



Dispose of Electronics Conveniently. And be R2 Compliant at the Same Time.



UNICOR operates a nationwide network of electronics recycling centers to convert your donated electronics into recyclable materials for resale to registered vendors.

Convenience and compliance come standard with UNICOR's recycling services, plus we make it easier for you.

There are many reasons to trust your recyclables to UNICOR:

- Together we can help reduce landfill congestion
- Together we can help make the environment cleaner

- Your participation helps provide valuable skills and experience to reduce federal inmate recidivism
- We'll take care of the paperwork for you to dispose of the property
- We're R2 (recycling certification) certified, allowing us to handle the destruction of sensitive information

UNICOR's unique full-service recycling program is an integrated part of a national e-scrap solution. Our commitment to the environment extends to our vendors, who are required to sign no-landfill certifications, follow a restrictive export policy, and agree to site inspections.



Why We Recycle

Within the next five years, more than 250 million computers will become obsolete, producing nine billion pounds of e-scrap, and posing enormous environmental concerns. By turning waste into a commodity from de-manufacturing into residual materials, or reconditioning for reuse, the Recycling Business Group is responding to the challenge.



Our Commitment to Responsible Recycling

Our Electronic Recycling Statement of Principles includes:

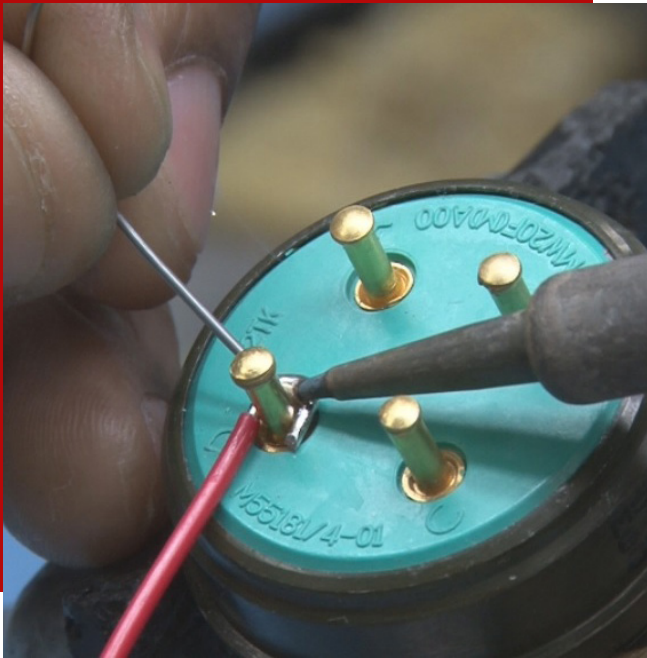
- Providing a safe and secure work and training environment for inmates and UNICOR staff
- Meeting or exceeding all applicable environmental, health, and safety laws and regulations at the federal, state, and local levels
- Ensuring that factory processes and practices prevent pollution of the environment, and protect worker safety, preventing injury and ill health
- Ensuring that all focus materials are managed properly on site. This includes conducting due diligence investigations of downstream vendors handling focus materials to ensure they are handled safely and legally by all

Who Can Donate Their Recyclables to UNICOR?

UNICOR accepts items from our federal customers. We are also permitted to accept recyclables from local governments and non-profit organizations. Due to security concerns, however, we are unable to accept drop-offs from private citizens, please contact Christopher.L.Steverson@usdoj.gov with any questions.

Please review our list of accepted and unaccepted items, packaging instructions, and our operating locations. Contact the UNICOR recycling facility nearest you to arrange a pickup or drop-off. Plus, review the recycling vendor registration instructions when purchasing e-scrap from UNICOR.

