain the new law to Lane County residents.

We know Lane County government cares about the environment and makes stewardship of resources a very high priority—and that you implement these values, in part, by funding projects that will strengthen communities. For this reason we are coming to you now to ask for your help with the

funding of these projects, to strengthen our organization, our community, and the environment where we all live and work.

Goal

Our Project goal is to secure \$146,800 from Lane County Waste Diversion Funds. This will enable us to outfit our new facility to accept the donations we anticipate, thereby creating new jobs, protecting our environment, and providing marginalized groups with computer technology. It will also get us closer to our goal of having everyone in Lane County as smart and “on board” about electronics recycling as Oregonians are about recycling bottles.

Objectives

- New space – to accommodate residents of Springfield and outlying communities.
- New equipment – to receive, handle, and pack the electronics received at our new facility.
- Marketing - to let the public know we’re committed to meeting their needs, to educate them about the new legislation and to offer the services they have requested.
- New jobs – this expansion will create 6 new positions
- New training facility – this expansion will allow further training opportunities for Springfield residents , including Springfield High School Special Education life skills training students

Fundraising efforts for this project are already underway. We have secured the space in the Mohawk Shopping Center. (See attached map). We have been hosting events that announce our services and plans to the public in a variety of ways. We are in the process of designing our education and outreach materials.

In particular, we seek your support to purchase the following (please see attached spreadsheet for details on all items).

- 26’ box truck
- Outdoor awning
- Pallet scales
- Forklift
- Fixtures
- Furnishings
- Signage
- IT Infrastructure
- Leasehold improvement
- Storage containers
- Supplies
- Education Outreach (radio/TV)
- Printing

The box truck will allow us to transport reusable materials from the Springfield depot to our Eugene refurbishing/recycling facility. All material that is going directly to recycling will be picked up by participating Oregon State Recycling Program processors.

Results and Measurements

There are several ways we will be able to measure our success.

- Number of donations will increase by 40% over the next year.
- By the end of next year, 80 more businesses will donate their materials to NextStep Recycling.
- By the end of next year, we will have conducted six community electronics round-ups and will report the tonnage received.
- In December 2009, we will conduct a survey to measure the impact our marketing and education outreach has on the community.
- ReUSE Store inventory will double, which will double sales and income.
- Computer placements will increase by 25% due to increased inventory and volunteer hours.
- 6 new jobs will be created
- End of year reuse and recycling diversion rates will be reported

Part of our expansion project includes a new inventory tracking system, which will enable us to enhance tracking of the weight and types of items received. This will allow us to measure the results of our increased efforts through reliable information capture of donation kind and quantity over time. The new tracking system will also enable us to distinguish regular donors from first-time donors, allowing us to determine the effectiveness of our marketing and outreach efforts.

Conclusion

We believe our efforts significantly impact the communities we serve, and we have substantial evidence to support this belief. We are driven by our vision—that NextStep Recycling will improve and promote the environmental and economic health of Oregon by:

- Providing refurbished technology to low-income populations;
- Educating the public about electronics reuse and recycling
- Recycling computer hardware and other electronics in an environmentally sound manner; and
- Providing skill-training opportunities to people in our community.

As a major contributor to our Springfield Expansion and Capacity Building Project, you become part and parcel of the work we do: supporting disadvantaged Oregonians, circulating energy and resources in our region, and halting the flow of toxic electronic wastes into soil and streams.

Using economic multipliers for our area your grant of \$146,800 could infuse up to approximately \$537,300 into our local economy. That is a 366% return on your investment that would ripple into our community in the way of job training and job creation, wages, benefits, and disposable income.

Through socially and environmentally responsible actions, we are working towards a more vibrant and sustainable environment for all of us. We sincerely hope you will help us with our mission.

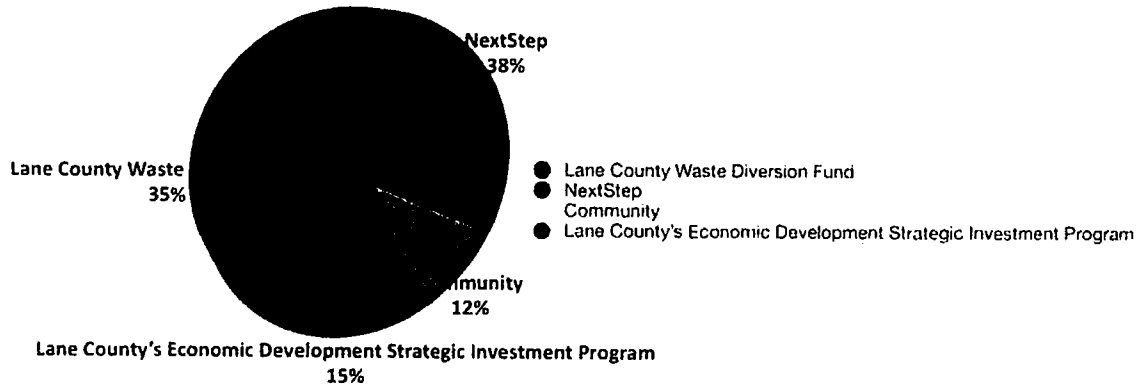
Respectfully submitted,



Lorraine Kerwood, Executive Director

Projected Expenses Springfield Electronics Collection Depot

Lane County Waste Diversion Fund	NextStep	Community	Lane County's Economic Development Strategic Investment Program	Project TOTAL
\$135,300.00	\$149,154.00	\$46,400.00	\$59,520.00	\$389,474.00



26' Box Truck	\$45,000.00	To move reusables and recyclables between Mohawk and West Eugene and facilitate increase in business	
Outside awning for Springfield Depot	\$5,000.00	To protect our community donors and their donated electronics from the weather	
Outside Awning For West Eugene Depot			\$5,000 To protect our community donors and their donated electronics from the weather
Certified Pallet Scales	\$6,000.00	Must be certified to qualify for the Oregon E-Cycles program	
Forklift	\$25,000.00	To move pallets of material into storage container and into freight truck at Mohawk	
Fixtures	\$7,500.00	Interior lights, exterior yard lights, time clock, desk lamps, yard door	\$15,500.00 Golden Temple
Furnishings	\$2,500.00	Receiving station, desk chairs, Oregon E-Cycles education kiosk	\$1,250.00
Gaylords	\$500.00	4'x4'x4' large, reusable corrugated container used for shipping materials, \$10 a unit	
Pallet Jacks	\$3,000.00	Used electric pallet jack (not an industrial space but a retail)	
Pallets	\$500.00	\$5.00 a unit. Used in conjunction with gaylords to move	

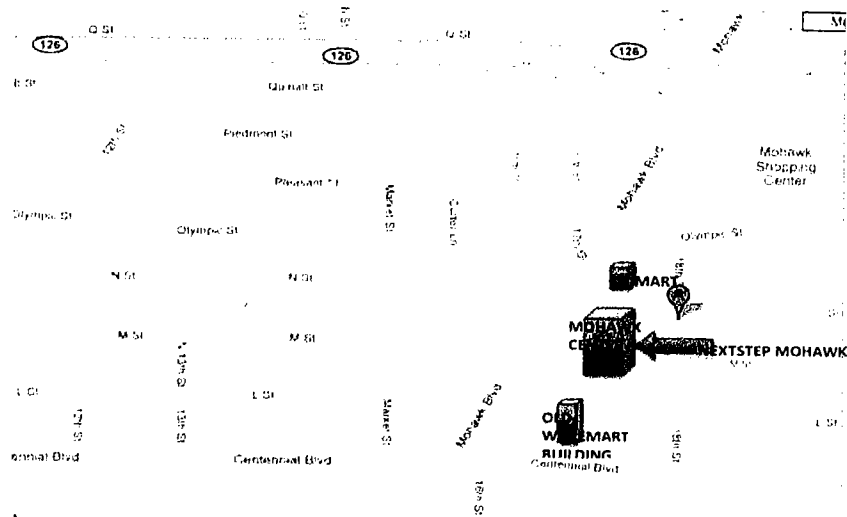
Projected Expenses Springfield Electronics Collection Depot

[REDACTED]				
Signage	\$1,000.00	Neon and vinyl to achieve maximum exposure and outreach	\$1,000.00 material cost	\$1,600.00 RedArt Works, Neon Latitudes
IT infrastructure	\$5,000.00	Network hardware, telephony, security system (surveillance cameras, recording deck, alarm), computer systems, database, VISA machines, VISA printers	\$5,000.00	\$1,250.00 Catalyst
Leasehold improvements	\$5,000.00	Remove glass from storefront and add 6'0" x 7'0" double acting door install exterior signage electrical, add stronger thresholds, paint interior	\$9,500.00 ADA bathroom: slab cut, fixtures moved, sheetrock, tape, texture, vinyl with wainscoting, new fixtures, grab bars, mirror, door, hardware	\$400.00 Mercury Dime, LLC for door installation
Storage containers	\$10,000.00	For secure storage of Oregon E-Cycles recyclables		
Supplies	\$3,000.00	Toilet paper, cleaning supplies, first aid kit, fire extinguisher, office supplies, gloves, safety goggles, back braces, biohazard spill kit, environmental spill kit, copier, printer, FAX, safety signage	\$4,000.00	
Pollution Insurance			\$14,000.00 Required by State of Oregon E-Cycles Program	
General Liability			\$1,750.00	
Utilities			\$5,400.00 EPUD, telephone, Internet	
Compliance OSHA, DEQ, EPA			\$5,000.00 3rd party Audit Required by State of Oregon E-Cycles Program	
Certification of Scales			\$3,000.00 Required by State of Oregon E-Cycles Program	
Education outreach 1 year radio	\$4,000.00	There is no DEQ funding to support education/outreach. NextStep will pay \$3000.00 of yearly cost	\$3,000.00	
Education outreach 1 year TV	\$11,400.00	There is no DEQ funding to support education/outreach		
Fuel			\$3,600.00 Based on present fuel cost	

