

WEEE ADVISORY BODY

SPECIFICATION

**FOR THE REUSE OF
WASTE ELECTRICAL AND ELECTRONIC
EQUIPMENT (WEEE)
AND
USED ELECTRICAL AND ELECTRONIC
EQUIPMENT (EEE)**

Draft Final

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1 FOREWORD

1.1 Background

- 1.1.1 This specification was developed by the WEEE Advisory Body (WAB), who advise the UK Government Department for Business Enterprise and Regulatory Reform (BERR), later reorganized into the Department for Business Innovation and Skill (BIS). The WAB set up a Task Group on Reuse in July 2008 to focus on this issue.
- 1.1.2 The WAB Task Group decided to address the reuse of WEEE & EEE in consultation with interested stakeholders from trade associations, business involved in EEE & WEEE, public bodies involved in regulation of WEEE, and academia.
- 1.1.3 The origins of this guideline are based on the work of the UNEP Mobile Phone Partnership Initiative 'Guideline on the Refurbishment of Used Mobile Phones' published 15th May 2008.
- 1.1.4 The WAB Reuse Task Group also identified stakeholders who were invited to contribute their knowledge, experience and interest in this area to the development of this specification.

1.2 Aims

The main aims of this specification are to: -

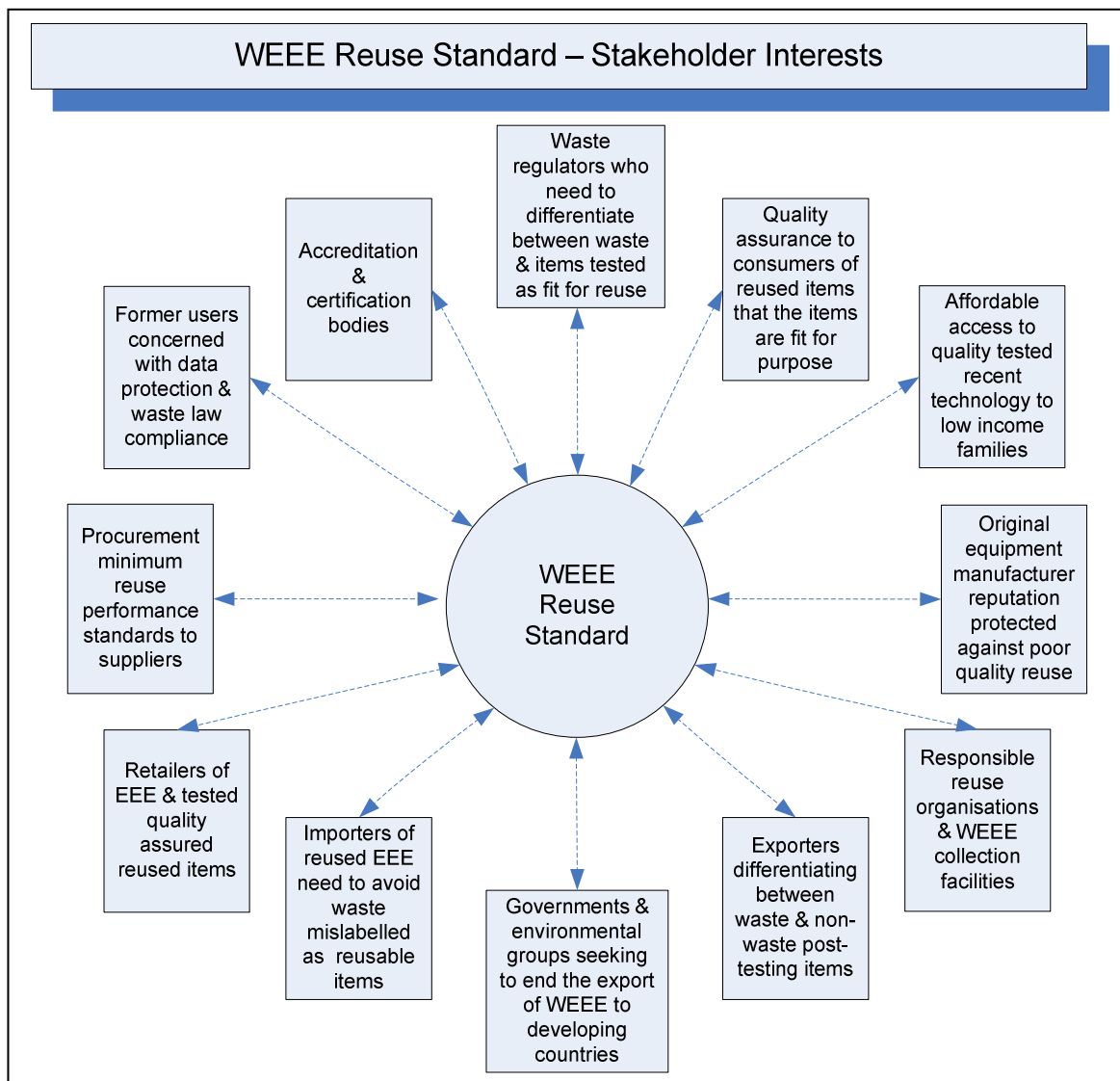
- 1.2.1 Assure and protect consumers of the quality and safety of reused WEEE and EEE
- 1.2.2 Encourage job creation in organisations involved in WEEE and EEE reuse
- 1.2.3 Reduce waste to landfill and incineration by diverting waste to reuse
- 1.2.4 Deter the export of items mis-described as being fit for reuse to developing countries that has led to dumping of large amounts of non working and difficult to dispose of WEEE with associated problems in dealing with the hazardous elements of WEEE.
- 1.2.5 Provide a tool for regulatory authorities to identify used EEE & WEEE items that have been subject to a bona fide test to differentiate waste from non-waste items
- 1.2.6 Encourage the reuse of WEEE as favoured by environmental groups and in Article 1 of the EU WEEE Directive.

