



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



**NOTE: PLEASE PRINT OR TYPE.**

**1. FACILITY INFORMATION**

FACILITY NAME Red Leaf IT Asset Recovery and Recycling			
ADDRESS 722 Spirit of St. Louis Blvd. Suite E	CITY Chesterfield	STATE MO	ZIP CODE 63005
NEAREST CITY OR TOWN St. Louis		COUNTY St. Louis	
TELEPHONE NUMBER (WITH AREA CODE) (636) 778-9658	ALTERNATE TELEPHONE NUMBER (WITH AREA CODE) (314) 757-4349	FAX NUMBER (WITH AREA CODE)	
WEB SITE ADDRESS www.redleafasset.com		EMAIL ADDRESS (FOR GENERAL INQUIRIES) jgardner@redleafasset.com	
NUMBER OF EMPLOYEES (FULL AND PART TIME) 4	NUMBER OF VOLUNTEERS 0	YEARS IN BUSINESS 3	
OWNERSHIP HISTORY (CURRENT AND FORMER OWNERS) James M. Gardner			

**2. CURRENT OWNER INFORMATION**

OWNER (OTHER) NAME James M. Gardner	TITLE Owner		
ADDRESS 15011 Ridge Lake Drive	CITY Chesterfield	STATE MO	ZIP CODE 63005
TELEPHONE NUMBER (WITH AREA CODE) 6367789658	CELL PHONE NUMBER (WITH AREA CODE) 3147574349	YEARS IN E-SCRAP BUSINESS 3	

**3. PERSON FILLING OUT THIS FORM**

NAME James Gardner	TITLE James Gardner
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**4. TYPE OF FACILITY**

CHECK ALL THAT APPLY. ATTACH A DETAILED EXPLANATION OF EACH.

<input checked="" type="checkbox"/> Broker	<input type="checkbox"/> Collector	<input type="checkbox"/> Charity/Service
<input type="checkbox"/> Demanufacturer	<input type="checkbox"/> Government	<input checked="" type="checkbox"/> Refurbisher/Reseller
<input checked="" type="checkbox"/> Transporter	<input type="checkbox"/> Other _____	

**5. E-CYCLING EQUIPMENT USED**

LIST ALL EQUIPMENT

**6. EXPLANATION OF FACILITY OPERATIONS**

PLEASE GIVE DETAILED STEPS.

Red Leaf calls on Local businesses to facilitate the pickup and processing of decommissioned IT Equipment  
 We bring equipment into our facility via company vehicle  
 We inventory equipment  
 We determine potential reuse or resale value, and sort accordingly  
 Equipment deemed to have resale value is tested and marketed for sale  
 Equipment deemed to have no resale value is sorted into bins and pallets, based on specific type of item (laptop, Monitor, computer).  
 Equipment deemed to have no resale value, once sorted, is delivered to local electronics recycler

**7. DO YOU PROCESS EQUIPMENT AND COMPONENTS BY DEMANUFACTURING?**YES  NO 

IF "NO," OR IF ONLY A PORTION IS DEMANUFACTURED, WHAT DO YOU DO WITH THE EQUIPMENT AND COMPONENTS?

 Resell 40 %  Export \_\_\_\_\_ %
**8. DO YOU PROCESS EQUIPMENT AND COMPONENTS BY SHREDDING?**YES  NO 

IF "YES," WHAT ITEMS ARE SHREDDED?

**9. SERVICES PROVIDED**

CHECK ALL THAT APPLY.

 Hard Drive Erasure/Destruction (Secure Data Destruction)  Palletizing and Pickup  
 Product Tracking Through Final Disposition  Other \_\_\_\_\_
**10. TYPES OF COMPUTER AND PERIPHERALS ACCEPTED**

CHECK ALL THAT APPLY. IF THERE IS A COLLECTION FEE, PLEASE INDICATE THE AMOUNT ON THE LINE NEXT TO EACH ITEM

 Monitor \_\_\_\_\_  CD/CDRW Drive \_\_\_\_\_  Desktop CPU \_\_\_\_\_  
 DVD Drive \_\_\_\_\_  Floppy Drive \_\_\_\_\_  Hard Drive \_\_\_\_\_  
 Laptop \_\_\_\_\_  Modem \_\_\_\_\_  Notebook \_\_\_\_\_  
 Printer \_\_\_\_\_  Router \_\_\_\_\_  Scanner \_\_\_\_\_  
 Speakers \_\_\_\_\_  Zip Drive \_\_\_\_\_  Other \_\_\_\_\_
**11. TYPES OF POCKET PC'S ACCEPTED**

CHECK ALL THAT APPLY. IF THERE IS A COLLECTION FEE, PLEASE INDICATE THE AMOUNT ON THE LINE NEXT TO EACH ITEM

 Battery Back-Up \_\_\_\_\_  Data Cartridge \_\_\_\_\_  PC and Digital Camera \_\_\_\_\_  
 Server \_\_\_\_\_  Other \_\_\_\_\_
**12. TYPES OF COMMUNICATION DEVICES ACCEPTED**

CHECK ALL THAT APPLY. IF THERE IS A COLLECTION FEE, PLEASE INDICATE THE AMOUNT ON THE LINE NEXT TO EACH ITEM

 Answering Machine \_\_\_\_\_  Cellular Telephone \_\_\_\_\_  Corded Telephone \_\_\_\_\_  
 Cordless Telephone \_\_\_\_\_  Pager \_\_\_\_\_  Other \_\_\_\_\_
**13. OTHER TYPES OF EQUIPMENT ACCEPTED**