Projected Expenses Springfield Electronics Collection Depot

Security Surveillance System		\$384.00 Monthly monitoring fee		\$6,000.00 ADT cameras, image capture, alarm, door bells.
Fatigue Mats				\$400.00 McKenzie Commercial
CASH DONATION				\$15,000.00 Family Foundation grant for nextStep admin costs related to the program
Lease		\$16,000.00 Building owner is giving NextStep a reduced per square fee for the first year (35 cents/sq. ft) with the first three months rent free		\$4,000.00 Mercury Dime LLC
Printing	\$1,000.00 Signage required by the Oregon E-Cycles Program. There is no			\$1,000.00 Green Solutions Printing
Staffing 3 FTE		\$57,000.00 1 recycling depot staff, 1 ReUSE store staff, 1 Building Manager	\$57,000.00 1 recycling depot staff, 1 ReUSE store staff, 1 Education coordinator	
Employee benefits		\$2,400.00	\$2,400.00	
First Aid certification		\$120.00 \$40.00 per employee	\$120.00 \$40.00 per employee	
Auto Insurance		\$1,500.00		
Vehicle equipment maintenance		\$5,000.00		
	\$135,400.00	\$142,654.00	\$59,520.00	\$46,400.00
Project Launch total				\$324,454.00

Take the State Hwy 126/I-105 ramp on the left to Springfield/I-5
 Merge onto I-105 E
 Continue on OR-126 N
 Take the Mohawk Blvd exit
 Turn right at Mohawk Blvd
 Turn left at Olympic St
 Turn right at 18th St



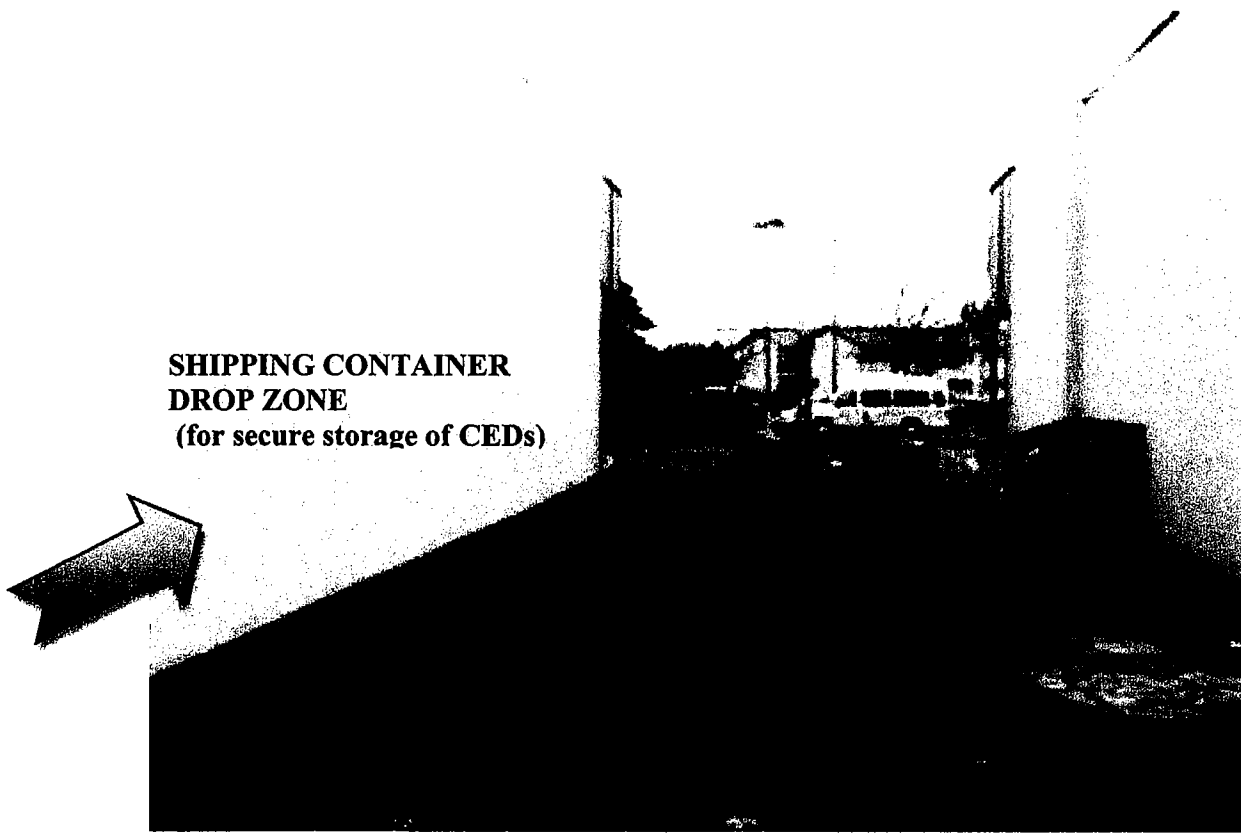


DOWN
MERCURY
DIME LLC

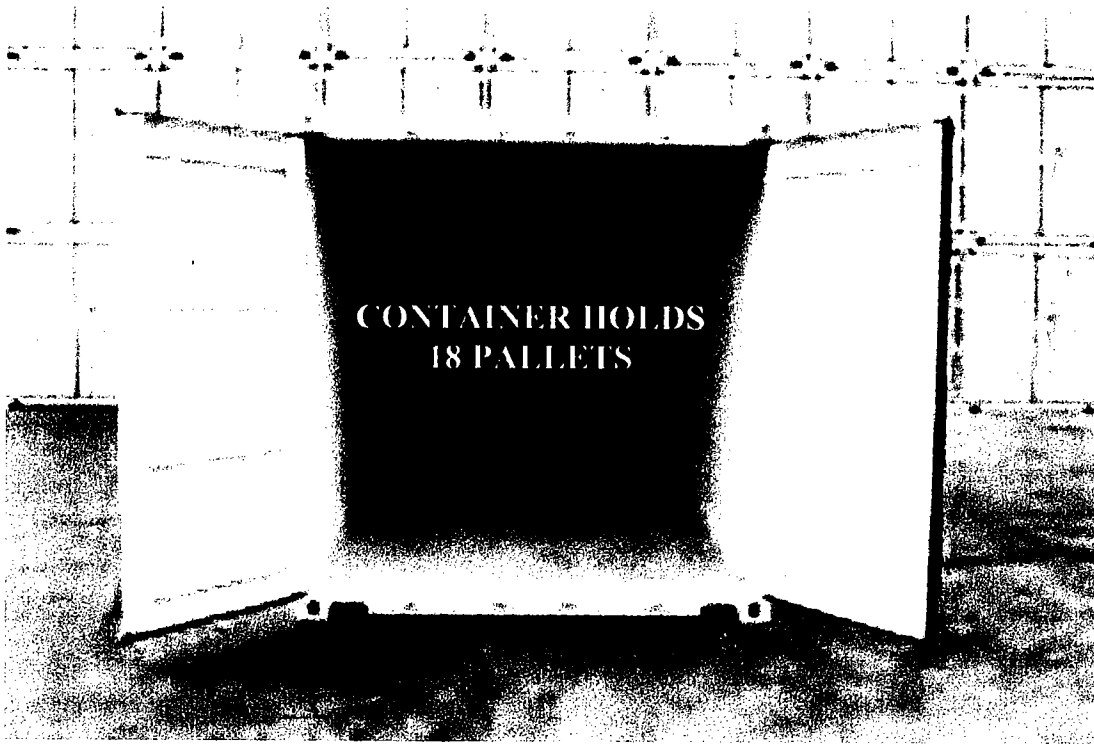
vinyl
signage
by
RedArt
Works

**RAV (ONE SIDE WHEEL CHAIR
ACROSS THE OTHER DONATION
DROP OFF)**

NextStep Mohawk Donation Depot and ReUSE Store 1483 Mohawk Blvd Springfield



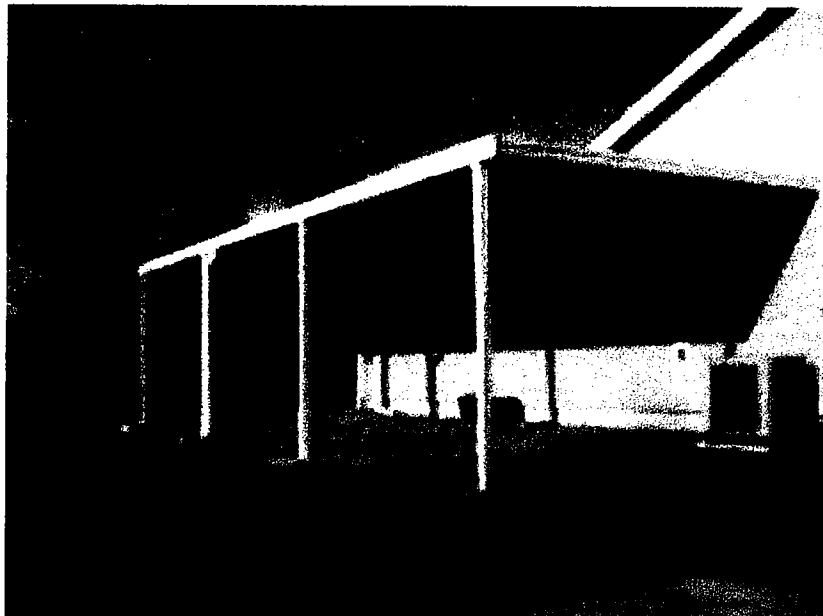
**SHIPPING CONTAINER
DROP ZONE
(for secure storage of CEDs)**



