

MEMO

Date: Friday 09/23/2015

To: All AVA E-Recycling Personnel

From: QEHS Management

Re: Quality Environment Health & Safety Management System Launch

The AVA E-Recycling facility has now become membered to **ISRI** (Institute of Scrap Recycling Industries) & **RIOS** (Recycling Industry Operating Standard) which is a preparation toward eventual certification under the **R2 / RIOS** standards. Thus we will be implementing a facility wide **Quality Environment Health & Safety Management System (QEHS)** that will involve everybody in their various roles from warehouse & transportation to front office record keeping and customer service. We hope to transition this new system with minimal pain though as with all change we will change but for the better and we'll see continuous improvement as a result. I'll be keeping everyone in the loop as developments and involvement require!

Bob

QEHS Management

QEHS Management System Scope

AVA E-Recycling's QEHS Management System covers its recycling operations at its primary warehouse facilities.

Our warehouse is located at 2000 Bloomingdale Rd. suite 210 performs electronics recycling operations. Operations at this location include:

- Transportation i.e. residential, corporate equipment pick ups (including recycling drives), shipping and receiving inbound /outbound.
- Weighing and segregating and storage of electronics receivables destined for refurbishment, reuse or materials recycling and reclamation.
- Dis-assembly of machines as determined suitable or whole equipment palletized and wrapped for downstream shipment.

and involves approximately 10 employees at a given time (not including temporary hires. The facility covers two warehouse units with a combined 14200 _sq.ft. usage.

Micro Ant Shop & Show Room are exempted from the system. However, since they supply the AVA E-Recycling, they are treated as a supplier within the QEHS Management System and meet all supplier requirements.

AVA E-Recycling has adopted the Responsible Recycling Practices and will be managing the requirements within our **QEHS** management system. As such our scope includes the recycling chain as it relates to focus material, equipment containing focus material, equipment destined for reuse, and transportation.