1.3 Adopting This Specification

- 1.3.1 Stakeholders may wish to adopt this specification to publicly demonstrate to competent authorities their intention to comply with policy and statute and to achieve best practice standards for the reuse of WEEE & EEE.
- 1.3.2 Adoption of this specification will encourage the use of a consistent framework of common and clearly defined procedures understood by all that illustrates where and how reuse processes have been followed to ensure WEEE and or used EEE has been assessed as being fit for purpose for reuse.
- 1.3.3 Any user claiming compliance with this specification is expected to be able to justify any course of action that deviates from its recommendations.
- 1.3.4 Organisations for which this specification is intended to be of use include: -
 - W/EEE Reuse & Refurbishment facilities (including WEEE Approved Treatment Facilities)
 - W/EEE Repair facilities
 - Any organization that is involved in buying or selling refurbished EEE (including WEEE producer compliance schemes)
 - Environmental and other regulatory agencies and authorities
 - Environment and community groups involved with W/EEE reuse
 - Distributors involved with W/EEE reuse
 - Manufacturers of EEE
 - Consumers of refurbished W/EEE
 - WEEE collection organisations & WEEE collection facilities.

2 SCOPE

- 2.1 The specification provides requirements on the best practice processes to be followed by organisations involved with the reuse of waste electrical and electronic equipment (WEEE) and used electrical and electronic equipment (EEE).
- 2.2 The words “should” and “shall” are used to express requirements of this specification. The word “may” is used to express permissibility of an alternative to the primary recommendation of the clause. The word “can” is used to express the possibility of, for example, a consequence of an action or an event.
- 2.3 Stakeholders known to be interested in this Specification are depicted below: -



3 DEFINITIONS

These definitions are included to ensure the terms and phrases used in this specification are commonly understood.

