

ADDITIONAL TERMS AND CONDITIONS REQUIRED FOR SIN 899-5, Materials and Waste Recycling and Disposal Services. In an effort to support safe and protective recycling and disposal efforts and encourage improvements in best management practices the offeror is required to submit the following:

- a.) Provide a summary of documentation process used through final disposition of all materials obtained and/or generated. (Required if offering recycling and/or disposal services).
- b.) Provide a summary of methods used for tracking material to final destination. (Required if offering recycling and/or disposal services.)
- c.) Acknowledge understanding and/or compliance with environmental laws and regulations and guidelines pertaining to recycling and/or disposal.
- d.) Provide a summary of firm's data security process (e.g., process used for destruction of hard drives). (Required if offering recycling services.)
- e.) Provide a summary of warehousing process. (Required if offering recycling services.)
- f.) Provide process flow identifying ownership of all parts involved in electronic recycling (e.g., transfer of CERCLA liability). (Required if offering recycling services.)
- g.) In the event subcontractors are used for recycling and/or disposal services, the Offeror must identify who the subcontractors are OR certify that the Offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. This is to ensure adequate tracking of recycling and/or disposal process.
- h.) Firms providing electronic recycling services and/or ewaste disposal are required to provide a copy of third party certification such as R2 or E-Steward with submission of offer. If adding these types of services after award of contract through the modification process, firm will be required to submit certification with modification request.

If firm is offering general recycling and/or disposal services but not intending to perform any electronic recycling and/or ewaste disposal, please state so in offer submission.