

e-Stewards Management System Implementation Training

Day One

8:00 a.m.

Module 1: Introductions & Overview of the Training

Introductions

History & Scope of the e-Stewards Standard

Importance of Responsible Management of Electronic Waste

Overview of e-Stewards Standard and Program Requirements

Module 2: Overview of Management Systems

Module 3: Initiating & Leading your System Implementation

Create management commitment

Establish & train implementation team(s)

12:00 noon LUNCH

Conduct strategic planning & create process flow of your operations

Define system scope & contract with a registrar

Establish system documentation, document control & records control

Conduct gap and opportunity assessment & create implementation plan

Assign Resources, Roles, Responsibility and Authority

Create your e-Stewards Policy

5:30 p.m. Adjourn

e-Stewards Management System Implementation Training

Day Two

8:00 a.m.

Module 4: Gather Information & Understand Risks

Identify legal and other requirements

Identify toxic materials and processes

If you are have PHPTs, contract an Industrial Hygienist to conduct air monitoring

Arrange Ergonomic Evaluation

Identify aspects and hazards & conduct risk ranking

12:00 noon LUNCH

Establish your Downstream Accountability control system

Map your downstream vendors to final disposition

Establish your e-Stewards objectives, targets and programs

Create an e-Stewards Management System communication plan

Establish mass balance process

Module 5: Design Operational Controls

Identify and manage operational controls & create work instructions as needed

5:30 p.m. Adjourn

e-Stewards Management System Implementation Training

Day Three

8:00 a.m.

Establish Health and Safety Program

Establish process for meeting export requirements (e.g. work instructions/training for shipping & sales)

Establish Reuse and Refurbishment procedures

Create Data Security procedures

Create Hazardous e-Wastes & Problematic Components & Materials procedure

12:00 noon LUNCH

Create Site Closure Plan

Ensure Insurance is in place

Establish Emergency Preparedness and Response plan

5:30 p.m. Adjourn

e-Stewards Management System Implementation Training

Day Four

8:00 a.m.

Module 6: Implement & Monitor performance

Deploy procedures

Create monitoring and measurement program

Evaluate compliance with legal and other requirements

Establish non-conformity, corrective and preventive action program

12:00 noon LUNCH

Module 7: Assuring Conformity & Improvement

Create monitoring and measurement program

Evaluate compliance with legal and other requirements

Establish non-conformity, corrective and preventive action program

Establish management review schedule, agenda & conduct review(s)

Conduct internal audit

Schedule and conduct registration audits

Training Evaluation

4:30 p.m. Course close