|  |  |  |
| --- | --- | --- |
| **Annex 1 to the Contract pursuant to DE-UZ 209**  **Environmental Label for „Take-Back Schemes for Mobile Phones“** |  | **Please use this form!** |

Operator (Applicant):

Designation of the Take-Back Scheme:

Type of the Take-Back options provided (para. 3.1):

* personal handover to authorised person
* in collection boxes/by mail or parcel service
* other description (optional):

Protective packaging (e.g. mailing bags, para. 3.3):

* Single-use packaging made of paper/cardboard

Percentage of recycled fibres:       % (m/m) (should be at least 80 % (m/m) )

other description (optional):

* Reusable packaging made of paper/cardboard

Percentage of recycled fibres:       % (m/m) ≥ 80 % (m/m)

other description (optional):

* Reusable packaging made of plastic

Percentage of post-consumer recyclate:       % (m/m) ≥ 80 % (m/m)

other description (optional):

Organisation(s) charged with take-back and transportation (para. 3.3):

| **Para.** | **Criterion** | **Requirement** | **Confirmation of Compliance** |  | **Compliance Verification** | **Attached Document** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **3.1** | Easy Handover | Personal handover during normal working hours possible or by mail/parcel service | Compliance with the requirement is confirmed. |  | -- | -- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.2** | Take-Back of Complete Devices | Instructions for returning complete devices, if possible, but also for the return of incomplete devices | Compliance with the requirement is confirmed. |  | * Photo | (Annex 2) |
|  |  |  |  |  | * Website address: | www. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.3** | Careful Take-Back and Transportation | * **Collection boxes:**  maximum free height of fall: 60 cm,   weather protection, if applicable   * **Sending by mail/parcel service:** Recommendations for packaging and shipping and, if applicable, packaging aids are available * **Personal handover:** Depositing of the devices without damage * **Transport:** Compliance with relevant provisions of hazardous goods transportation in accordance with GGBefG and GGVSEB as well as careful transportation in accordance with para. 3.3 * **Protective packaging:** Environmentally friendly design in accordance with para. 3.3 * **Quality assurance:** Information of the organisations and persons involved in accordance with para. 3.3 | Compliance with the requirement is confirmed. |  | If applicable:   * Dimensioned drawings and, if applicable, supplementary photos as well as indication of the locations of the collection boxes, copy of the packing recommendation for sending the device by mail or parcel service * Verifications of compliance with the relevant provisions of GGBefG and GGVSEB, copy of the work instructions for the group of persons carrying out take-back operations and transportation. | (Annex 3)    (Annex 4) |
|  |  |  |  |  |  |  |
| **3.4** | Registration of the Devices | Clear registration of each device under its IMEI or another device number, if applicable | Compliance with the requirement is confirmed. |  | -- | -- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.5** | Data Security | * **Protection against theft/ unauthorised access:** pursuant to para. 3.5 * **Instructions for data erasure:** Instructions for the last owner to erase all personal data and to remove all memory cards | Compliance with the requirement is confirmed. |  | * Description of the corresponding measures against theft/unauthorised access as well as a copy of the work instructions * Photo of the instructions for the last owner,  Website address: | (Annex 5)  (Annex 6) www. |