- Establishing objectives and targets to foster continual improvement in all aspects of factory operations
- Obtaining third-party certifications from qualified, independent experts to provide ongoing verification of the soundness of factory operations. These certifications include RIOS and Responsible Recycling (R2v3).
- Processing all incoming material on a hierarchy of responsible management strategies as follows:
 - Reuse – unless a customer directs otherwise
 - Materials Recovery – applies to equipment and components not directed to reuse
 - Energy recovery – For secure destruction of some forms of data storage media
 - Disposal in a landfill – For some non-electronic waste such as wood and packaging, when reuse or recovery markets are not available
- Ensuring that our data security practices fully meet our customer needs and the requirements of R2v3
- Reviewing policies on a continual basis, but at least once per operating year



UNICOR Can Accept the Following:

Answering Machines	Mainframes and Servers
Audio/Visual Equipment	Microfiche Readers
Bar Coding Equipment	Microscopes
Cable TV Boxes	Modems
Calculators	MP3 Players
Cameras	Nintendos
CD ROM Drives	Oscilloscopes
Circuit Boards	PDA's
Communication Systems	Peripherals
Computer Equipment	Phones (cell, desk, digital VOIP, satellite, and secure)
Computer Scrap (Copper and Plastic)	Play Stations
Copiers	Plotters
Desk Top Computers	Power Supplies
DVD Players	Printers
Fax Machines	Telephone/Systems
Floppy Drives	Telescopes
Game Boys	Flatscreen Televisions
GPS Devices	Test Equipment
Hard Drives and Memory	Tower Computers
Ink/Toner Cartridges	VCR Players
Laboratory Equipment	X-Boxes
Laptops	

Electronics Items and Materials Accepted for Recycling

There is so much to gain from recycling:

- **Federal agencies** – Recycling electronics scrap and items helps federal agencies meet Executive Order 13693
- **Local governments and private citizens** – Through recycling, obsolete electronic items are kept out of landfills
- **Dealers** – Stand to benefit financially through purchasing our reconditioned equipment and recycled materials

Items Not Accepted

Acids	Microwaves
CRTs or Tube TVs/	Oil- or PCB-containing devices
Film, photos	Paints/Liquids of any kind
Furniture or file cabinets	Radioactive materials (such as ION Scanners)
Household appliances	Refrigerants
Magnetic tapes of any kind	

UNICOR Accepts the Following Items Under Special Circumstances:

- **Batteries** – All rechargeable dry- and wet-cell batteries still in devices. (Alkaline batteries are not hazardous and may be simply be disposed of in the trash.)
- **Negatives** – we will accept and securely destroy negatives for existing federal Government customers that have data security concerns.
- **Floppy Disks** – we will accept and securely destroy floppy disks for existing federal Government customers that have data security concerns

Please contact UNICOR regarding items you may have that are not listed, or other questions.

Packaging Instructions

Materials for recycling must be packaged by the customer for pickup. Please take note of the following guidelines:

- The material must be placed on pallets, either in Gaylord boxes or shrink wrapped directly to the pallet.
- By packing the items tightly on the pallet or within a Gaylord box, breakage and shifting is diminished.
- By using pallets, the material can be loaded and/or unloaded in an efficient and safe manner. The use of a forklift and loading dock is therefore required.
- If an item is bigger than a pallet or Gaylord (such as cabinets or mainframes or any other large electronic item), the item must be placed in the trailer in such a way that it can be loaded and unloaded easily.



Printers:

- Printers should be placed on skids and tightly shrink wrapped if they are able to be stacked in a safe manner.
- Alternatively, printers are to be placed neatly in Gaylord containers or boxes.
- Gaylord boxes must be secured on a pallet.

Small Items:

- Mice, keyboards, and cables can also be placed in a Gaylord or smaller box. The Gaylord box must be secured on a pallet for loading/unloading efficiency.

Pallet Identification:

