



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
HAZARDOUS WASTE PROGRAM  
**HOST SITE SELF-AUDIT**



**NOTE ▶ PLEASE EITHER PRINT OR TYPE**

**FACILITY INFORMATION**

1. FACILITY NAME Branham IT Solutions LLC		ADDRESS Po Box 105	
CITY High Ridge	STATE MO	ZIP CODE 63049	TELEPHONE NUMBER (636) 253-3248
2. OWNER (OTHER) NAME Robert Branham III		TITLE President	
TELEPHONE NUMBER	CELL PHONE NUMBER (314) 565-7582	FAX NUMBER	
WEB SITE ADDRESS www.bits-stl.com		E-MAIL ADDRESS info@bits-stl.com	

3. PERSON FILLING OUT THIS FORM:  
Robert Branham III

**SECTION A: GENERAL COMPANY INFORMATION**

4. NEAREST CITY OR TOWN High Ridge	COUNTY Jefferson	
5. OWNERSHIP HISTORY (CURRENT AND FORMER OWNERS) Single Owner		
6. NUMBER OF EMPLOYEES (FULL- AND PART-TIME) 1	NUMBER OF VOLUNTEERS 1	YEARS IN E-SCRAP BUSINESS >1

7. SERVICES THIS FACILITY PROVIDES (CHECK ALL THAT APPLY)

- Broker       Collector       Charity/Service       Demanufacturer       Government  
 Refurbisher/Reseller       Transporter       Other Data Destruction

**Attach a detailed explanation of each.**

8. LIST E-CYCLING EQUIPMENT USED.

Hand tools, DOD data destruction Software

9. GIVE A DETAILED EXPLANATION OF THE FACILITY OPERATIONS.

Accepts electronics and demanufactures to component level, or repairs for resale. Item not resold are sold for scrap.

PLEASE RETURN THIS ORIGINAL TO  
Missouri Department of Natural Resources – Hazardous Waste Program  
P.O. Box 176  
Jefferson City, Missouri 65102-0176  
(573) 751-3176