| **Para.** | **Criterion** | **Requirement** | **Confirmation of Compliance** |  | **Compliance Verification** | **Attached Document** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | * **Data erasure:** in accordance with para. 3.5 * **Data erasure reports:** Preparation and filing of data erasure reports which will be made available where required |  |  | * Specification of the data erasure processes used, name of the software used and description of the individual process steps as well as three data erasure reports for different devices * Certification document of the waste management company in accordance with DIN 66399 | (Annex 7)              (Annex 8) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.6** | Inspection of the Devices | Every device is inspected under the evaluation criteria and undergoes the inspection and evaluation steps listed. Inspection reports are prepared for each device, filed for two years and made available to the last owner, when requested.   * At least a visual **inspection upon receipt** * Use of a documented **inspection process** on each device * Description of the **inspection process** on the Website * **Documentation** and filing of the inspection results on the basis of the identification number * Provision of **information** for the last owner | Compliance with the requirement is confirmed. |  | * List including a description of the inspection and evaluation steps; specification of the evaluation criteria applied and their operationalisation as well as a report template for inspection of the individual devices * Listing of the evaluation criteria on the Internet: | (Annex 9)  www. |
|  |  |  |  |  |  |  |
| **3.7** | Preparation for Reuse or Preparation for Further Use | * Reprocessing Organisation certified as Primary Treatment Plant according to Section 21 ElektroG (German Electric and Electronic Equipment Act) * **Check and Repair** in accordance with para. 3.7 * **Quality Control** and safety check documented in an inspection report | Compliance with the requirement is confirmed. |  | * Certificate of the Primary Treatment Plant (EBA - *Erstbehandlungsanlage*) in accordance with Section 21 ElektroG * Description of the individual steps of the technical test, evidence of an existing repair infrastructure and  evidence of the qualification of the persons responsible for the safety check as electrical engineering specialists * Report template | (Annex 10)  (Annex 11)        (Annex 12) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.8** | Extraction of Spare Parts | Extraction of spare parts from devices unsuitable for further use or reuse | Compliance with the requirement is confirmed. |  | List of regularly extracted parts, Website address: | (Annex 13) www. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.9** | Making Available on the Market Again | * Registration of the IMEI * Ensuring the erasure of all personal and other data * Successful passing of all processes in preparation for further use or reuse * Compliance with all legal requirements * Report on the final quality control | Compliance with the requirement is confirmed. |  | -- | -- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3.10** | Recycling of Non-reusable or Non-further-usable Devices | * Certification of the Primary Treatment Plant in accordance with Section 21 ElektroG and ISO 9001, ISO 14001 or EMAS * Separate disposal of rechargeable batteries | Compliance with the requirement is confirmed. |  | * Evidence that the devices are forwarded to a certified Primary Treatment Plant (EBA - Erstbehandlungsanlage) as well as certification documents of the primary treatment plant | (Annex 14) |
|  |  |  |  |  |  |  |
| **3.11** | Mass Flow Verification | Annual documentation of the mass flows in accordance with para. 3.11 | Compliance with the requirement is confirmed. |  | Number of the   * + devices received | **A =**       **Total mass =** |
|  |  | **A = C + E + F** |  |  |  |  |
|  |  |  |  |  | * + devices prepared for further use or reuse | B =       Total mass = |
|  |  |  |  |  |  |  |
|  |  |  |  |  | * + devices made available on the market again | **C =**       **Total mass =** |
|  |  |  |  |  |  |  |
|  |  |  |  |  | * + devices that have been taken apart for spare parts | D =       Total mass = |
|  |  |  |  |  |  |  |
|  |  |  |  |  | * + devices forwarded to recycling | **E =**       **Total mass =** |
|  |  |  |  |  |  |  |
|  |  |  |  |  | * + devices that, so far, have neither been made available on the market again nor forwarded to recycling | **F =**       **Total mass =** |
|  |  |  |  |  |  |  |
|  |  |  |  |  | * Evidence of the respective mass flows; List of the marketing regions (C) | (Annex 15) |

**Annexes to the Contract**

Please use this form of Annex 1 to the Contract.

Please attach the following Annexes to the application documents.

Annex 2: Photo of the instructions for returning the devices in their entirety, if possible (para. 3.2)

Annex 3: Dimensioned drawings and, if applicable, supplementary photos as well as indication of the locations of the collection boxes; Copy of the packing recommendation for sending the device by mail or parcel service (para. 3.3)

Annex 4: Verification of compliance with the relevant provisions of GGBefG and GGVSEB;  
Copy of the work instructions for the group of persons carrying out take-back operations and transportation (para. 3.3)

Annex 5: Description of the measures against theft/unauthorised access as well as a copy of the work instructions (para. 3.5)

Annex 6: Photo of the instructions for the last owner for data erasure and removal of storage media (para. 3.5)

Annex 7: Specification of the data erasure processes used, name of the software used as well as description of the individual process steps; Three data erasure reports for different devices (para. 3.5)

Annex 8: Certification document of the of the waste management company pursuant to DIN 66399 (para. 3.5)

Annex 9: List including a description of the inspection and evaluation steps;  
Specification of the evaluation criteria applied and their operationalisation;  
Report template for inspection of the individual devices (para. 3.6)

Annex 10: Certificate of the Primary Treatment Plant (EBA - *Erstbehandlungsanlage*) in accordance with Section 21 ElektroG   
(para. 3.6 - Preparation for Reuse / Further Use)

Annex 11: Description of the individual steps of the technical test;  
Evidence of the existing repair infrastructure;  
Evidence of the qualification of the persons responsible for the safety check as electrical engineering specialists (para. 3.6)

Annex 12: Report template for quality control and safety check (para. 3.6)

Annex 13: List of regularly extracted parts (para. 3.8)

Annex 14: Evidence that the devices are forwarded to a certified Primary Treatment Plant (EBA - Erstbehandlungsanlage)   
Certification documents of the primary treatment plant in accordance with Section 21 ElektroG and ISO 9001, ISO 14001  
or EMAS (para. 3.10 - Recycling of Non-reusable or Non-further-usable Devices)

Annex 15: Evidence of the respective mass flows;  
List of the marketing regions (C) (para. 3.11)

Place:

Date:

Applicant:

(Authorized signature

and company stamp)