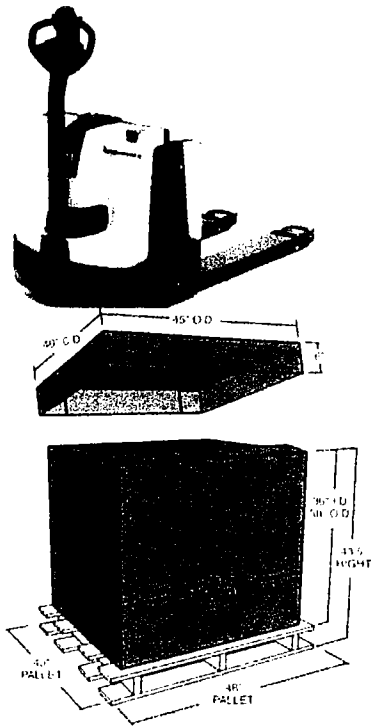
Shipping container to store CEDs until Oregon E-Cycles recycler can pickup



AWNING to PROTECT DONIORS FROM ELEMENTS (examples below)

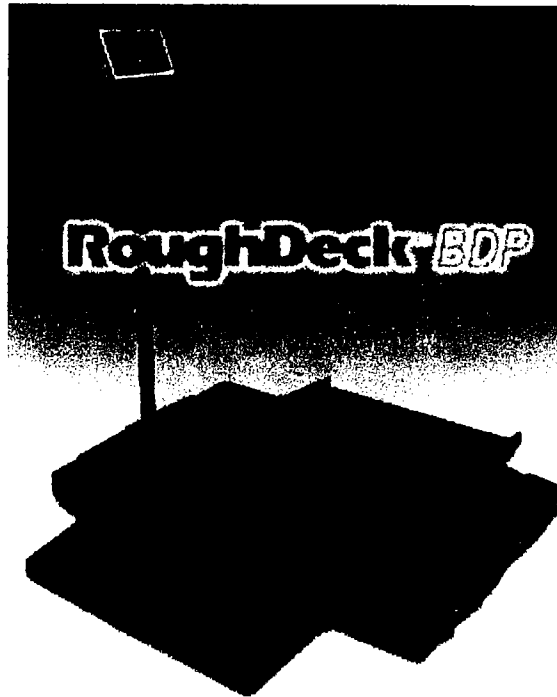


Electric Pallet jack



Example Gaylord box used for shipping CEDs

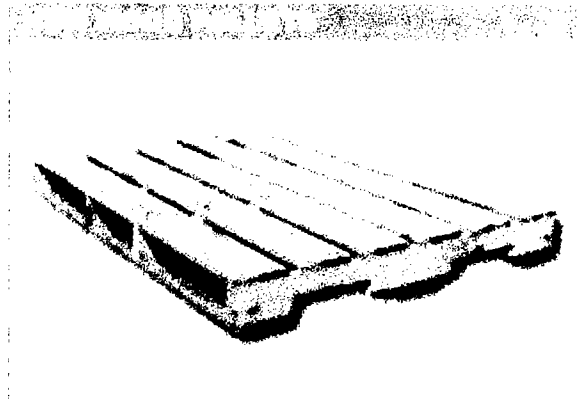
Certified Pallet Scale examples



Electric Forklift example



Wood pallets for storing CEDs



Environmental Management Practices:

NextStep Recycling complies with all applicable federal, state, and local environmental, health, and safety legal requirements. NextStep does not export waste products. NextStep hand dismantles material, places the material into 4'x4'x4' gaylords, stretch wraps, places on pallets, and in 55-gallon drums. NextStep does not have any fines, regulatory orders, or violations received since its inception.

NextStep has written environmental, health, and safety management systems that include:

- 1) Written goals and procedures to systematically manage environmental, health, and safety matters.
 - 2) Using a "plan, do, check, act" model that identifies environmental and health risks and requirements, implements operational controls, and provides corrective action procedures.
 - 3) Plan for responding to and reporting exceptional releases, accidents, spills, fires, explosions, and other out-of-the-ordinary events that pose risks to worker safety, public health, or the environment. Provide plan to all appropriate emergency responders.
 - 4) Procedure for identifying and evaluating the environmental, health, and safety impacts of downstream vendors and for using this information in the selection of downstream vendors.
 - 5) Consistency with generally recognized standards that cover environmental and worker health/safety management.
- b) Ensure all workers understand and follow the portions of the EHSMS relevant to the activities they perform.

NextStep maintains invoices, bills of lading, and certificates of destruction/recycling documentation for all transfers of CEDs, components, and materials into and out of the facility.
See attached examples.

Although NextStep does not process material (grind, pulverize, melt, extrude), however, we follow the same safety procedures witnessed in large recycling facilities.

NextStep provides reconditioning and recycling services for used computer equipment received from major corporations, organizations and the public. Computers reconditioned by our staff are either offered free or at affordable prices to low-income families to help bridge the digital divide or utilized in our technician training classes. Proceeds from our recycling business support our computer access and workforce training programs.

NextStep computer recovery operation assists organizations in achieving socially responsible disposal of used computer equipment. Our reconditioning and recycling processes help reduce waste generation by maximizing the useful life of computer equipment. We recycle truly end-of-life computer equipment in an environmentally safe manner.

In operating our computer recovery center, we are committed to preventing pollution and implementing procedures that minimize the creation of waste and energy usage. We manage our daily operations, processes and materials in a manner that reduces the environmental impacts associated with our reconditioning and recycling operations. We are committed to complying with sound environmental practices, including the commitment to meet or exceed applicable legal, industry and other requirements. Our staff is fully empowered to help us achieve these goals, and participates in creating safe and healthy working conditions.

The protection of the environment is an essential component of our business practices at NextStep and we are committed to achieving environmental excellence. To ensure and measure our success, NextStep will maintain an environmental management system in conformance with the requirements of the ISO 14001 Standard. This system includes implementing appropriate programs and procedures, setting measurable objectives and targets and monitoring and auditing our progress.

NextStep is committed to continuous improvement by encourage suggestions from our employees, customers, suppliers, neighbors, partners and contributors. NextStep uses safe materials handling, storage, and management practices, including good housekeeping standards and keeping all work and storage areas clean and orderly. NextStep complies with all applicable federal and state OSHA standards. We have a safety committee team that consists of a member from each department, a hazardous waste consultant, and a retired engineer, who coordinate and promote worker health and safety.

NextStep's safety team offers regular health and safety training that covers information from the hazardous assessment, safe management handling, spill prevention, engineering controls, equipment safety, and use and care of personal protection equipment; with training for new hires and refresher courses for all employees that is understandable to them given language and level-of-education considerations.

NextStep provides the following safety equipment for its employees: safety belts, gloves, safety glasses, aprons, and earplugs.

NextStep treats its volunteers, interns, and temporary workers with the same standards as employees. Safety expectations are the same for paid and unpaid individuals.

NextStep stores all materials in a covered, secure area, that is secure from unauthorized entrance; and that is stored in clearly labeled containers and/or storage areas. NextStep separates recycling material from reusable material, keeping each type of material in different locations of the warehouse.

NextStep has written documentation from all downstream vendors demonstrating where Nextstep scrap material goes.

Through employee and volunteer labor, NextStep dismantles, separates the CEDs and components from which raw materials are to be recovered into separate "streams" as appropriate to generate value, minimize waste, and enable safe management through to final disposition. Hand dismantling limits any exposure to hazardous materials, offers opportunity to teach job and social skills to our most marginalized populations, and educates the community on electronics manufacturing.

NextStep has limited space for storage of material and, as such, moves scrap material quickly to our processors.

NextStep maintains a "zero waste" policy. There is very little material going to the landfill. Items that are not recyclable and non-hazardous go into the trash, such as: vacuum cleaner bags, some plastics material, garbage, soiled EPS foam.

NextStep maintains a written record of shipments. In January 2009, we are implementing an even more

comprehensive data tracking system to further our ability to track information regarding our shipments of scrap material. We are a Microsoft Authorized Community Refurbisher; as such, we also must track our gifted, reused material. We maintain a database of adopted hardware for compliance with Microsoft.

NextStep presently has the following insurance:

General Liability Coverage:	Red Shield Insurance Company (Policy No. CLP 011360) with \$1,000,000
Commercial Automobile Liability:	America States (04-CC-210775-1) \$1,000,000
Environmental Pollution Liability:	NextStep is in the process of obtaining pollution insurance.
Workman's Compensation:	SAIF (976613): Statutory Limits \$500,000

NextStep meets the DoD standards for data sanitation. See attached certification of destruction. NextStep documents data destruction by serial number of individual unit wiped.

