



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



**NOTE: PLEASE PRINT OR TYPE.**

**1. FACILITY INFORMATION**

FACILITY NAME Lebanon Alt. School Human Resource Dept.			
ADDRESS 1015 North Jefferson	CITY Lebanon	STATE MO	ZIP CODE 65536
NEAREST CITY OR TOWN Lebanon		COUNTY Laclede	
TELEPHONE NUMBER (WITH AREA CODE) (417) 664-7246	ALTERNATE TELEPHONE NUMBER (WITH AREA CODE) (417) 533-.824	FAX NUMBER (WITH AREA CODE)	
WEB SITE ADDRESS NA		EMAIL ADDRESS (FOR GENERAL INQUIRIES) bjohnson@lebanon.k12.mo.us	
NUMBER OF EMPLOYEES (FULL AND PART TIME) NA	NUMBER OF VOLUNTEERS 40	YEARS IN BUSINESS 8	
OWNERSHIP HISTORY (CURRENT AND FORMER OWNERS) NA			

**2. CURRENT OWNER INFORMATION**

OWNER (OTHER) NAME Same As Above		TITLE	
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER (WITH AREA CODE)	CELL PHONE NUMBER (WITH AREA CODE)	YEARS IN E-SCRAP BUSINESS	

**3. PERSON FILLING OUT THIS FORM**

NAME Brandon Johnson	TITLE Brandon Johnson
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**4. TYPE OF FACILITY**

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

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

**5. E-CYCLING EQUIPMENT USED**

LIST ALL EQUIPMENT  
Hand tools, Pallet Jacks, Ford Mountaineer, 28 ft. box truck

**6. EXPLANATION OF FACILITY OPERATIONS**

PLEASE GIVE DETAILED STEPS.

Donated items are dropped off at shop, brought into shop and demanufactured by students. The items are sorted and shipped off for recycling.

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

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

Resell \_\_\_\_\_%  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 \_\_\_\_\_  
 Multifunction Machine \_\_\_\_\_  Television \_\_\_\_\_  Other \_\_\_\_\_

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

EPA ID NUMBER, IF APPLICABLE	MO ID NUMBER, IF APPLICABLE	RESOURCE RECOVERY CERTIFICATION NUMBER, IF APPLICABLE
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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

<input type="checkbox"/> Air Permit	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Business Permit
<input type="checkbox"/> Hazardous and Solid Waste Amendments Part II Permit	<input type="checkbox"/> Missouri Hazardous Waste Management Facility Part I Permit	<input type="checkbox"/> Occupancy Permit
<input type="checkbox"/> Resource Recover 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 _____

**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 8.00 % (by weight) of 8.00 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?** YES  NO  INITIALS: \_\_\_\_\_

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 2-8-16
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PRINTED NAME Brandon Johnson	TITLE Teacher
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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	<b>FOR OFFICE USE ONLY</b> DATE RECEIVED <b>FEB 11 2016</b>
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**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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TELEPHONE NUMBER (WITH AREA CODE)	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.

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