CHECK ALL THAT APPLY. IF THERE IS A COLLECTION FEE, PLEASE INDICATE THE AMOUNT ON THE LINE NEXT TO EACH ITEM

 Adding Machine \_\_\_\_\_  Fax Machine \_\_\_\_\_  Photocopier \$50.00  
 Multifunction Machine \_\_\_\_\_  Television \$25.00  Other \_\_\_\_\_

**14. COMPLIANCE WITH OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY LAWS**

EPA ID NUMBER, IF APPLICABLE: MOR00552414  
MO ID NUMBER, IF APPLICABLE: 045385  
RESOURCE RECOVERY CERTIFICATION NUMBER, IF APPLICABLE:

Has your company ever been inspected? YES  NO

ATTACH THE FOLLOWING  
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

ATTACH DOCUMENTATION OF ALL REQUIRED PERMITS  
 Air Permit       Building Permit       Business Permit  
 Hazardous and Solid Waste Amendments Part II Permit       Missouri Hazardous Waste Management Facility Part I Permit       Occupancy Permit  
 Resource Recover Certification       Solid Waste Permit       Storm Water Permit  
 Transportation/Licensure       Zoning Permit       Other \_\_\_\_\_

**15. RISK MANAGEMENT**

Do you have a Closure Plan? ATTACH A COPY OF THE PLAN YES  NO

Do you have General Liability insurance? ATTACH A COPY OF THE POLICY YES  Amount \_\_\_\_\_ NO

Do you have other types of insurance? YES  NO

LIST THE TYPE AND AMOUNT OF COVERAGE AND ATTACH A COPY OF THE POLICY.

**16. END-USE MARKETS**

Approximately 0.00 % (by weight) of 0.00 tons per year of all equipment received is landfilled or incinerated for disposal.

ATTACH HANDLING AND PROCESSING DOCUMENTATION, INCLUDING DEMANUFACTURING AND DISPOSITION PROCESS AND REUSE/RECYCLING END MARKETS DOCUMENTATION (Examples: landfill receipts, brokering contracts, recycler contracts, etc.).

Do you export, or broker for export, working used equipment? YES  NO

LIST WHAT COUNTRIES ARE YOUR PRIMARY MARKETS FOR USED EQUIPMENT.

Do you export, or broker for export, non-working used equipment? YES  NO

ATTACH DOCUMENTATION SHOWING THAT YOUR COMPANY OBTAINED CONSENT FROM THE IMPORTING COUNTRY THROUGH THE U.S. EPA, REGION 7 DIRECTOR.

**17. CONFIDENTIALITY**

Is your Downstream Vendor Information confidential? YES  NO

COMPLETE THE VENDOR INFORMATION FORM ATTACHED TO THIS FORM.

18. DO YOU AGREE TO ADOPT THE MISSOURI E-CYCLE STANDARDS' BEST MANAGEMENT PRACTICES AS YOUR STANDARD OPERATING PROCEDURES? INITIALS: \_\_\_\_\_ YES  NO

A CORPORATE OFFICER OR NON-PROFIT BOARD MEMBER MUST SIGN A CERTIFICATION STATEMENT THAT INDICATES THE BUSINESS IS USING THE MOST BEST MANAGEMENT PRACTICES AS ITS STANDARD OPERATING PROCEDURES.

**19. 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: 4/28/2015

PRINTED NAME: James M. Gardner TITLE: Owner

Mail completed copy to: MISSOURI DEPARTMENT OF NATURAL RESOURCES, HAZARDOUS WASTE PROGRAM, P.O. BOX 176, JEFFERSON CITY, MO 65102-0176, PHONE: 800-361-4827 or 573-751-3176, FAX: 573-526-5268  
FOR OFFICE USE ONLY  
DATE RECEIVED: MAY 04 2015

**DOWNSTREAM VENDOR INFORMATION**

Is your Downstream Vendor Information confidential? YES  NO

IF MARKED "NO" ABOVE, THIS SECTION MAY BE POSTED ON THE INTERNET. COMPLETE ONE SECTION BELOW FOR EACH RECYCLING FACILITY USED TO PROCESS MATERIAL. PLEASE SUBMIT ADDITIONAL PAGES IF NEEDED.

FACILITY NAME  
Didion-Orf Recycling

ADDRESS 206 Didion Drive	CITY St. Peters	STATE MO	ZIP CODE 63376
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TELEPHONE NUMBER (WITH AREA CODE) (800) 466-6560	ALTERNATE TELEPHONE NUMBER (WITH AREA CODE)
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WHICH RECYCLING STANDARD DOES THIS FACILITY USE?

Institute of Scrap Recycling Industries                       EPA's Responsible Recycling (R2) Practices

Other \_\_\_\_\_

LIST THE MATERIALS THAT WILL BE SENT TO THIS FACILITY.

Desktop Computers, Laptop Computers, LCD Monitors, CRT Monitors, Televisions, Printers, Servers, Telephones, metals, Plastics, cables, Keyboards, Mice, Network equipment, Routers, Modems, Switches, Fax machines, Cell phones, assorted electronic devices

FACILITY NAME

ADDRESS	CITY	STATE	ZIP CODE
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