- “**collection**” means the gathering of waste, including the preliminary sorting and preliminary storage of waster for the purposes of transport to a waste treatment facility
- “**competence**” means a person with the necessary training and experience, and with access to the requisite tools, equipment and information, and capable of carrying out the defined task
- “**disposal**” refers to the handling, storage and treatment of waste that excludes waste which is reused, recovered or recycled
- ‘documented’ – shall apply to documents produced in both written and electronic format
- “**EEE**” is the abbreviation for electrical and electronic equipment, as defined in the WEEE Directive (see below)
- ‘**hazardous waste**’ is waste that is harmful to human health or the environment, either immediately or over an extended period of time. Hazardous wastes may be defined as such by legislative instruments because they have certain hazardous properties such being flammable, toxic, carcinogenic, etceteras.
- “**recovery**” means any operation the principal result of which is waste serving a useful purpose by replacing other material which would otherwise have been used to fulfil a particular function.
- “**recycling**” means the reprocessing in a production process of the waste materials for the original purpose or for other purposes, but excluding energy recovery which means the use of combustible waste as a means of generating energy through direct incineration with or without other waste but with recovery of the heat;
- “**remanufacturing**” is a process of returning used product to at least its original performance with a warranty that is equivalent to or better than that of the newly manufactured product;
- “**repair**” means the correction of a technical fault to return the item to reuse; this may involve the addition of missing or the replacement of faulty parts of components by equivalent parts
- “**reuse**” or ‘re-use’ = means any operation by which whole items of equipment or parts or components that are not waste are used again for the same purpose for which they were conceived,
- “**separate collection**” refers to the collection of WEEE separately from unsorted municipal waste, a requirement of the EU WEEE Directive
- “**stakeholder**” means a person or organisation with an interest (or ‘stake’) in the success or failure of a particular issue;
- “**treatment**” means any activity after the WEEE has been handed over to recovery or disposal operations including preparation prior to recovery or disposal;
- “**waste**” means any substance or object which the holder discards or intends or is required to discard. Items may be waste even if they have a positive financial value
- “Waste Framework Directive” (WFD) means Directive 2006/12/EC of the European Parliament
- “**waste management**” means the collection, transport, recovery and disposal of waste, including the supervision of such operations and the after care of disposal sites and including actions taken as a dealer or broker;
- “**WEEE**” is the abbreviation for waste electrical and electronic equipment
- “**WEEE Directive**” means Directive 2002/96/EC of The European Parliament

4 SPECIFICATION APPLICABLE TO WEEE & EEE REUSE FACILITIES

4.1 The WEEE Reuse & Refurbishment Process

- 4.1.1 The refurbishment process shall be documented in paper or electronic format with acceptance / rejection criteria recorded
- 4.1.2 All former user identification shall be removed
- 4.1.3 Manufacturers labels shall be left but the reused item must be identified as such and separated from new items
- 4.1.4 Bio-hazard residues may need to be cleaned from food preparation & storage items.
- 4.1.5 Cosmetic cleaning shall be optional – the new user may undertake this.

4.2 Visual Inspection

Visual Inspection tests should be documented in paper or electronic format including criteria to identify items unfit for reuse due to but not limited to the following criteria: -

- 4.2.1 Cracked casing or sharp edges that could cut or scratch
- 4.2.2 Exposed wiring / parts that could lead to electric shock injury & risk of fire
- 4.2.3 Water or battery damaged equipment should not be connected to electrical power source
- 4.2.4 Missing components or parts that will impair functionality (for example, missing cables, remote controls, transformers, etc.)
- 4.2.5 Cosmetic damage; minor blemishes may be acceptable depending upon equipment type and intended market.

4.3 Electrical Safety Test

- 4.3.1 For WEEE & EEE items, the risk to the safety of users from electric shock must be assessed.
- 4.3.2 The test process should be documented in paper or electronic format
- 4.3.3 The test process shall comply with the tests for safety as specified in the International Electrotechnical commission (IEC) “Code of Practice for In-Service Inspection and Testing of Electrical Equipment”, ISBN: 978-0-86341-833-4.
- 4.3.4 Test equipment shall be calibrated in accordance with the manufacturers’ guidance.
- 4.3.5 The test process must clearly show how major components are identified and tested. The process should also detail how the whole unit is proven to be functionally fit for purpose.