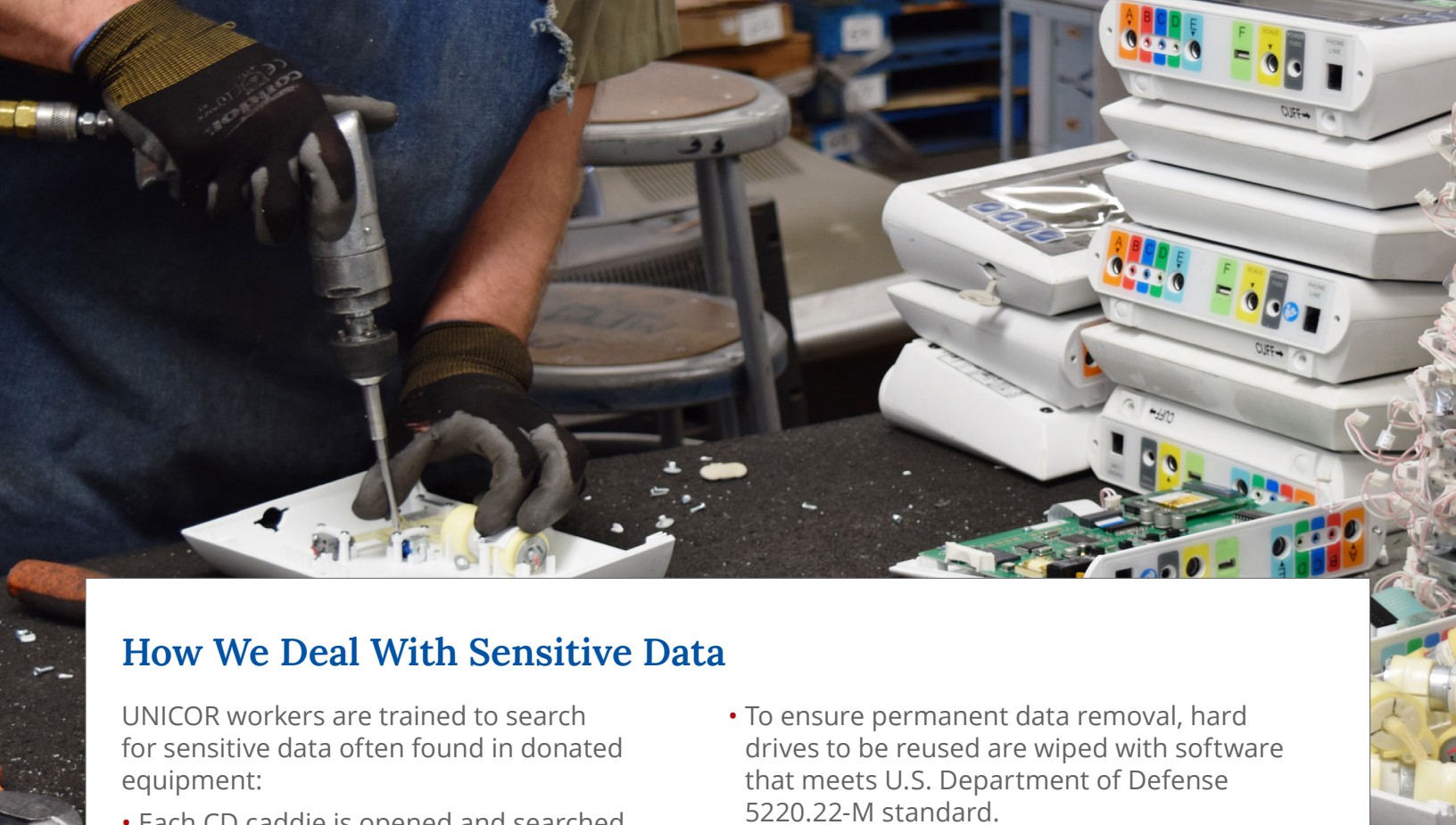
- Each pallet must be marked/labeled with point of origin (please write company name and date of shipment on pallet with permanent marker).

Monitors:

- Monitors should be placed on skids and stacked no more than five (5) tiers high.
- Cardboard should be placed between each tier.
- The monitors should be placed face down on the cardboard to protect the screens.
- Tightly wrap each layer several times with shrink wrap.
- Pull the shrink wrap tight to ensure the product does not shift or come apart during shipment.

CPUs:

- CPUs should be placed on skids and stacked no higher than five (5) feet before being tightly shrink-wrapped.



How We Deal With Sensitive Data

UNICOR workers are trained to search for sensitive data often found in donated equipment:

- Each CD caddy is opened and searched.
- CDs that are marked 'Sensitive for Official Use' are returned to the donor, and all other CDs are destroyed.
- All asset tags (property tags) and/or other identifying marks are removed and destroyed.

- To ensure permanent data removal, hard drives to be reused are wiped with software that meets U.S. Department of Defense 5220.22-M standard.