NextStep has photo IDs for all employees and volunteers. ID tags are required to enter the building. We maintain a visitor log at the receiving desk. All visitors are required to wear a visitor's tag while on the premises. NextStep has video cameras in parts of the building, and is installing video cameras outside the building. The building is clearly marked to inform the public that video surveillance is in use. NextStep's yard is enclosed with perimeter fencing and has three-strand barbed wire at the top. All exterior doors are locked from the inside to bar access. NextStep secures dock and bay areas when not in use, locking gates and doors to storage and processing areas, and has more than adequate lighting inside and outside of facility.

NextStep's hours of operation: Donation Receiving: Tuesday through Saturday 10AM to 6PM Store hours: Tuesday through Saturday 10AM to 6PM Sunday 12PM to 5PM

NextStep Recycling Board of Directors:

Phyllis Haddox, Board President Dr. Haddox began her career in education more than 40 years ago as a classroom teacher and then reading specialist in California. Now retired, she was a faculty member at the University of Oregon where she provided hands-on training to doctoral students and others in supervisory, teaching and management techniques. Dr. Haddox has also worked as an instructional design consultant on training videos for the University of Oregon and the Mayo Clinic and on books for author, Barbara Sher.

George Rode, Board Treasurer George has lived in Eugene since 1966. George started Euro-Asian Automotive (then European Auto Repair) in his home garage in 1973, moving to 28th and Willamette in 1975, then to the present location in 1980. He bought Autohaus in 2003. Both shops are City of Eugene ECO Certified; they have received the Eugene Garden Club award for beautification, and the Emerald Award for Environmental Values in 2007 and both shops were awarded the Mayor's award for sustainability in 2007. George is active in both Rotary and the Eugene Chamber of Commerce. George has been on the board of the American Cancer Society, Woman Space, and currently board president of McKenzie Personnel and Lane Community College Automotive Advisory committee. He was also on the Lane Transit budget committee for two years.

Patrick Stevens, Attorney at Law Patrick L. Stevens is a partner at Hutchinson, Cox, Coons, DuPriest, Orr &

Sherlock, a general practice law firm in Eugene. Stevens graduated from Texas A & M and the University of Oregon School of Law. He has had an active practice in the Eugene area for six years that focuses on civil litigation, creditors' rights and construction law.

Alan Evans Alan Evans is the founder/president of Evans, Elder & Brown, Inc., a commercial real estate firm. He currently serves as Vice Chair of the Oregon Bach Festival and is on the Board of the Arts Foundation of Western Oregon. He has previously served on the Boards of the Eugene Opera, Planned Parenthood and the Hult Endowment. He is also a director of Summit Bank.

Mike Grudzien Mr. Grudzien is a Sales Executive at Teles USA. Previously, Me. Grudzien was a Sr. Account Executive at Eschelon Telecom. Mr. Grudzien is a long standing Rotarian. A University of Illinois at Urbana-Champaign graduate, Mr. Grudzien was also a United States Marine.

David Kamrat M. David Kamrat's chief unifying goal as a businessman has long been to improve the art of human communications. In 1995, MCI hired David as a Major Account Executive for International Sales and Affinity Markets. David left MCI to accept a position as Director of Sales for GTM. He also worked as Director of Mergers and Acquisitions for Geotel and as Head of Global Development for Exus Networks. In early 2001, David and his son, Noah, founded Qualmax in order to address the diversity of telecom needs specific to Service Providers. Qualmax , became public in 2006 and later sold its assets to New World Brands (NWB), where David serves as its CEO/COB. David is an active board member of several peace organizations. He believes the goals of capitalism are compatible with the goals of fair trade.

Cristian Salgado Cristian Salgado is young but wise for his age. At age the age of 6, Cristian was dodging immigration trucks and helicopters with his family in pursuit of the American Dream. Experiences like these have given Cristian a unique perspective of life in general. Cristian is a case worker for a local non-profit called Centro Latino Americano an agency dedicated to the development of the Latino community in Lane County by promoting self sufficiency and cultural integration.

Jo-Ann Zabrowski Jo-Ann is a Realtor at Prudential Real Estate Professionals. Jo-Ann & Team Zebrowski have been in the top 2% of Realtors nationwide for the past 9 years. Jo-Ann is an Accredited Buyer Agent, Graduate of the Realtor Institute, a Certified Residential Specialist, and a Principal Broker. She lives in Eugene with her two daughters Kristin and Sarah who are both adopted from China. Jo-Ann also serves on the board for "The Center for Community Counseling" and volunteers at schools on a regular basis.

NextStep Recycling Board Stewardship Council:

Lois Day Lois Day has worked in the field of child welfare for 20 years, first as a social worker and for the last 15 years in management. Prior to her experience in child welfare, Lois was a staff attorney at Lane County Legal Aid and remains a member of the Oregon State Bar. She has an undergraduate degree in Microbiology and Immunology.

Tim Foelker President, Professional Techworks, LLC, www.protechworks.com Tim Foelker is an information systems management consultant, and president of Professional Techworks, LLC. Education: B.S. Geology, UO '82. He has worked as a chemist, geologist, environmental health and safety professional, certified hazardous materials manager, systems analyst, web developer, and database programmer. Lane County Master Recycler since 2003, Certified Hazardous Materials Manager since 1998, FileMaker Solutions Alliance member since 1997, American Chemical Society member since 1996.

John Marshall John has worked with, trained, and managed typically marginalized populations. He was part owner of the worker-owned co-op Genesis Juice in Eugene. John went back to school after 25 years and earned a teaching certificate. He is currently employed at the Early Education Program Special Education Pre-School. Issues of economic, environmental, and social justice have always been a passion for John.

NextStep Recycling Legal Council:

Frank Gibson, Attorney at Law
Hutchinson, Cox, Coons, DuPriest, Orr & Sherlock
777 High Street Eugene, OR 97401
541-686-9160

David Atkin, Attorney at Law
Nonprofit Support Services
590 West 13th Avenue Eugene, OR 97401
541-342-6336

Financial Information:
Furnished Upon Request

Contact: Vicki Gray, Vice President
Bank: Pacific Continental
Location: 2400 West 11th Avenue Eugene, OR 97402
Phone: 541-686-8685

Groundwater and soils:

Monitoring Wells: None known
Drinking Wells Within 1 mile: None known
Nearest Surface Water Body: Willamette River approximately 1.6 mile

Security

NextStep has a night watchman who provides surveillance on a daily basis. The security system includes signage on the outside of the building and all entrances to the active portion of the facility are locked from the inside to prevent unwanted entry.

If unwarranted entry is observed the police are contacted. During normal operating hours, visitors have to check in at the front office and sign in as a visitor. All visitors receive an identifying badge prior to entry in the building. The facility is locked after 6:00 P.M. Tuesday through Saturday and Sunday at 5:00 PM.

Security and Fire Control Systems:

On-site controls systems include: smoke alarms, fire extinguishers per OSHA standards, and a first aid kit/station. There are exit maps placed throughout the building demonstrating the safest exit route from each zone of the building. A mock evacuation exercise is conducted every six months.

Spill Equipment on-site:

Spill kit located the warehouse containing: gloves, safety glasses, broom, shovel, absorbants, boot covers. There is an emergency eye wash station available.

Personal Protective Equipment

Employees are required to wear gloves, work clothes, earplugs (when working with balers), safety glasses, and closed toe shoes. NextStep makes available aprons for those that wish to use them. NextStep has a written safety policy.

Nearest Fire Department

West Eugene site: City of Eugene Fire & EMS Department 1705 W. 2nd Avenue Eugene, OR 97402
.09 miles travel distance: 3 minutes

Mohawk site: City of Springfield Fire Station 3 1225 28th St Springfield, OR 97477 .95 miles travel distance: 2 minutes

Nearest Hospital

West Eugene site: Sacred Heart Medical Center 2.7 miles travel distance: approximately 9 minutes

Mohawk site: McKenzie-Willamette Hospital .52 miles travel distance: 1 minute

Contingency Plan

NextStep is in the process of completing a contingency plan, which will be signed by the fire department, the police, and hospital.

Emergency Coordinators:

Primary: Lorraine Kerwood, Executive Director; Alternate: Alan Gullo, Recycling Manager, Safety Coordinator

Personnel Training:

NextStep has implemented a Safety Protocol that includes training provided for new employees and refreshers training for existing employees include the following topics (as applicable):

Include the following topics (as applicable):

- General Safety & Training Plan Overview
- General Safety Rules
- Personal Protective Equipment, Hearing Conservation, Ergonomics, Lifting
- Electrical Safety, Lock-out/Tag-out, Machine Guarding
- Forklift, Non-motorized Pallet jack Usage
- Hazard Communication
- Blood borne Pathogen (BBP) Awareness
- Mercury Lamp Handling/Disposal
- E-Waste Handling/Disposal
- Ballasts and Capacitors Handling
- DOT HAZMAT Overview
- Evacuation, Earthquakes, Power Failures
- Security
- Drum Handling
- Emergency Response Policy

- Medical Surveillance/Wellness
- Bailer Process

Job-Specific Training:

- OSHA Forklift Training
- DOT HAZMAT Training
- Fire Extinguisher Usage Training

Refresher Training:

- Forklift Evaluations (every three years)
- Defensive Driving Course (every 2 years)
- Annual Fire Extinguisher Refresher

Safety Meetings Interval: Monthly.

