



TechDump E-Cycling Operations and Environmental Handbook

Welcome to TechDump, a service from Jobs Foundation.

Jobs Foundation is registered with the State of Minnesota and licensed in Hennepin County to transfer, store and process E-Waste. All materials are processed and recycled in the United States including CRTs. 75% of all materials are recycled in Minnesota. Hazardous materials are not shipped out of the United States to be disposed. Every effort is made to reuse electronics where appropriate to keep disposal rates to a minimum. Information security is a chief concern for us. All end-of-life data storing devices are dismantled and permanently disabled at our facility to prevent recovery of sensitive information. Devices with more sensitive information are physically shredded in to ½ inch pieces. Hardware to be re-purposed is tested and is sanitized of any personal information according to Department of Defense standards.

This informational handbook has been developed to help our clients better understand our services and environmental standards. The information contained includes a basic process flow diagram, process descriptions, and recovery and treatment methods for material streams. Also included are copies of certifications, registrations and insurance information.

While we have provided a brief overview of our operations, this handbook may not supply answers to every question. For additional information, please feel free to contact us at 763-548-2288 or email us at info@jobsfoundation.org

Sincerely,

George Lee
President and CEO
Jobs Foundation
2050 East Center Circle, #400
Plymouth, MN 55441
763-548-2288



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About TechDump and Jobs Foundation:

TechDump is an electronics recycling service of Jobs Foundation, a 501c3 nonprofit organization located in Plymouth, Minnesota. Jobs Foundation is a licensed Collector/Recycler with Hennepin County and the Minnesota Pollution Control Agency to transfer, store and process electronic waste. MPCA ID # MNS000167288. Jobs Foundation employs economically disadvantaged adults through the donation of business and commercial equipment, materials and goods. **A charitable gift receipt is provided for the donation.** Visit JobsFoundation.org for a complete overview of the social mission and purpose.

We are dedicated to ensuring that its clients maximize value, meet sustainability initiatives and mitigate risk in how electronics and other equipment are managed at the end of their natural life-cycle.

TechDump offers comprehensive services that meet the needs of individuals, businesses and communities:

- Secure Chain of Custody Solutions
- 100% Zero-Landfill Strategy
- Maximized Returns
- Transparent Communication

Current information can be obtained at TechDump.org or JobsFoundation.org

Jobs Foundation
2050 East Center Circle, #400
Plymouth, MN 55441
763-548-2288



Description of Facilities and Process

The Jobs Foundation processing facility features secure chain of custody tracking and transparent reporting systems. When entire pieces of equipment are torn down, almost everything within the equipment is recycled.

- Steel frames and cabinet covers are recycled.
- Pieces of aluminum inside equipment are recycled.
- Copper wire and cables within the equipment are recycled.
- Circuit boards, transformers and motors.

In addition, there are two categories of equipment that must receive specific treatment due to their LEAD content:

1. CRTs (cathode ray tubes referred to as monitors, TVs, screens, terminals, or tubes):
CRTs utilize leaded glass as radiation protection and to enhance picture quality. Jobs Foundation treats all CRTs as recycled for materials recovery. CRT material is never land-filled.
2. Printed circuit boards, back-panels/motherboards, connectors, and IC chips:
These items are processed to recover precious metals and copper. Many types contain, at the least, trace amounts of lead and other heavy metals which must be processed and refined. These items are never land-filled.

Ownership

Jobs Foundation is a nonprofit 501c3 company. A copy of the most recent IRS 990 filing is available on the JobsFoundation.org web site.

Corporate Permits, Insurance, Licenses and Certificates

Minnesota Pollution Control Agency Permits and Certificates	p.5
Hennepin County Permits and Certificates	p.6
IRS Nonprofit Registration	p.7
Minnesota Nonprofit Registration	p.8-9
Certificate of Insurance	p.10



Hazardous Waste Identification Number

Minnesota Pollution Control Agency, 520 Lafayette Road, St. Paul, MN 55155-4194

March 11, 2011

Dear Minnesota Business:

On Mar 09, 2011, the Minnesota Pollution Control Agency (MPCA) received your request for a new Hazardous Waste Identification Number (ID#), as required by the Resource Conservation and Recovery Act (RCRA) and the Minnesota Hazardous Waste Rules. The information printed below reflects your facility's new ID# and the information associated with it. Keep this verification form for your records.

Please verify that the information printed below is accurate. If necessary, make corrections to the information on this form, send a copy of it to the address at the top of this letter, and any additional changes will be made to your record.