The following are examples of items that may contain data. UNICOR destroys these items using state-of-the-art equipment:

CD Rom Drives • Cellular Phones • Compact Disks • Copiers • Flash Drives • Hard Drives • PDAs • Printers • Tablets

Purchasing Recycled Electronics from UNICOR

Certain vendors may purchase recycled electronics from UNICOR. The following factors are important to note:

- UNICOR does not sell to retail customers – only to certified and registered recyclable vendors.
- UNICOR warrants the disposition of recyclable materials processed in its operations for compliance to all applicable federal, state, and local regulations.
- To ensure the highest standards of recycling are achieved, UNICOR requires buyers to certify the ultimate disposition of all materials.
- By completing the vendor registration package, vendors agree their company/organization follows federal, state and local regulations.

- UNICOR has guaranteed to their material providers a 'due diligence' process has been completed to ensure them all vendors and re-processors utilized by UNICOR follow all requirements to meet federal, state, and local environmental laws and regulations.
- Once a packet is submitted, UNICOR will review and determine if an applicant meets all requirements to be certified as an eligible recyclables buyer and permitted to bid on auction lots of commodities and reusable electronics.

Contact Antwoine.Davis@usdoj.gov or call (202) 305-3953 for the required vendor registration packet. Importantly, each of the eight (8) forms in the Vendor Registration Packet must be completed and returned electronically.



Our Commitment to Environmental Stewardship

UNICOR is a responsible steward of the environment. Our recycling operations meet all national standards. UNICOR facilities are regulated by the same agencies that regulate commercial e-cycling facilities.

In addition to UNICOR's restrictive no-landfill policy pertaining to electrical components, the UNICOR Recycling Business Group complies with all required standards and each institution is staffed with a full-time Safety Manager. UNICOR locations are fully permitted, where required, by state environmental regulatory agencies.

Changing Lives Through Recycling

UNICOR's recycling program gives approximately 900 federal inmates an opportunity to voluntarily participate in a work program. While developing job skills, these inmates improve their self-worth and prepare for release. Inmates use their earnings to pay victim restitution and court-ordered fines, as well as family and child support obligations.

Teaching Essential Skills

The Recycling Business Group provides essential training to its inmate workers, preparing them to be productive individuals upon release, and providing them the opportunity to participate in reducing the amount of e-waste in public landfills. Training includes:

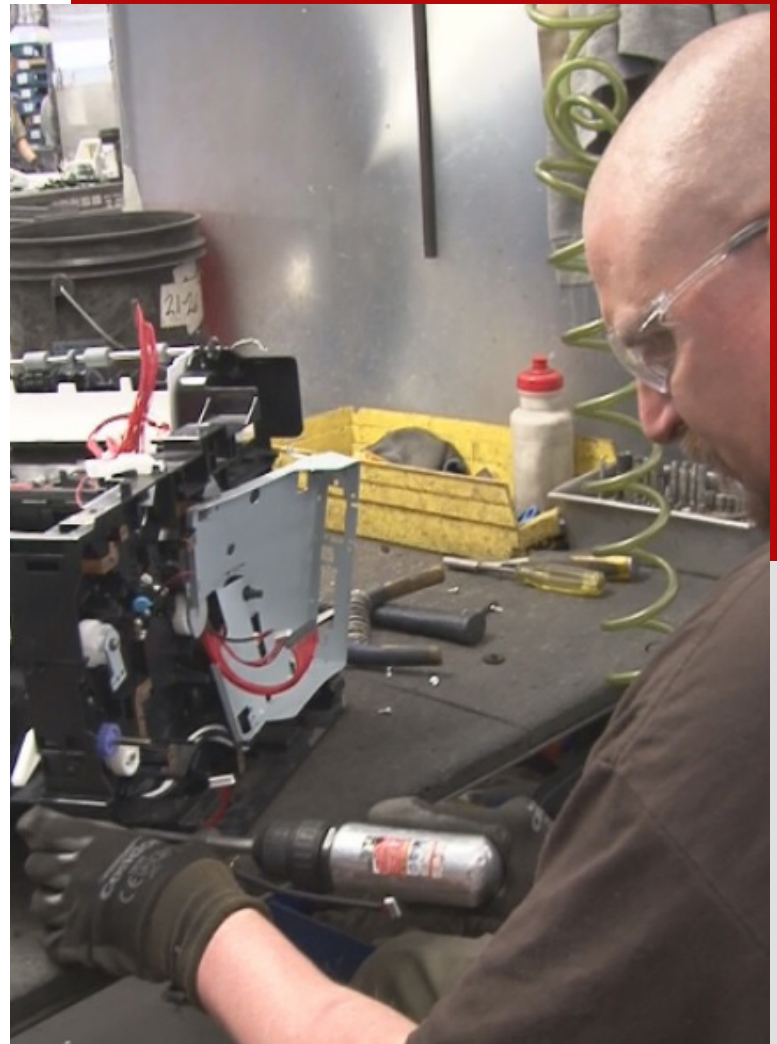
- Hazardous materials handling
- Identification and segregation of electronic components
- Proper operation of equipment
- Electronics assessment
- The opportunity to obtain their GED and A+ Certification.