Operations Summary:

VENDOR	LOCATION	MATERIAL PROCESSED
Access Computer Products	Loveland CO	Electronic components, batteries
Battery Solutions, Inc	Brighton MI	Batteries
Earth Protection Services	Tigard OR	CRT glass
International Paper (formerly Weyerhaeuser)	Eugene OR	Plastics, paper
Lane County Waste Management	Eugene OR	Electronic components, Fluorescent lamps, ballasts, PCBs, mercury-containing devices.
Mac's Batteries	Eugene OR	Batteries
Pacific Land Clearing	Portland OR	EPS foam (Styrofoam)
Quantum Resource Recovery LLC,	Beaverton Or	Electronic components
Schnitzer Steel	Eugene OR	Metals

Electronic Components

Electronic product components accepted for recycling include computer monitors, intact CRTs, intact televisions, desktop, laptop, and mainframe computers, computer cases, speakers, printers, keyboards, modems, circuit boards, mice, floppy and tape drives, magnetic tape reels, telephones, copiers, fax machines, stereos, and VCRs. Electronic devices are stored on pallets. All electronic devices are dismantled and sent to downstream recycling partners. Metals and plastics are sold as a commodity on the secondary metals market. CRT glass is sent to glass-to-glass manufacturing facility to be reused in making new monitors and other glass containing devices. Alternatively, CRT glass may be sent to a lead smelter. The lead is recovered and reused in commercial products, such as automobile batteries. The glass is used as a fluxing agent in the smelting furnace. Circuit boards are sent to a secondary metals recycler.

Fluorescent Lamps

NextStep is a member of the Lane County Residential Used Fluorescent Lamps Collection Program (see attached flyer). Donors drop off CFL at our facility. All material is received on a bill of lading or manifest, as preferred by the customer or required by law. NextStep receives intact lamps in the original cardboard boxes, or in bags. All cartons are inspected to see that the ends are securely closed. Open boxes are taped closed. When not possible the lamps will be transferred to an alternate container (i.e. Fiber or steel drums). NextStep generally receives CFLs in small amounts generated by donors in their home. Barrels are checked for secure lids and labels describing the contents before transport to Household Hazardous Waste Collection Center

Waste Management Division Lane County Department of Public Works. Broken lamps are not accepted. Any broken lamp material swept up is emptied into a sealed 55 gallon DOT approved drum labeled "Universal Waste Broken Lamps". Lamp material may be stored for a maximum of two weeks or until enough material is gathered to deliver to *Waste Management Division Lane County Department of Public Works.* The material will then be transported to the Earth Protection Services Inc (EPSI) processing facility in Glendale, Arizona for recycling.

- **Ballasts**

NextStep does not recruit for donations of ballasts, however, they occasionally come through our facility. These ballasts are captured and placed in a container and transported to Household Hazardous Waste Collection Center *Waste Management Division Lane County Department of Public Works.* The ballasts are sent to EPSI's Phoenix, Arizona facility for recycling. Metals recovered from Non-ballast processing are sold for metal recycling. The residual material (potting compound and capacitors) is sent to a permitted facility for incineration or disposal.

- **Batteries**

Batteries received for recycling include alkaline, button cell, lead acid, lithium ion, magnesium, nickel cadmium, nickel metal hydride, nickel iron, silver oxide, zinc air, and zinc carbon. Batteries are stored in 55-gallon drums or on pallets. The batteries are sent to a recycling facility (located in CA) for metals reclamation; recovered metals are reused in manufactured products.

Transportation:

NextStep maintains a fleet of 2 trucks and one cargo van to service its customers. All drivers are trained. Loads meet D.O.T. requirements.

Method Used to Verify / Track Acceptance of Incoming Wastes:

NextStep accepts the following defined universal waste streams: Fluorescent bulbs, batteries, electronic components, and light ballasts. Logs are maintained for all products received at the facility.

HOUSEKEEPING AND INSPECTIONS

Housekeeping:

NextStep strives to maintain good housekeeping practices. The employees clean all processing and storage areas continually throughout the day. Containers are properly labeled as to their contents and are in good condition with lids secured. Storage areas are signed and are on concrete flooring indoors. There is sufficient aisle space between drums. Waste is stored and separated according to type, not mixed.

Inspections:

Weekly Housekeeping inspections are conducted of the warehouse loading and unloading areas. Safety inspections are conducted and include fire protection, tools, inventory, personal protective equipment, bulletin boards, machinery, first aid, and all storage areas. Corrective actions take place immediately whenever possible.

Certificates:

NextStep provides Certificates of Recycling with the customer's invoice and Certificates of Destruction/Disposal to its customers after processing/disposal is completed. See attached.

EXAMPLE



CERTIFICATE OF RECYCLING/DESTRUCTION

Date: _____ Generator: _____ Material: _____

By accepting the waste products in the invoices referenced above, **NextStep Recycling certifies to the above named generator that the transport, storage, processing, reuse, and disposal methods employed by NextStep Recycling, are in accordance with the Federal, State, and County regulations. All hard drives destined for reuse are erased according to Department of Defense (DoD) data clearing standards (5220.22-M). Drives not reused are physically destroyed on site.** The following procedures were followed to ensure that customer proprietary information was totally removed from computer hard drives donated to NextStep Recycling:

- 1.) The donation was received by NextStep Recycling authorized personnel, and stored in a secure (locked) facility.
- 2.) Hard drives were removed immediately and locked in a secure locked container.
- 3.) A NextStep Reuse Specialist cleared the hard drive of all data according to the following Department of Defense (DoD) approved data clearing procedure:
 DBAN: Utility that securely overwrites information over the hard drive 3 times, destroys all partitions and unused disk space. This process renders all information on the hard drive unrecoverable.
- 4.) The donated hardware was stripped of all identification tags, names, property tags or any symbols identifying the unit to the original donor.
- 5.) All equipment deemed unusable was recycled in an environmentally sound manner with processors audited by NextStep Recycling staff.
- 6.) Hard drives deemed unusable were physically dismantled and the platters drilled before being shredded.
- 7.) Donor proprietary CDs, floppy disks, and other storage media were destroyed.
- 8.) Additional donor requests executed by NextStep staff: _____

NextStep Recycling certifies that the above information contained in/or accompanying this document is true, accurate and complete, to the best of its knowledge.

DATE RECEIVED	INVOICE #	VENDOR REFERENCE #	WEIGHT	QUANTITY
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Material sent for recycling will be processed for component recovery and precious metals at processors who meet our environmental stewardship standards. NextStep is a Microsoft Authorized Refurbisher, a member of the International Association of Electronic Recyclers, the Association of Oregon Recyclers, the National Recycling Coalition, the Eugene Area Chamber of Commerce, and the Springfield Area Chamber of Commerce.

EXAMPLE



RECEIPT & USE OF EQUIPMENT FORM

SIGN THIS FORM WHEN EQUIPMENT IS PICKED UP AND RETURN TO THE CRISTINA FOUNDATION WITHIN TWO DAYS

As an authorized representative of
NextStep Recycling 5177
 (A National Cristina Foundation Partner Organization)

I acknowledge receipt of the equipment listed below (or on the attached inventory list for multiple items) as donated to our organization.

Equipment Received:

Quantity: 1 Manufacturer: Micron Model: DR737-PIII450-MT CPU Type: Intel Pentium III CPU Speed: Other/Don't Know Amount of RAM: 64 MB CD/DVD Drive: CD ROM Drive Hard Drive: No Hard Drive Networking: Wired (RJ45 10/100/1000) Modem: No Modem Sound Option: Sound Card Only Floppy Disk: 1.44Mb (3.5") Keyboard: No Keyboard Mouse: No Mouse General Condition: Good	Quantity: 1 Manufacturer: Micron Model: GA7DX-ODY CPU Type: AMD Athlon CPU Speed: Other/Don't Know Amount of RAM: 256 MB CD/DVD Drive: CD RW Drive Hard Drive: No Hard Drive Networking: Wired (RJ45 10/100/1000) Modem: No Modem Sound Option: Sound Card Only Floppy Disk: 1.44Mb (3.5") Keyboard: No Keyboard Mouse: No Mouse General Condition: Good Comments: CPU has 2 CD drives	Quantity: 1 Manufacturer: Micron Model: S1854-T-PIII733 CPU Type: Intel Pentium III CPU Speed: 750Mhz Amount of RAM: 512 MB CD/DVD Drive: CD RW Drive Hard Drive: No Hard Drive Networking: Wired (RJ45 10/100/1000) Modem: No Modem Sound Option: Sound Card Only Floppy Disk: 1.44Mb (3.5") Keyboard: No Keyboard Mouse: No Mouse General Condition: Good Comments: Also has Zip250 drive
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Your Name: Lorraine Kerwood_ (NCF Authorized Partner Representative) Title: Executive Director Date Received: May 3, 2008 Recipient Address: 2101 W 10 Avenue Eugene Or 97402	Donor Name: XXXXXXXXXX DonorID: XXXX Phone: XXX-XXX-XXXX Email: donor@something.com Address: XXXXXXXXXXXXX
---	--

1) What will the equipment be used for?

- Personal use by a client and/or family
- Use by a number of clients in a computer lab/classroom/library setting
- Training in use of computers
- Training in computer repair

2) Where will the equipment be used?