If you have any questions about the information in this form or your ID# or have general hazardous waste questions, please call the MPCA at 651-757-2123. General hazardous waste information can also be obtained by visiting our web site at www.pca.state.mn.us/waste/pubs/business.html. Thank you for your help in protecting Minnesota's environment.

1. Site's Waste ID#:	MNS000167288
2. Site Name:	Jobs Foundation
3. Location Address:	2050 E Center Cir Ste 400 Plymouth, MN 55441
4. Mailing Address:	2050 E Center Cir Ste 400 Plymouth, MN 55441
5. County Name:	Hennepin
6. NAICS Code:	42343, Computer and Computer Peripheral Equipment and Software Merchant
7. Activity Status:	Active
8. Waste Activity:	Generation, SQG

site information

9. Owner Name:	Jobs Foundation
10. Location Address:	2050 E Center Cir Ste 400 Plymouth, MN 55441
11. Mailing Address:	2050 E Center Cir Ste 400 Plymouth, MN 55441
12. Owner Type:	Private

owner information

13. Contact Name:	Carl Johnson
14. Phone Number:	763/432-3117
15. Location Address:	2050 E Center Cir Ste 400 Plymouth, MN 55441
16. Mailing Address:	Carl Johnson Jobs Foundation 2050 E Center Cir Ste 400 Plymouth, MN 55441

contact information


Hennepin County Facility License

Jobs Foundation
2050 East Center Circle Ste 400
Plymouth, MN 55441

Operation ID: 00117995 05395855
Identification Number: MNS-000-167-288
License Period: 7/1/2011 – 6/30/2012

WHEREAS, Jobs Foundation at 2050 East Center Circle, Plymouth, MN 55421 has paid the sum of \$283,500 Dollars to the Treasurer of Hennepin County as required by Ordinance Number Seven – Hazardous Waste Management Ordinance for Hennepin County. Jobs Foundation is hereby licensed and authorized to operate a Recycling Facility at 2050 East Center Circle, Plymouth, MN 55421 until June 30, 2012, subject to all conditions and provisions of said Ordinance.


Given under my hand this 30 day of August A.D., 2011.


Carl Michaud
Director

This license must be posted in a public location at the licensed site





 IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 04-07-2010

Employer Identification Number:
27-2295466

Form: SS-4

Number of this notice: CP 575 E

JOBS FOUNDATION
% GEORGE LEE
975 NATHAN LN N STE A
PLYMOUTH, MN 55441

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-2295466. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

State of Minnesota

SECRETARY OF STATE

CERTIFICATE OF INCORPORATION

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: Articles of Incorporation, duly signed and acknowledged under oath, have been filed on this date in the Office of the Secretary of State, for the incorporation of the following corporation, under and in accordance with the provisions of the chapter of Minnesota Statutes listed below.

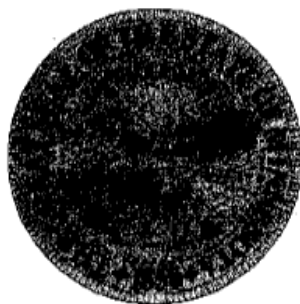
This corporation is now legally organized under the laws of Minnesota.

Corporate Name: Jobs Foundation

Corporate Charter Number: 3792870-4

Chapter Formed Under: 317A

This certificate has been issued on 04/08/2010.



Mark Ritchie
Secretary of State.



NPOR
MINNESOTA SECRETARY OF STATE
MINNESOTA NONPROFIT CORPORATION
ARTICLES OF INCORPORATION
 Minnesota Statutes, Chapter 317A
 Filing Fee \$70.00



READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM.

A nonprofit corporation that wishes to apply for tax exempt status under 501(c)(3) to the Internal Revenue Service (IRS) cannot use this form for its articles due to the fact that the IRS has additional language requirements. See the instructions for further information.

The undersigned incorporator(s) is an (are) individual(s) 18 years of age or older, and adopts the following articles of incorporation:

ARTICLE I - NAME

Name of Corporation: (Required)

Jobs Foundation

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

APR 08 2010

ARTICLE II - REGISTERED OFFICE AND AGENT

The Registered Office Address of the Corporation is: (Required)

975 Nathan Lane North, Suite A Plymouth MN 55441
 Street Address (A PO Box by itself is not acceptable) City State Zip

Mark Ritchie
Secretary of State

The Registered Agent at the above address is:

George Lee

Agent's Name (A registered agent is not required.)

