



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



**NOTE ▶ PLEASE EITHER PRINT OR TYPE**

**FACILITY INFORMATION**

1. FACILITY NAME Lebanon Alt. School Human Resource Dept.		ADDRESS 1015 North jefferson	
CITY Lebanon	STATE MO	ZIP CODE 65536	TELEPHONE NUMBER (417) 664-7246
2. OWNER (OTHER) NAME Brandon Johnson		TITLE Instructor	
TELEPHONE NUMBER (417) 664-7246	CELL PHONE NUMBER		FAX NUMBER
WEB SITE ADDRESS hrdcecycle.com		E-MAIL ADDRESS bjohnson@lebanon.k12.mo.us	

3. PERSON FILLING OUT THIS FORM:  
Brandon Johnson

**SECTION A: GENERAL COMPANY INFORMATION**

4. NEAREST CITY OR TOWN Lebanon	COUNTY Laclede	
5. OWNERSHIP HISTORY (CURRENT AND FORMER OWNERS) N/A		
6. NUMBER OF EMPLOYEES (FULL- AND PART-TIME) N/A	NUMBER OF VOLUNTEERS 40 students	YEARS IN E-SCRAP BUSINESS 5

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

Broker     
  Collector     
  Charity/Service     
  Demanufacturer     
  Government  
 Refurbisher/Reseller     
  Transporter     
  Other \_\_\_\_\_

**Attach a detailed explanation of each.**

8. LIST E-CYCLING EQUIPMENT USED.  
Hand Tools, Pallet Jacks, Ford Moutaineer, 28-foot box truck

9. GIVE A DETAILED EXPLANATION OF THE FACILITY OPERATIONS.  
Donated items are brought into shop and demanufactured by students. The items are sorted and shipped off for recycling.

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	<b>OFFICE USE ONLY</b>
	DATE RECEIVED  JAN 23 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 type="checkbox"/> RESELL _____% <input type="checkbox"/> EXPORT _____%	
11. DO YOU PROCESS EQUIPMENT AND COMPONENTS BY SHREDDING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF "YES," WHAT ITEMS ARE SHREDDED? hard drives (shredded at St. Louis location)	
12. WHAT OTHER SERVICES DOES THIS FACILITY PROVIDE? (CHECK ALL THAT APPLY) <input type="checkbox"/> HARD DRIVE ERASURE/DESTRUCTION (SECURE DATA DESTRUCTION) <input type="checkbox"/> PALLETIZING AND PICKUP <input 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 <u>20.00</u> <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 type="checkbox"/> Zip Drive _____ <input 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 type="checkbox"/> PC and digital camera _____ <input 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 checked="" type="checkbox"/> Answering Machine _____ <input checked="" type="checkbox"/> Cellular Telephone _____ <input checked="" type="checkbox"/> Corded Telephone _____ <input checked="" 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 checked="" type="checkbox"/> Photocopier _____ <input checked="" type="checkbox"/> Multifunction Machine _____ <input type="checkbox"/> Television _____ <input type="checkbox"/> Other _____		
<b>If there is a collection fee, please indicate the amount on the line next to each item.</b>		
SECTION B: COMPLIANCE WITH OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY LAWS		
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 checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Business Permit <input 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 _____		
SECTION C: END-USE MARKETS		
21. Approximately <u>8</u> % (by weight) of <u>12</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 \_\_\_\_\_

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.

Worker Compensation

**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

1/13/2012

PRINTED NAME

Brandon Johnson

TITLE

Instructor