



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



**NOTE: PLEASE PRINT OR TYPE.**

**1. FACILITY INFORMATION**

|   |   |   |                   |
|---|---|---|-------------------|
| FACILITY NAME<br>Computer Recycling Center          |   |   |                   |
| ADDRESS<br>528 N. Prince Lane                       | CITY<br>Springfield                         | STATE<br>MO   | ZIP CODE<br>65802 |
| NEAREST CITY OR TOWN<br>Springfield, MO             |   | COUNTY<br>Greene  |                   |
| TELEPHONE NUMBER (WITH AREA CODE)<br>(417) 866-2588 | ALTERNATE TELEPHONE NUMBER (WITH AREA CODE) | FAX NUMBER (WITH AREA CODE)   |                   |
| WEB SITE ADDRESS<br>www.ComputerRecyclingCenter.org |   | EMAIL ADDRESS (FOR GENERAL INQUIRIES)<br>Travis@ComputerRecyclingCenter.org |                   |
| NUMBER OF EMPLOYEES (FULL AND PART TIME)<br>17      | NUMBER OF VOLUNTEERS<br>0                   | YEARS IN BUSINESS<br>15   |                   |

OWNERSHIP HISTORY (CURRENT AND FORMER OWNERS)  
Ken Riess operated this business via Rayco Investment Company for approximetly 10 years ending 10/31/2011. Luke Westerman and Jim Conley purchased the assets of the business and have operated the business via Computer Recycling Center, LLC since 10/31/2011.

**2. CURRENT OWNER INFORMATION**

|   |  |                                 |                   |
|---|--|---------------------------------|-------------------|
| OWNER (OTHER) NAME<br>Luke Westerman              | TITLE<br>Managing Member                           |                                 |                   |
| ADDRESS<br>528 N. Prince Lane                     | CITY<br>Springfield                                | STATE<br>MO                     | ZIP CODE<br>65802 |
| TELEPHONE NUMBER (WITH AREA CODE)<br>417 866-2588 | CELL PHONE NUMBER (WITH AREA CODE)<br>417 861-6886 | YEARS IN E-SCRAP BUSINESS<br>3+ |                   |

**3. PERSON FILLING OUT THIS FORM**

|   |  |
|---|--|
| NAME<br>Travis Morrison, Operations Manager | TITLE<br>Travis Morrison, Operations Manager |
|---|--|

**4. TYPE OF FACILITY**

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

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Broker                    | <input checked="" type="checkbox"/> Collector | <input type="checkbox"/> Charity/Service                 |
| <input checked="" 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  
Shredder, Mobile Shredder, Paper Shredder, Balers, Forklifts, Pallet Jacks, Hand & Power Tools, Scales, Specialized Software for data security and diagnostics, etc.

**6. EXPLANATION OF FACILITY OPERATIONS**

PLEASE GIVE DETAILED STEPS.

Founded in 2002, Computer Recycling Center is committed to providing a SECURE, RESPONSIBLE way for businesses and individuals to recycle all of their unwanted electronic devices.

Data security is our first priority which is why all of our processes for data destruction are National Association for Information Destruction (NAID) approved.

We grow diversion through awareness by educating our community that there is a better option than the landfill and by creatively finding ways to recycle difficult-to-recycle materials.

Computer Recycling Center performs the following: Sorting, disassembly, data destruction, inspection, testing, grading and remarketing. This scope encompasses all electronics recycling activities at the facility identified as 528 N. Prince Lane Springfield, MO 65802.

**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 30 %  Export \_\_\_\_\_ %
**8. DO YOU PROCESS EQUIPMENT AND COMPONENTS BY SHREDDING?**YES  NO 

IF "YES," WHAT ITEMS ARE SHREDDED?

Hard Disk Drives, Cell Phones

**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 \$20.00  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 \_\_\_\_\_  
 Multifunction Machine \_\_\_\_\_  Television \$20.00  Other \_\_\_\_\_

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

EPA ID NUMBER, IF APPLICABLE: MOR000550418  
MO ID NUMBER, IF APPLICABLE: 045186  
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 County Merch. License

**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 \$1,000,000.00 NO

Do you have other types of insurance? YES  NO

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

**16. END-USE MARKETS**

Approximately 0.00 % (by weight) of 600.00 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: LW 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: \_\_\_\_\_ DATE: 12/22/2015

PRINTED NAME: Luke Westerman (signature on file) TITLE: Managing Member

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: **DEC 22 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

|         |      |       |          |
|---------|------|-------|----------|
| ADDRESS | CITY | STATE | ZIP 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.

FACILITY NAME

|         |      |       |          |
|---------|------|-------|----------|
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