- It will remain in our facility
- It will be distributed for client home use
- It will be distributed to a school or charit

- 3) Who will be using the equipment?
- Children (likely age range of the children _____ to _____)
 - Adults
 - People with disabilities
 - Staff

Certificate of Insurance

ACORD, CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 08/12/2008
PRODUCER JK PRATT & COMPANY INSURANCE PO BOX 40880 EUGENE, OR 97404	Phone: (541)887-1911	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED NEXTSTEP RECYCLING 2101 W 10TH AVE EUGENE, OR 97402	INSURERS AFFORDING COVERAGE	
	INSURER A INSURER B INSURER C INSURER D INSURER E	NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE				EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) MED EXP (Any one person) PERSONAL & ADJ INJURY GENERAL AGGREGATE PRODUCTS - COMP OR AGG
	OFFAL AGGREGATE LIMIT APPLIES PER POLICY				
A	AUTOMOBILE LIABILITY ALL AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	04-CC-210775-1	08/12/2008	09/20/2008	COMBINED SINGLE LIMIT (Per occurrence) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	GARAGE LIABILITY ALL AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY AGG
	EXCESS/UMBRELLA LIABILITY ALL OCCUR CLAIMS MADE REDUCTION RETENTION				EACH OCCURRENCE AGGREGATE REDUCTION RETENTION
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL EMPLOYEES (OTHER EXECUTIVE OFFER MEMBERS EXCLUDED) If yes, describe under SPECIAL PROVISIONS below				AGG STATE/TERR/LIMITS OTH EP E1: EACH ACCIDENT E2: DISEASE - FA EMPLOYED E3: DISEASE - POLICY LIMIT
	OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS					

CERTIFICATE HOLDER WM RECYCLE AMERICA, L.L.C. AND IT'S AFFILIATES AND SUBSIDIARY'S 1001 FANNIN SUITE 4000 HOUSTON, TX 77002	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Tracey B. [Signature]</i> (TRA)
--	---

Certificate of Insurance

ACORDTM CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 08/12/2008	
PRODUCER JK PRATT & COMPANY INSURANCE PO BOX 40880 EUGENE, OR 97404		Phone: (541)887-1911		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED NEXTSTEP RECYCLING 2101 W 10TH AVE EUGENE, OR 97402		INSURERS AFFORDING COVERAGE INSURER A: RED SHIELD INSURANCE COMPANY INSURER B: SAIF CORPORATION INSURER C: INSURER D: INSURER E:		NAIC #	
COVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR ADDL LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR (GEN'L AGGREGATE LIMIT APPLIES PER POLICY)	CLP 011360	02/06/2008	02/06/2009	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MEDICAL (Any one policy) \$ 5,000 PERSONAL & ADW. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP. (Per agg.) \$ EXCLUDED
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS NON-OWNED AUTOS TRIPLED AUTOS TRIPLED OWNED AUTOS				COMBINED SINGLE LIMIT (Per occurrence) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY				AUTOMOBILE (Per accident) \$ OTHER THAN AUTOMOBILE (Per agg.) \$
	EXCESS/UMBRELLA LIABILITY RETUR CLAIMS MADE COVENIENCE RETENTION: \$				EACH OCCURRENCE \$ AGGREGATE \$ COVENIENCE \$ RETENTION: \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL EMPLOYED (EXCEPT FOR RECYCLING) UNEMPLOYED MEMBERS (EXCEPT)	976613	07/01/2008	07/01/2009	<input checked="" type="checkbox"/> WA. STAT. (PER LIMITS) (Per emp.) E1 EACH ACCIDENT \$ 500,000 E2 DISEASE - EA EMPLOYEE \$ 500,000 E3 DISEASE - POLICY LIMIT \$ 500,000
	OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS ALL OPERATIONS OF THE NAMED INSURED IN ACCORDANCE WITH THE POLICY TERMS AND CONDITIONS					
CERTIFICATE HOLDER			CANCELLATION		
			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.		
			AUTHORIZED REPRESENTATIVE <i>Tracey Ravel</i> (TRA)		

ACORD 25 (2001/08)

© ACORD CORPORATION 1988

Printed by TRA on August 12, 2008 at 03:00PM

CFL Recycling Partnership

A residential recycling program brought to you by:



Black, Joe



How do I recycle my spent fluorescent lamps?
Simply take them to one of the following locations:
Eugene

Apex Service

1000 NE Oregon Street

Brighter Home Lighting

1000 NE Oregon Street

EPUD Energy Store

1000 NE Oregon Street

Eugene True Value Hardware

1000 NE Oregon Street

Greener Goods

1000 NE Oregon Street

Henke Electrical & Lighting

1000 NE Oregon Street

Jerry's Home Improvement Center

1000 NE Oregon Street

Home Electric Cooperative

1000 NE Oregon Street

NextStep Recycling

1000 NE Oregon Street

The Green Space

1000 NE Oregon Street

Springfield

8 & I True Value Hardware

1000 NE Oregon Street

Jerry's Home Improvement Center

1000 NE Oregon Street

Oregon's Constaint Gardener

1000 NE Oregon Street

Junction City

8 & I True Value Hardware

1000 NE Oregon Street



be part of the solution

The best way to handle unwanted electronic products is to reuse or recycle them!



The National Safety Council estimates that the average life of a computer is now only two years. At the end of their life: 10% are reused, 1% are recycled, 9% are landfilled, and 80% are stockpiled. By 2003, an estimated 3.8 million home units required disposal in the U.S. alone. In Lane County there are an estimated 4000 tons of electronic waste being landfilled each year! Recycling and reusing electronics is good for everyone - and our services make recycling convenient for businesses and community members.

Reuse before recycle!

To manufacture a new computer requires 1.8 tons of raw materials. Extending the operating lives of computers and other electronic hardware means a net savings of 5-10 times the natural energy over recycling that same material. Therefore, we refurbish everything we can!

Since opening our recycling facility in 2004 we have

refurbished over 11,000 computers

kept 342,843 pounds of CRT monitors out of our landfill

recycled over 2,000,000 pounds of e-scrap, that's 1,000 TONS of electronic waste

programs

... (faded text describing various recycling programs) ...



Monthly Open House - 1st and 3rd Saturdays, 10am-2pm

held every Saturday at 1:00pm - call 541.686.2366 ext. 0 to reserve a spot

Electronic Waste Recycling at NextStep

We have a zero landfill policy! All obsolete/non-repairable machines and parts are recycled with regional recycling vendors who must meet our environmental stewardship expectations.

services

ReUse Store

Our ReUse store has a wide range of usable technology, from refurbished computer systems to networking equipment to printers, and hard drives and software. 100% of the ReUse store proceeds go toward funding our daily operating expenses.

Email sales@nextsteprecycling.org if you have any questions, or call the store at 541.868.0904.



Tech Support

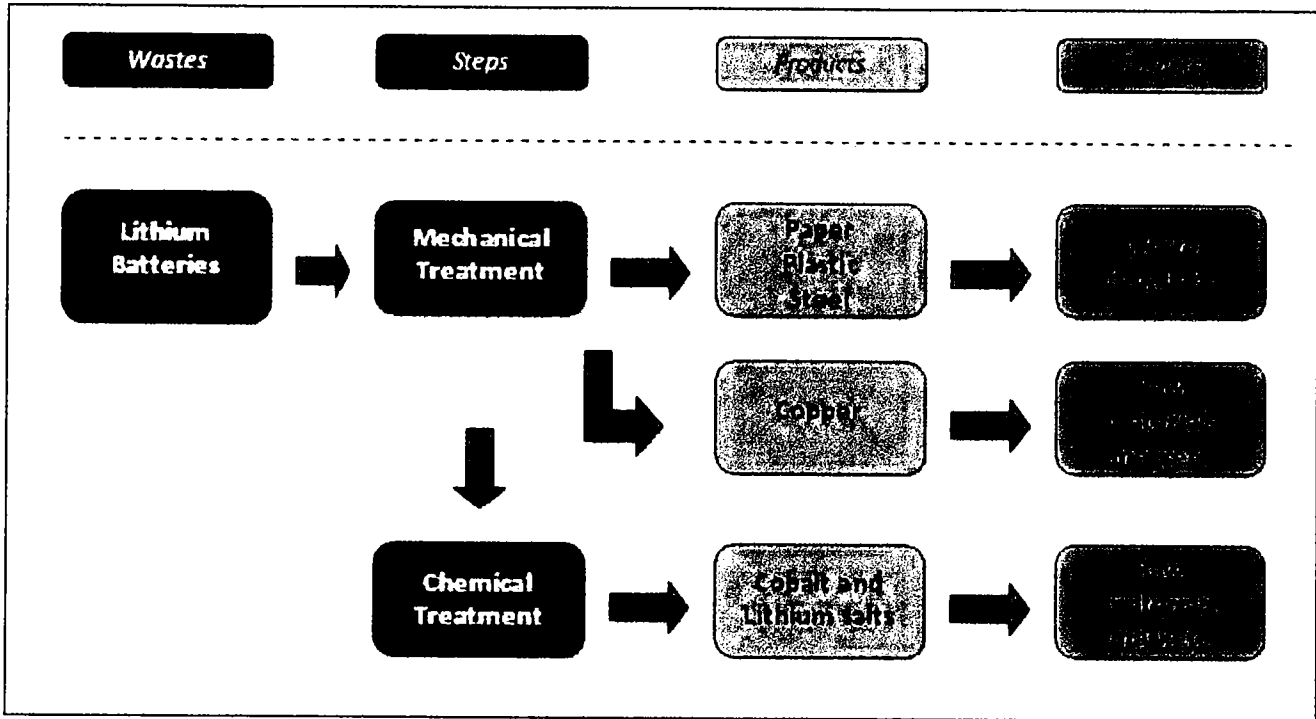
NextStep provides tech support to the general public starting at \$50.00 an hour. Call 686.2366, ext. 129 for information.