4.4 Functionality Test

- 4.4.1 The test process should be documented in paper or electronic format and each element of the test carried out as described in the process procedures.
- 4.4.2 The functionality test shall test that the whole item is functionally ‘fit for purpose’ to meet the ordinary use for which it was originally placed on the market
- 4.4.3 The reuse organisation should use the original equipment manufacturer user manual for the item if available or if not will follow the process documented
- 4.4.4 Product Specific Protocols may be developed detailing functionality tests for specific W/EEE product types. These may exist or need to be developed for products such as mobile telephones, computers, refrigerators, freezers, ovens, etceteras.
- 4.4.5 Such product specific protocols may be developed separately from this specification but should be referred to by the reuse and refurbishment organisations in the documentation and records of functionality tests undertaken.
- 4.4.6 Items that are incomplete may be transferred from one organisation to another for continuance of repair and refurbishment but transboundary movement may be restricted where non-fully functional equipment may be considered waste.

4.5 Data Eradication

- 4.5.1 Eradication of protected and confidential data and copyrighted non-transferable software shall be carried out on data bearing items where applicable
- 4.5.2 Eradication shall be done by appropriate tools that comply with Government & national security organisations' requirements
- 4.5.3 The data eradication process and tools used shall be documented
- 4.5.4 Proof of testing / eradication carried out shall be recorded
- 4.5.5 Faulty data media shall be destroyed to prevent unauthorised access to confidential data
- 4.5.6 This part of the process may be combined with the functionality test phase.

4.6 Repair

Repair is encouraged to try to divert and / or recover items from the waste stream. Items may be identified as in need of repair by the tests described above.

- 4.6.1 Care shall be taken to ensure that prolonging the life of a product does not result in the product exceeding the expected life of some of the components in the product which may result in safety or system critical functions being compromised.
- 4.6.2 The reuse organisation that disassembles and/or changes any part, component, software or accessory shall be responsible for the quality of the introduced component.
- 4.6.3 When making any changes, the reuse organisation shall make sure and take responsibility for ensuring that the product meets all relevant regulatory requirements relating to the market into which the product is to be resold.
- 4.6.4 Only manufacturer specified genuine, generic or refurbished genuine parts should be used for safety or system critical functions. Failure to use appropriate replacement parts has the potential to alter a product's compliance with both operational and safety standards and therefore shall be avoided.
- 4.6.5 Pattern parts may be used in non safety or system critical repairs. Pattern parts are non-OEM parts that have comparable quality and serve the same purpose as the relevant OEM component and are used where OEM parts are not available. Also, pattern parts may be deemed to be economically unviable, that is the cost of adding the part may take the overall cost of the whole item above the known market price for that item.
- 4.6.6 Reuse organisations shall ensure that parts used in the repair / refurbishment process comply with the rated operational characteristics specified by the original equipment manufacturer.
- 4.6.7 Electro magnetic compatibility testing may be required if safety and system critical parts have been changed from those specified by the original equipment manufacturer.
- 4.6.8 Any item that is repaired shall be subject to the same testing / re-testing for electrical safety and functionality referred to elsewhere in this specification.
- 4.6.9 The item may be repairable technically but may be deemed 'beyond economic repair' where the costs of the repair may be greater than the revenue from the resale value of the item. The reuse organisation shall determine which items are repairable based upon knowledge of the prevailing conditions of the markets in which they operate.

4.7 Authorized Software Use

- 4.7.1 Only licensed software may be used where software is a component of the W/EEE; use of unlicensed Software theft or 'software piracy' is not permitted.
- 4.7.2 Where software is a component of the W/EEE, refurbishment and reuse organisations should not add or update software that would change the rated operational characteristics specified by the original equipment manufacturer, as this may affect compliance of the original manufacturer's specifications.
- 4.7.3 Where software is properly transferable and without that software the product will not operate the software license label shall not be removed from the product

4.8 Traceability / identification throughout the reuse process

- 4.8.1 Equipment should be tracked and identified at all stages of the reuse process and records retained in an easily accessible format to verify process claims to assessment bodies.
- 4.8.2 Items shall be tracked individually so as to be able to separate items for reuse from items for recycling or waste disposal.
- 4.8.3 Where possible, item serial numbers as assigned by the original equipment manufacturer shall be used to track the item.
- 4.8.4 Each stage of the process shall be separately reported on so that the progress of each item through the various stages of the process can be monitored.
- 4.8.5 The reuse organisation shall be able to demonstrate which stages of the reuse process have been completed and any outstanding for any item at any part of the process.