ARTICLE III - INCORPORATORS

I (We), the undersigned incorporator(s) certify that I am (we are) authorized to sign these articles and that the information in these articles is true and correct. I (We) also understand that if any of this information is intentionally or knowingly misstated that criminal penalties will apply as if I (we) had signed these articles under oath. (Provide the name and address of each incorporator. Each incorporator must sign below. List the incorporators on an additional sheet if you have more than two incorporators.)

Incorporator's Name	Street Address	City	State	Zip	Signature
<u>George Lee</u>	<u>2118 Sheridan Hills Rd.</u>	<u>Wayzata</u>	<u>MN</u>	<u>55391</u>	<i>[Signature]</i>
<u>Thomas McCullough</u>	<u>8897 Black Oaks Lane</u>	<u>Maple Grove</u>	<u>MN</u>	<u>55311</u>	<i>[Signature]</i>
Incorporator's Name	Street Address	City	State	Zip	Signature

List a name, daytime phone number, and e-mail address of a person who can be contacted about this form.

George Lee 763-548-2341 george@probusllc.com

Equipment We Specialize in Includes:

- Computers
- Computer Accessories
- Cell Phones
- Power Cords, Cables & Wiring
- Switches
- Servers
- Routers
- POS Terminals
- Telephone Communications
- Peripheral and Expansion Hardware
- Internal and External Drives

Process Information

Jobs Foundation Process Flow Diagram – Processing Descriptions

Inbound Order Process:

Customers may either have materials delivered to Jobs Foundation, or they may schedule collection and transport on their behalf. Customers consist of businesses and municipalities and individuals in need of electronics recycling. Once a service is requested, Jobs Foundation consults with the customer to ensure secure disposition and chain of custody procedures are followed.

Receiving Process

Upon arrival of materials at Jobs Foundation, whole electronic devices are received and organized by type of device, then moved to the sorting area. Materials are checked for the first time during this process for any Not Accepted materials. Jobs Foundation does not process hazardous waste, liquids, powders and a select number of other materials.

Sort Process

As materials are processed through the sort area they are separated by category type and recorded. Depending on the type of electronic material and quality of the material, items in the sort area will be sent to the tear-down process, shred process, test & diagnostics process or to final destination/material output. Materials are checked again in this area for Not Accepted materials.



Tear-down Process

In the tear-down process, whole electronic devices are dismantled using hand or electric tools. Each device is dismantled down to universal waste or component levels. Universal wastes are stored appropriately according to EPA guidelines. Components and other functional parts, such as memory and processor chips, are sent for further testing to the test & diagnostics process. CRT televisions and monitors are securely delivered to a certified end recycler for final processing.

Final Destinations/Material Outputs

All materials that are processed through the Jobs Foundation processes end up in one of the following destinations:

1. Component Resale – Some materials that may be re-used at a component or board level that are saved in the sort or tear-down process may be sold through our component resale outlets. Memory sticks and processor chips are resilient computer parts that may be sold in bulk for re-use.
2. Resale – All materials that pass testing & diagnostics may be sold for re-use. These resalable items may be sold in Jobs Foundation's own commercial outlets or other re-use end users.
3. Universal Waste – Universal Waste that is found and stored during the recycling process is sent to downstream vendors qualified to handle such materials. All universal waste is derived from whole electronics accepted for recycling and are recycled for re-use or retort. Jobs Foundation is not a Universal Waste processor or collector.
4. Precious Metal Recovery – Circuit boards and other high value metal bearing circuitry from some electronic devices are sent for smelting and precious metal recovery. Gold, silver and other precious metals are sold back into the commodities market for re-use in various applications in their raw material form.

All materials are processed in the United States. No hazardous waste is shipped over seas.



Recyclables are collected and delivered to the Jobs Foundation Processing Center.

OUR PROCESS



CRT's, monitors and TV's are sent to a local demanufacturer.



Materials are sorted and graded.



Higher grade materials (computers) are demanufactured by hand. All computer hard drives are removed or wiped clean of all data to address privacy concerns. Circuit boards, wire, steel and plastic is sorted by type.



Lower grade components (printers, keyboards, copiers) are sent to a e-waste licensed recycler to be shredded and material is sorted by type.



Cables, cords and all electrical wire is sorted by type.

All materials are packaged and sold for recycling (metals, plastic, copper, aluminum...) to be used for the manufacturing of new products..



Environmental, Health, Safety and Security

Responsible Recycling

Jobs Foundation complies with environmental, health, safety and security standards, meeting the needs of businesses and communities, and providing security and risk mitigation.