For a small fee, we can pick up at your site! Our e-waste specialists will pack and remove your material or pick up your pre-packed obsolete electronics. Call 541.686.2366 or email recycling@nextsteprecycling.org for a pickup and/or further information!

TIME OF FEES: \$40.00/hour for labor; \$1.50/mile for gas; minimum \$50.00/pickup. Rates for large pick-ups can be waived. Please call for more information.

obsolete electronics gone as clean as a whistle

How NextStep handles Lithium batteries



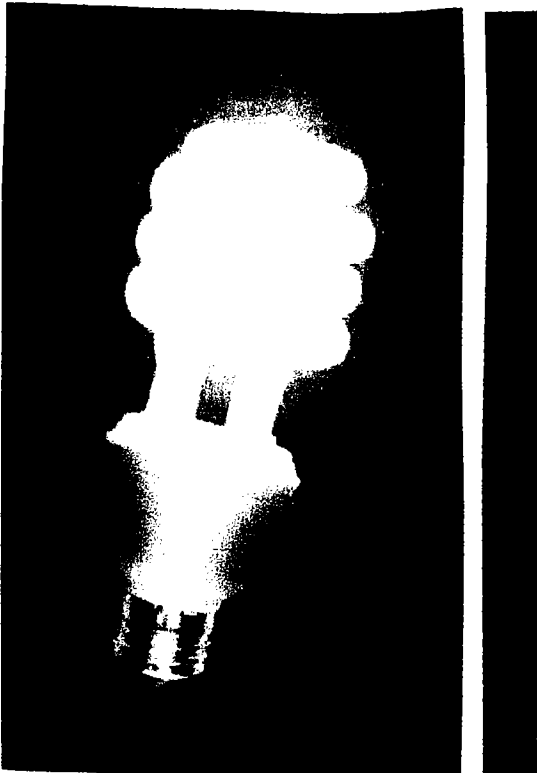
Mercury hazard

Clean Up that CFL!



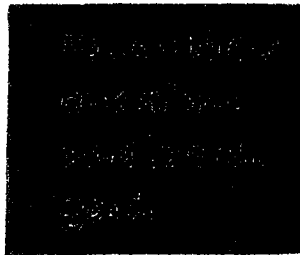
Do it right the first time

Protect yourself, protect your co-workers, protect our warehouse



HOW do I clean up the mess?

1. *Ventilate the warehouse.*
2. *Have people leave the room, and don't let anyone walk through the breakage area on their way out. Turn off the receiving room fan in the warehouse.*
3. *Carefully scoop up glass fragments and powder using stiff paper or cardboard and place them in a glass jar with metal lid (such as a canning jar) or in a sealed plastic bag.*
4. *Use sticky tape, such as duct tape, to pick up any remaining small glass fragments and powder.*
5. *Wipe the area clean with damp paper towels or disposable wet wipes and place them in the glass jar or plastic bag.*
6. *Do not use a vacuum or broom to clean up the broken bulb on hard surfaces.*



**BULB BROKEN AND don't know what to do?
ASK YOUR SUPERVISOR!**

Not all CFLs look alike!

Get to know your CFL. Not sure? Take precautions and be safe!

07/13/08



EARTH WEEK CELL PHONE COLLECTION CAMPAIGN APRIL 19TH - 26TH



OLD CELL PHONES? DON'T TRASH 'EM OR STASH 'EM!

Did you get a new cell phone? Wondering what do do with your old one? Don't drop it in a drawer or stuff it in the glove compartment!

Why Recycle

PROTECT YOUR ENVIRONMENT:

Recycling your cell phone helps the environment by saving energy and keeping usable materials out of our landfill. Cell phones and PDAs are made of precious metals, copper, and plastics, all of which require energy to mine and manufacture. Recycling not only conserves these materials, but prevents air and water pollution and greenhouse gas emissions.

PREPARE FOR RECYCLING:

Three things to remember:

- Terminate your service
- Clear your phone's memory of stored information
 - conduct a hard reset by following the directions from your wireless carrier or the product manual OR
 - using data erasing tools that are available on the web.
- Remove your SIM card

For more information, contact your network provider, cell phone manufacturer, or NextStep Recycling, at 886-2366 <www.nextsteprecycling.org>

RECYCLE YOUR CELL PHONE AT THE FOLLOWING LOCATIONS:

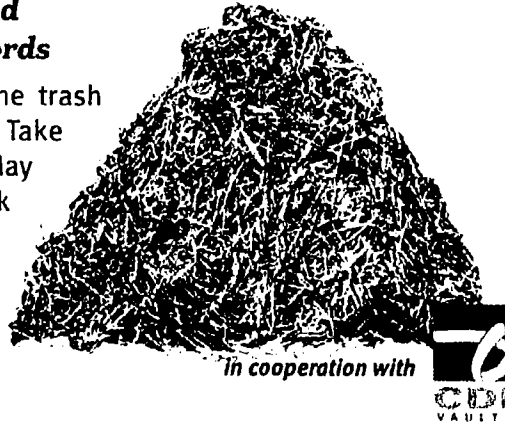
DATE/TIME	LOCATION



Prevent an Identity Crisis

Stop by the SELCO ShredFest and shred those outdated financial records

Tossing your financial documents into the trash could get you into a heap of trouble. Take advantage of the SELCO ShredFest on May 3rd at our East Bend branch to cut your risk of identity theft. The folks at CDI Vaults will be on site to securely shred your personal documents. You can even bring paperwork that includes staples & rubber bands!



and while you are at it...

Recycle your old electronics

NextStep Recycling will also be on hand to recycle your unwanted electronics and computers. Nominal fees charged for specific items (cash or check only). No televisions will be accepted at this event. Please visit nextsteprecycling.org for more information.



SELCO ShredFest

Saturday, May 3rd

10 am–2 pm

SELCO East Bend Branch

501 NE Bellevue Drive

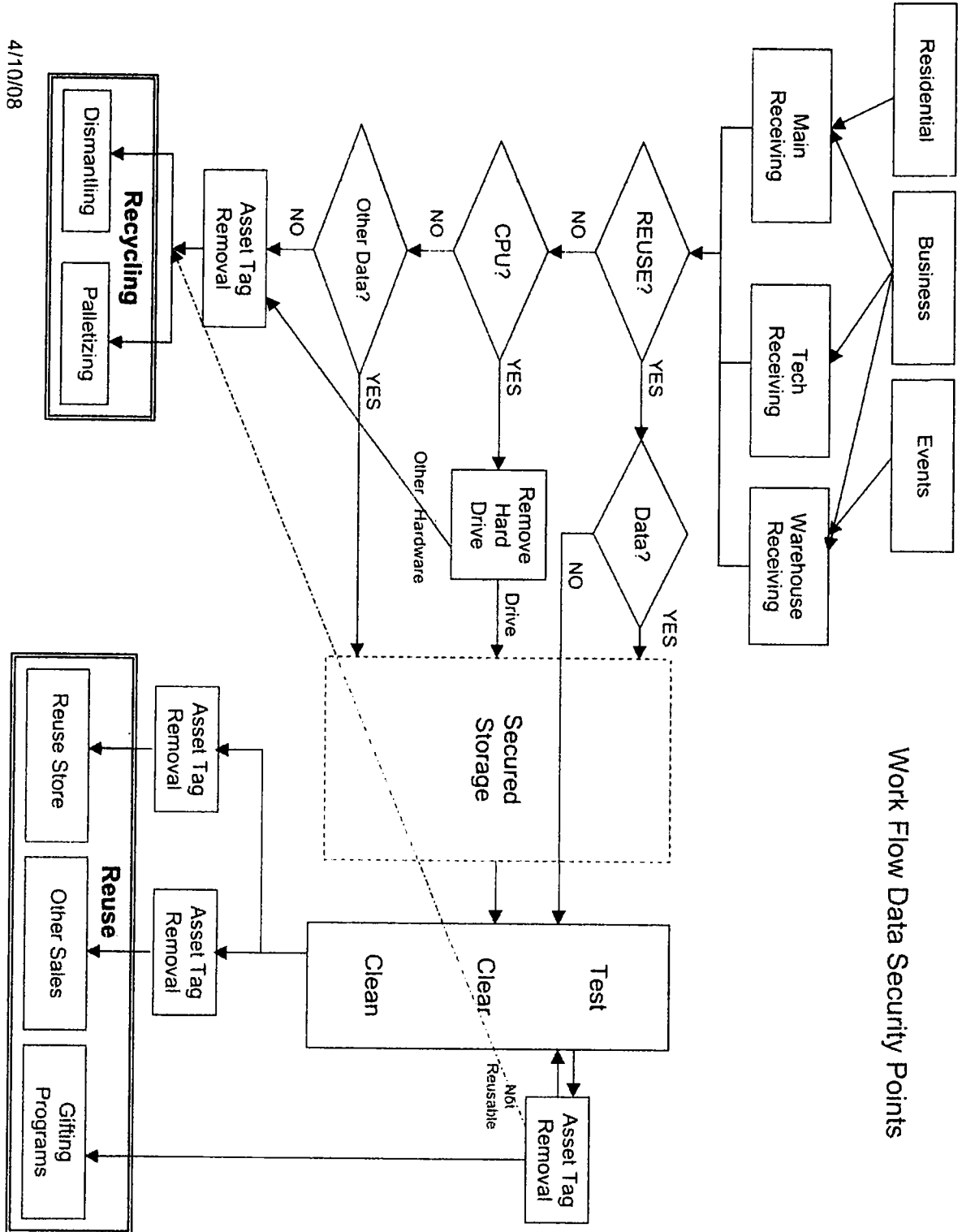
Free document shredding – up to a trunkload!