4.9 Reuse Label

A Label shall be applied to items that have successfully completed an evaluation in accordance with this specification for the reuse process and been tested as fit for reuse. The label shall contain the following minimum basic information in text of a readable size: -

- Reuse organisation name
- Contact details and reuse organisation identification
- Date test completed
- Unique Item identification Number (either OEM serial number or reuse organisation number)
- Reference to the tests having been carried out in accordance with this specification.

4.10 Disassembly

- 4.10.1 Many EEE and WEEE items may require disassembly for testing, repair, refurbishment or recycling activities to proceed.
- 4.10.2 Disassembly shall be carried out with due regard for the removal of parts and components in such a way as to minimize the risk of damage to the parts where such parts are to be considered for reuse.
- 4.10.3 Components shall be identified by type so as to facilitate their reuse.
- 4.10.4 Parts that have been tested and passed fit for reuse shall have the test process documented and the results of any tests recorded.
- 4.10.5 Parts that are not tested shall be identified as untested parts and separated from all tested parts.
- 4.10.6 Reclaimed parts and components shall be handled and stored in suitable containers appropriate to the work environment (for example, dust or waterproof, shock resistant, etceteras) so as to protect the components and to facilitate their reuse.
- 4.10.7 Items for material reclamation by recycling shall be stored in appropriate containers as required by waste management regulations.

4.11 Competence

- 4.11.1 Competence of people working in and for reuse organisations shall be assessed so that the necessary training and experience is identified and provided where required.
- 4.11.2 Competence also means access to the requisite tools, equipment and information is provided so that people working within and for the reuse organisation can perform their jobs.
- 4.11.3 The management of the reuse organisation shall monitor performance and verify the people working in and for the reuse organisation are capable of carrying out the defined tasks.

4.11.4 The process for assessing competency shall be documented and records of competency assessments and training shall be maintained for all reuse organisations.

4.12 Careful Handling of Items through the Reuse Process

- 4.12.1 The collection and transport of WEEE and used EEE shall be carried out in a way which optimises reuse and recycling of those components or whole appliances capable of being re-used or recycled.
- 4.12.2 Documented processes should exist describing how to separate WEEE and or EEE for reuse from that that will be recycled for raw materials recovery due to damage, wear, age or performance.
- 4.12.3 EEE destined for reuse should be managed in a manner that will avoid cosmetic damage to external surfaces and accessories so as to maximize reuse value.
- 4.12.4 Electro-static discharge to exposed components should be considered.
- 4.12.5 Care should be taken to avoid damage during transportation.
- 4.12.6 Consideration should be given to avoiding contamination from EEE / WEEE
- 4.12.7 Heavy items should be stored in such ways as to prevent them crushing or falling upon and damaging smaller / less robust items
- 4.12.8 Care should be taken where items contain liquids, gas or hazardous materials to ensure that such substances are stored and disposed of in a safe manner.

4.13 Description of Reused W/EEE

- 4.13.1 Any reused EEE or WEEE that is offered for reuse shall be clearly identified as in any sales literature and promotions, including web-sites and direct mailings as: -
 - “Reused Equipment”
 - “Refurbished Equipment”
 - “Used Equipment”
 - “Second Hand Equipment”
- 4.13.2 Any item that has failed any of the tests set out above in this specification and not been repaired shall not be offered for reuse or described as being fit for reuse.