**OFFICE USE ONLY**

DATE RECEIVED

JUL 31 2012

10. DO YOU PROCESS EQUIPMENT AND COMPONENTS BY DEMANUFACTURING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF "NO," OR IF ONLY A PORTION ARE DEMANUFACTURED, WHAT DO YOU DO WITH THE EQUIPMENT AND COMPONENTS? <input checked="" type="checkbox"/> RESELL <u>100</u> % <input type="checkbox"/> EXPORT _____ %	
11. DO YOU PROCESS EQUIPMENT AND COMPONENTS BY SHREDDING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF "YES," WHAT ITEMS ARE SHREDDED?	
12. WHAT OTHER SERVICES DOES THIS FACILITY PROVIDE? (CHECK ALL THAT APPLY) <input checked="" type="checkbox"/> HARD DRIVE ERASURE/DESTRUCTION (SECURE DATA DESTRUCTION) <input checked="" type="checkbox"/> PALLETIZING AND PICKUP <input checked="" type="checkbox"/> PRODUCT TRACKING THROUGH FINAL DISPOSITION <input type="checkbox"/> OTHER _____		
13. TYPES OF COMPUTERS AND PERIPHERALS ACCEPTED (CHECK ALL THAT APPLY) <input checked="" type="checkbox"/> Monitor _____ <input checked="" type="checkbox"/> CD/CDRW Drive _____ <input checked="" type="checkbox"/> Desktop CPU _____ <input checked="" type="checkbox"/> DVD Drive _____ <input checked="" type="checkbox"/> Floppy Drive _____ <input checked="" type="checkbox"/> Hard Drive _____ <input checked="" type="checkbox"/> Laptop _____ <input checked="" type="checkbox"/> Modem _____ <input checked="" type="checkbox"/> Notebook _____ <input checked="" type="checkbox"/> Printer _____ <input checked="" type="checkbox"/> Router _____ <input checked="" type="checkbox"/> Scanner _____ <input checked="" type="checkbox"/> Speakers _____ <input checked="" type="checkbox"/> Zip Drive _____ <input checked="" type="checkbox"/> Other _____		
<b>If there is a collection fee, please indicate the amount on the line next to each item.</b>		
14. TYPES OF POCKET PC'S ACCEPTED (CHECK ALL THAT APPLY) <input checked="" type="checkbox"/> Battery back-up _____ <input type="checkbox"/> Data Cartridge _____ <input checked="" type="checkbox"/> PC and digital camera _____ <input checked="" type="checkbox"/> Server _____		
<b>If there is a collection fee, please indicate the amount on the line next to each item.</b>		
15. TYPES OF COMMUNICATION DEVICES ACCEPTED (CHECK ALL THAT APPLY) <input type="checkbox"/> Answering Machine _____ <input checked="" type="checkbox"/> Cellular Telephone _____ <input type="checkbox"/> Corded Telephone _____ <input type="checkbox"/> Cordless Telephone _____ <input checked="" type="checkbox"/> Pager _____ <input type="checkbox"/> Other _____		
<b>If there is a collection fee, please indicate the amount on the line next to each item.</b>		
16. OTHER TYPES OF EQUIPMENT ACCEPTED (CHECK ALL THAT APPLY) <input checked="" type="checkbox"/> Adding Machine _____ <input checked="" type="checkbox"/> Fax Machine _____ <input type="checkbox"/> Photocopier _____ <input type="checkbox"/> Multifunction Machine _____ <input checked="" type="checkbox"/> Television <u>8.00</u> <input type="checkbox"/> Other _____		
<b>If there is a collection fee, please indicate the amount on the line next to each item.</b>		
<b>SECTION B: COMPLIANCE WITH OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY LAWS</b>		
17. EPA IDENTIFICATION NO., IF APPLICABLE	MISSOURI IDENTIFICATION NO., IF APPLICABLE	RESOURCE RECOVERY CERTIFICATION NO., IF APPLICABLE
18. HAS YOUR COMPANY EVER BEEN INSPECTED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
19. FEDERAL, STATE AND LOCAL ENVIRONMENTAL LAW COMPLIANCE HISTORY. ATTACH THE FOLLOWING INFORMATION a. List of all federal, state, or local environmental agency inquiries and enforcement actions during the past 5 years. b. Reports to government agencies during the past 5 years		
20. ATTACH DOCUMENTATION OF ALL REQUIRED PERMITS <input type="checkbox"/> Air Permit <input type="checkbox"/> Building Permit <input checked="" type="checkbox"/> Business Permit <input checked="" type="checkbox"/> Occupancy Permit <input type="checkbox"/> Missouri Hazardous Waste Management Facility Part I Permit <input type="checkbox"/> Hazardous and Solid Waste Amendments Part II Permit <input type="checkbox"/> Resource Recovery Certification <input type="checkbox"/> Solid Waste Permit <input type="checkbox"/> Storm Water Permit <input type="checkbox"/> Transportation/Licensure <input type="checkbox"/> Zoning Permit <input type="checkbox"/> Other _____		
<b>SECTION C: END-USE MARKETS</b>		
21. Approximately <u>1</u> % (by weight) of <u>5</u> tons per year of all equipment received is landfilled or incinerated for disposal. Attach handling and processing documentation, including the demanufacturing and disposition process and reuse/recycling end markets documentation (examples: landfill receipts, brokering contracts, recycler contracts, etc).		
22. DO YOU EXPORT, OR BROKER FOR EXPORT, WORKING USED EQUIPMENT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	LIST WHAT COUNTRIES ARE YOUR PRIMARY MARKETS FOR USED EQUIPMENT	
23. DO YOU EXPORT, OR BROKER FOR EXPORT, NON-WORKING USED EQUIPMENT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Attach documentation showing that your company obtained consent from the importing country through the U.S. EPA, Region 7 Director.		
24. Attach documentation from your downstream vendors showing their management procedures and their respective downstream vendors.		

**SECTION D: RISK MANAGEMENT**

25. DO YOU HAVE A CLOSURE PLAN?

Yes  No

Attach a copy of the plan.

26. DO YOU HAVE GENERAL LIABILITY INSURANCE?

Yes  No Amount of Coverage 2M

Attach a copy of the policy.

27. DO YOU HAVE OTHER TYPES OF INSURANCE?

Yes  No

List the type and amount of coverage and attach a copy of the policy.

**DISCLOSURE CERTIFICATION**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and based on my inquiry of those individuals immediately responsible for obtaining the information. I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I am aware that I am responsible for updating this information in a timely manner and will operate within the constraints of Missouri environmental law and regulations.

SIGNATURE

[Original signature on file]

DATE

7/8/2012

PRINTED NAME

Robert Branham III

TITLE

President