- Environmental Compliance and Stewardship
- Health and Safety Compliance and Excellence
- Secure Facilities
- Data Destruction Competency
- Full Recycling Chain Transparency

Regulatory Compliance

Jobs Foundation has had no violations, notices or orders of non-compliance.

Jobs Foundation is committed to comply with all legal and other requirements, including the prohibition of exporting hazardous electronic wastes according to the Basel Convention, Basel Amendments and laws of the import/export countries.

Health & Safety Centered and Socially Accountable

Jobs Foundation is committed to strive for the highest safety standards for its employees. Safety does not occur by chance. It is the result of careful attention to our work by all those involved. Jobs Foundation is committed to the prevention of injury and ill health by providing a safe place to work, the proper protective equipment, and a work environment conducive to safe work practices and policies. Jobs Foundation is committed to the welfare of our employees, our community and our world. Jobs Foundation employs fair labor practices and prohibits the use of prison or minor labor throughout the recycling chain. Jobs Foundation is committed to managing our customers' data security and privacy requirements with the utmost care, diligence and responsibility. Jobs Foundation is committed to communicate and reinforce this policy throughout the company, to our customers, our suppliers and to the public.



Materials Management

Our entire process is designed to identify incoming material for the TOTAL RECOVERY of precious metals and other valuable commodities, as well as a wide range of recyclable by-products and any hazardous materials.

The following materials are not accepted at Jobs Foundation and are returned on the same truck when found during the receiving inspection:

1. Any fossil fuel or materials used in collecting fossil fuels.
2. Any infectious or biological wastes or equipment that contained them.
3. Any media contaminated with oil.
4. Any liquid including freon or anhydrous ammonia.
5. Any chemicals, oils, or powders.
6. Any equipment that contains chemicals of any kind.
7. Any equipment that contains asbestos.
8. Any equipment that contains radioactive components.
9. Any materials that are not integral to the original new equipment or otherwise associated with normal commercial or household environments that could adversely impact our operations or result in environmental or health and safety concerns. If any of the above items are found after the material has been received they will be returned to the customer at the time they are found. Training for proper identification, removal, and recycling of hazardous items is completed on a formal basis annually, but is always on-going. After identification and removal, each item is packaged properly and sent out for recovery and recycling.

Pollution Prevention

It is the policy of Jobs Foundation to prevent any pollution of our environment. This has and will continue to be implemented by the CEO of the corporation. This includes a constant evaluation of all processes for environmental impact alternatives.

Downstream Vendor Qualification and Approval

All downstream vendors are evaluated according to Jobs Foundation's voluntary standards requirements. Only those vendors that are conformant to our strict requirements may receive materials from our facilities. Jobs Foundation abides by import/export legislation, tracking our materials to their final destinations. A complete list of downstream vendors is available to any customer with signed confidentiality and non-compete agreement.



Health and Safety

Statement of Commitment to Safety

It is the policy of Jobs Foundation to strive for the highest safety standards for its employees. Safety does not occur by chance. It is the result of careful attention to our work by all those involved. Managers, supervisors, and employees share the responsibility of maintaining a safe workplace.

This safety program has been developed to assure compliance with all State and Federal OSHA regulations. Regard for the safety of all employees, the general public, and subcontractors in our facilities are of great importance to our company. Accidents can be prevented and the safety of all is our goal. Providing a safe place to work, the proper protective equipment, and a work environment conducive to safe work practices and policies is a primary and a major concern to the management of this company.

Health and Safety Manual Summary

Jobs Foundation has, maintains and updates a printed safety policy including: AWAIR - The Minnesota Legislature passed A Workplace Accident Injury Reduction (HEALTH & SAFETY) Act in 1990. The Act requires employers in high hazard and injury producing industries to implement a comprehensive workplace safety and health program. Jobs Foundation has incorporated this requirement into a comprehensive Health & Safety program.

Forklift Training – Jobs Foundation’s program is designed to protect employee’s safety when using powered industrial forklift equipment. This program is intended to meet OSHA’s Powered Industrial Truck - 29 CFR 1910.178 requirements whereby an employer must meet safety requirements relating to fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

Right to Know & Hazardous Communication - Jobs Foundation’s program is designed to inform employees about the hazardous chemicals, harmful physical agents, and biological hazards to which they may be exposed. All employees are encouraged to take an active role in identifying potential hazards and bringing them to the attention of their supervisor. Our program has been drafted in compliance with Minnesota Rules Chapter 5206 and Hazardous Materials - 29 CFR 1910.101 to 1910.126.