4.14 Export for Reuse or Recycling

- 4.14.1 Export of W/EEE for reuse from the country of origin should only take place after the reuse organisation has used all reasonable endeavours to verify that the reprocessor (the recycler / reuse organisation) in the receiving country operates to the same environmental and safety standards as operate in their own country.
- 4.14.2 Where reuse organisations are exporting reused EEE and or WEEE to other countries, care should be taken to ensure compliance with all applicable laws governing product imports, technical standards, labeling and health and safety requirements.
- 4.14.3 Reused EEE and refurbished WEEE resold into foreign markets should be reasonably packaged and handled in a manner that is consistent with their planned journey to where they are to be reused.
- 4.14.4 Reused EEE and refurbished WEEE designed for a particular market, or region, may only be compliant with standards relevant to that market or region. These standards include electrical power supply (for example equipment may be compatible with 110 or 240 volts or switchable between either).
- 4.14.5 In the case of transboundary movements, reuse organisations should ensure that all EEE, components, and WEEE destined for materials recovery and recycling are prepared for shipment and transported in compliance with the Basel Convention.

Reuse organisations should be aware of legislation covering the export of WEEE, especially hazardous WEEE such as the European Waste Shipment Regulations and the Basel Convention guidance documents – refer to Annex 1, Normative references.

4.15 Product Warranty

- 4.15.1 Where products are still under the manufacturer's warranty, repair or refurbishment activity should only be carried out in accordance with the manufacturer's warranty conditions. Failure to do so could invalidate the warranty. Manufacturer's warranties may be invalidated where some, or all, of the following conditions occur: -
- The work is carried out by unauthorized persons or service facilities.
 - Where parts or software / firmware is used other than that approved by the manufacturer.
 - Product type or serial numbers have been removed, altered or damaged.
 - The equipment has been damaged by unapproved ancillary equipment.
- 4.15.2 For specific geographies there may be warranty regulations affecting reused EEE. Where such warranties are required these should be adhered to.
- 4.15.3 The reuse organisation that disassembles and/or changes any part, component, software or accessory should be responsible for the quality of the introduced component; workmanship of the activities carried out and end results of the activities.
- 4.15.4 The reuse organisation shall offer warranties for the reused EEE or WEEE items consistent with the market in which they operate.
- 4.15.5 Items may be returned under the warranty where they do not meet the descriptions specified or they do not work or fail within the stipulated warranty period.

4.16 Recycling & Waste Management of failed / unwanted items or parts

- 4.16.1 The reuse organisation shall ensure that all waste treatment/ recycling is carried out by suppliers who hold current and valid permits to do so or exemptions from permitting as may be appropriate.
- 4.16.2 Reuse organisations should hold all relevant waste management permits, licenses, or other authorizations required by the regulatory authorities and be able to demonstrate compliance with all applicable regulations and permits, or other authorizations that are related to the environment or human health and safety.
- 4.16.3 Reuse organisations should perform evaluations at regular intervals to identify what permits and licenses are required by the facility.
- 4.16.4 The sorting, handling, storage and treatment of WEEE by reuse organizations may generate further waste streams including failed/unwanted items or parts for disposal or recycling.
- 4.16.5 Some parts or components may be recovered for reuse – if so, these shall be handled in a safe manner and separated from parts and materials designated as waste.
- 4.16.6 Reuse organisations shall handle waste materials, including those destined for recycling, in ways that comply with waste regulations and in a manner that protects against accidental release into the environment.
- 4.16.7 WEEE may contain hazardous materials and chemicals that must be separated from non-hazardous WEEE and stored in containers suited to contain the hazard involved. Some hazardous materials may not be transferable to non-OECD countries – the exporter is liable to verify export is legal and permitted,
- 4.16.8 The reuse organisation shall ensure that all waste movements and processes are tracked to the point where the waste is treated to form a recycle or disposed of as waste to landfill or other legitimate means of disposal (for example, waste to energy recovery by incineration,). Legislation may require documentary evidence of the above checks.

4.17 Environmental Management / design for the Environment

- 4.17.1 Processes used by organisations involved in the reuse of WEEE & EEE should be designed to identify and minimize the impact they have upon the natural environment.