Members and public welcome

*Don't know which financial documents to shred or keep?
Call 800-445-4483 or check selco.org for more information.*



NextStep flow of materials



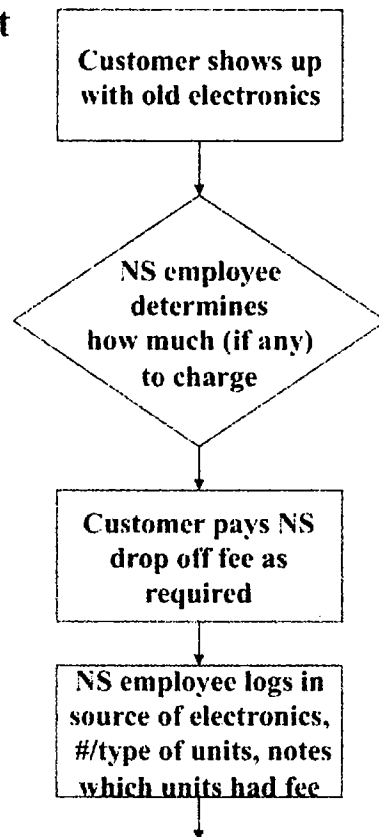
4/10/08

Work Flow Data Security Points

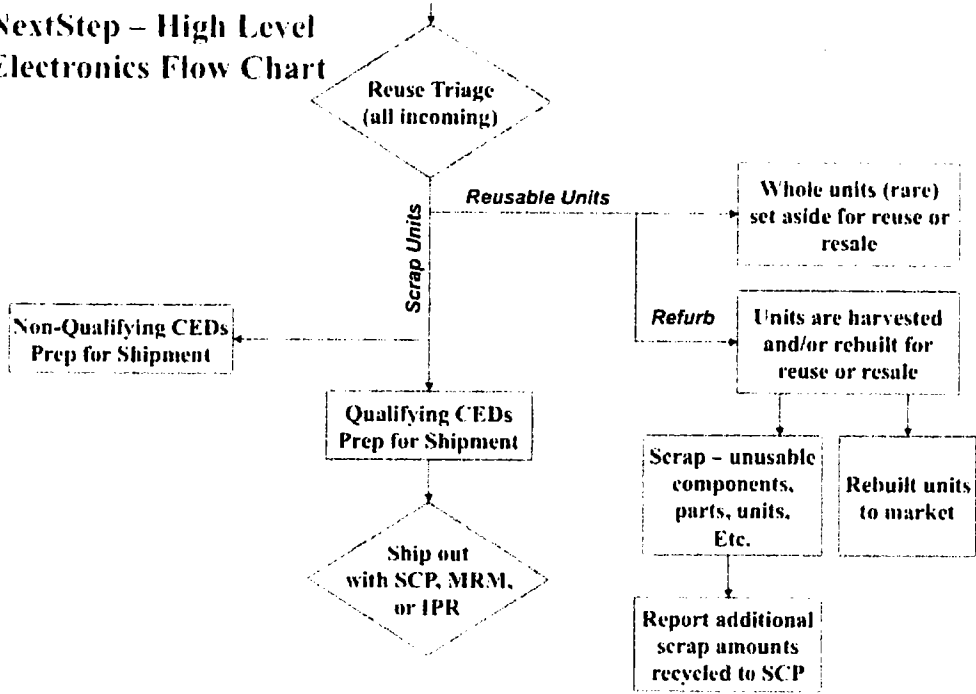
NextStep Flow Chart

Version 1
December 16, 2008

NextStep – High Level Electronics Flow Chart

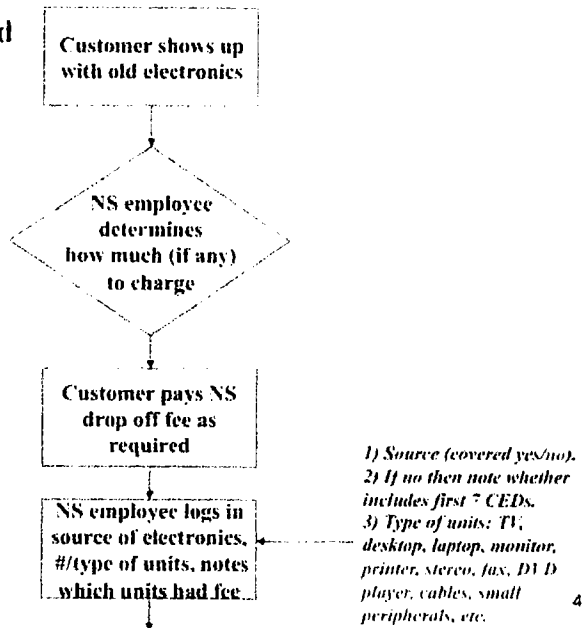


NextStep – High Level Electronics Flow Chart



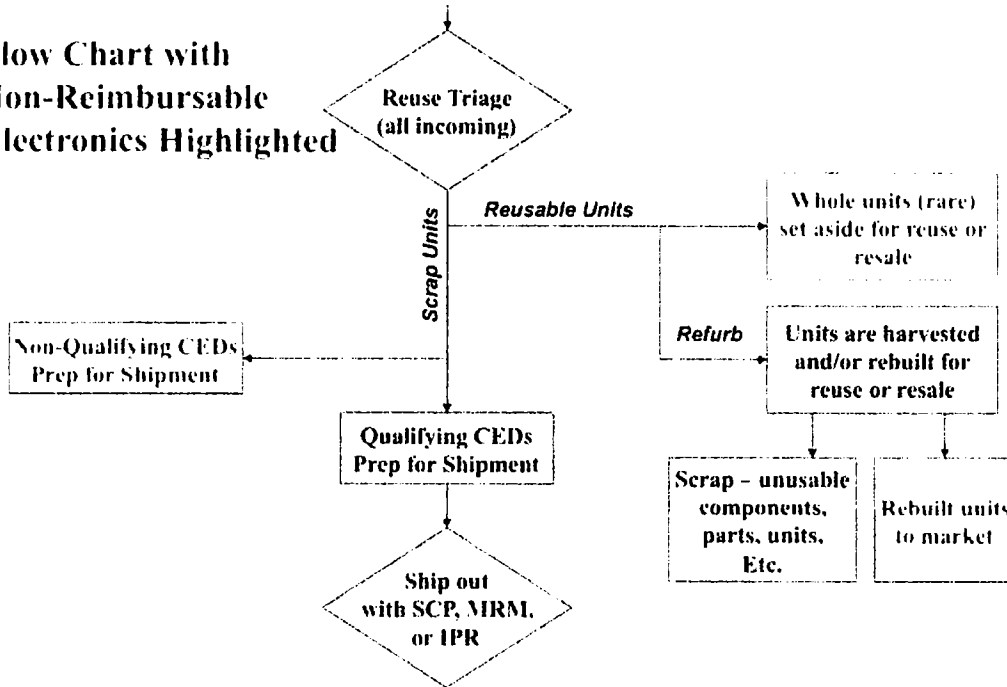
3

Flow Chart with Non-Reimbursable Electronics Highlighted



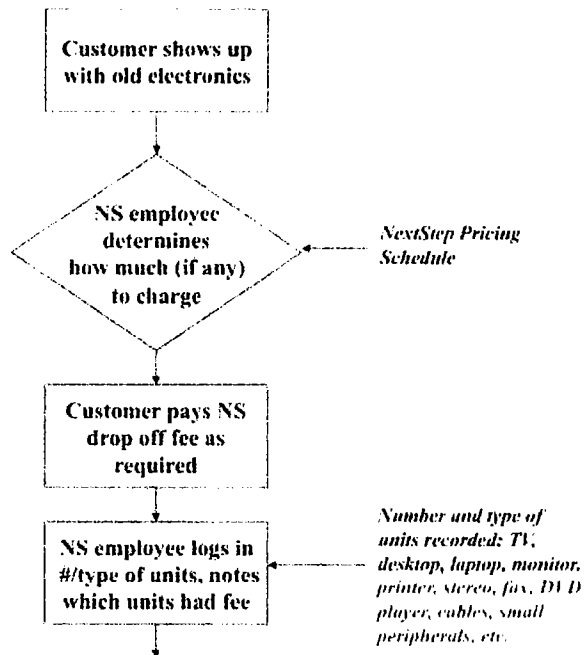
4

**Flow Chart with
Non-Reimbursable
Electronics Highlighted**



5

**Flow Chart with
Key Data Points
Shown in Italics**



6

**Flow Chart with
Key Data Points
Shown in Italics**