Demonstrating Compliance

UNICOR has engaged professional, independent organizations to conduct third-party inspections and verify environmental compliance efforts. Our facilities have undergone technical reviews of their ability to perform effective, responsible recycling activities, including safety procedures, and materials handling and disposition. In 2011, all UNICOR recycling facilities obtained Responsible Recycling (R2) Certification.

3rd Party Inspections

- Safety Manager
- DTSC (Department of Toxic Substance Control), California
- New Jersey DEPA
- Pennsylvania DEPA
- Department of Defense
- Customer Inspections/Reviews
- Bureau of Prisons Program Reviews/Inspections
- Third Party Auditors



Test Monitoring

- Air/Wipe Test

Training

- DeMil
- Monthly Health & Safety Training
- RIOS Training / R2 Training / OHSAS Training
- Pre-Industrial Training (Recycling) Staff / Inmates



Certifications & Permits

Each UNICOR facility operates in compliance with all required standards and each institution is staffed with a full-time Safety Manager. UNICOR locations are fully 'State Authorized to Operate' or 'permitted,' where required, by state EPA regulations.



Demonstrating Compliance

UNICOR has engaged professional, independent organizations to conduct third-party inspections and verify environmental compliance efforts. UNICOR facilities have undergone technical reviews of their ability to perform effective, responsible recycling activities, including safety procedures, and materials handling and disposition.

The following UNICOR recycling facilities have obtained Responsible Recycling (R2) Certification:

- **Atwater, CA**
- **Texarkana, TX**



UNICOR Recycling Locations

West

California – Dublin

(Drop-Off / Collection Center Only)

California – Atwater

(Recycling Facility & Drop-Off Center)

California - Terminal Island

(Recycling Facility Only)

Central

Colorado - Englewood

(Drop-Off / Collection Center Only)

Kansas – Leavenworth

(Drop-Off / Collection Center Only)

Texas - Fort Worth

(Drop-Off / Collection Center Only)

Texas - Texarkana

(Recycling Facility and Drop-Off Center)

East

New York - Brooklyn

(Drop-Off / Collection Center Only)

Pennsylvania - Schuylkill

(Recycling Facility & Drop-Off Center)

Maryland - Landover

(Drop-Off / Collection Center Only)

Georgia – Atlanta

(Drop-Off / Collection Center Only)

Florida – Marianna

(Drop-Off / Collection Center Only)

Pledging to protect the environment with a TRUE Green Solution, UNICOR offers nationwide and economical recycling of computer and electronics items. Our recycling factories comply with required certifications. The environmentally sound processing of computer and electronics equipment, health and safety of our workers is paramount.



Making Change Possible

The Federal Prison Industries program (now operating under the trade name UNICOR) was established in 1934 by an Executive Order issued by President Franklin D. Roosevelt. Now, many years later, the program continues to operate at no cost to taxpayers and benefits communities across the Nation by creating safer prisons and reducing inmate recidivism.

Social responsibility underscores everything we do. By providing a platform of job and life skills training along with work experience, we increase offenders' chances of securing meaningful post-release employment and becoming a contributing member of society.

Research shows that offenders who participate in the UNICOR program are 24% less likely to return to criminal activity and 14% more likely to obtain employment upon release from prison, compared to those without similar experience.

UNICOR invests in America by reducing crime, and its costs and consequences. For every dollar spent on correctional industry programs, a substantial amount is saved in future criminal justice costs (e.g., arrests, convictions, incarceration, crime victimization and post-release supervision).

Ultimately, UNICOR helps keep America safe, reduces public assistance costs, and compensates victims of crime. It also supports local businesses via the purchase of raw materials, promotes the viability and health of our communities, and effectively reduces crime's revolving door.