- 4.17.2 EEE and WEEE may contain materials and chemicals hazardous to the natural environment, so the reuse organisation should identify such hazards and put in place process controls to minimise their adverse impact upon emissions to air, water or land.
- 4.17.3 Organisations involved in reuse should consider the value of adopting an Environmental Management System (EMS) such as the international standard ISO 14001, or the EU Eco Management and Audit Scheme (EMAS).
- 4.17.4 Packaging should be used where appropriate to protect used items in transit to reuse organisations. Any packaging recovered should also be reused or recycled in an environmentally responsible way.

4.18 Records & Record Keeping

- 4.18.1 Records of the inspections, testing and assessment of EEE and WEEE items processed by the Reuse organisation should be maintained in an easily accessible format.
- 4.18.2 Records shall record details of the tests and their outcomes as described above in this specification.
- 4.18.3 Records of the reuse process shall be made available to regulatory officials, and customers of the reuse organisation.
- 4.18.4 Records will be maintained in accordance with local regulatory requirements.

4.19 Health and Safety of Reuse Process people

- 4.19.1 Reuse organisations should establish and maintain a working environment that is safe and adequate for the welfare of all people engaged in EEE & WEEE reuse activities.
- 4.19.2 When disassembling EEE (or components of such EEE) the reuse organisation should ensure the processes used are safe and identify any hazards and risks associated with the process. Such risks may include: -
 - residual electrical charge stored in equipment that could lead to electric shock;
 - sharp edges in internal parts that may cut or puncture;
 - the weight of items with risks in lifting & handling and risk of harm from falling / dropped items;
 - chemicals and materials that may be hazardous from occasional or long term exposure;
 - bio-hazards from food, chemicals or medical equipment.
- 4.19.3 Where appropriate, written instructions, photographs and diagrams should be used to train people engaged in the reuse process to prevent injury.
- 4.19.4 Reuse organisations should ensure that all people engaged in reuse operations are trained to carry out their responsibilities in a safe manner, including the use of test equipment, materials handling equipment, handling of hazardous materials and how to deal with foreseeable emergencies that may arise.
- 4.19.5 Cleaning materials should be used which are not harmful to the people involved in the reuse process, the potential new user or the environment. Material safety data sheets should be obtained for all cleaning materials which identify any hazardous components and advise on the safe disposal of empty containers.

ANNEX I - NORMATIVE REFERENCES

(To be completed with web hyperlinks added, where available)

Basel Convention documents: -

- Basel Convention on transboundary waste "Transboundary Movements of Hazardous Wastes destined for Recovery Operations"
- "Preparation of Technical Guidelines for the Environmentally Sound Management of Wastes Subject to the Basel Convention."
- technical guidelines for the identification and environmentally sound management of plastic wastes and for their disposal, on specially engineered landfill (D5);
- technical guidelines for the recycling/reclamation of metals and metal compounds (R4).

- EU WEEE Directive
- EU Waste Framework Directive
- The EU Regulation on Shipments of Waste 1013/2006
- EU Data Protection Directive
- ISO 14001 International standard for Environmental Management Systems
- ISO 9001 International Standard for quality management systems
- EMAS – EU Eco Management Audit Scheme
- OHSAS 18001 British Standard for Occupational Health & Safety Systems management
- Infosec Assurance Standard 5 "Secure Erasure of Protectively marked Information" by Her Britannic Majesty's Communications Electronic Security Group (CESG).
- The Transfrontier Shipment of Waste Regulations 2007 ([SI 2007/1711](#))
- Waste Shipment Correspondents of the EU Member States guidelines No 1 on shipments of waste electrical and electronic equipment (WEEE):
http://ec.europa.eu/environment/waste/shipments/pdf/correspondents_guidelines_en.pdf.
(Although not legally binding they have been agreed by the correspondents and represent their common understanding of how the Regulations should be interpreted.)

US Department of Defense data eradication standard d522022m

US National Security Agency Approved Degausser

EPEAT (Electrical Product Environmental Attributes Tool)