

Recycling companies assessment form - CONFIDENTIAL		
Name of company assessed	Date and location of assessment	WFP staff conducting assessment
Company focal point & contact	Company's main business activities	Waste type covered <i>(fill in individual assessments for each waste type)</i>
Comments		

Typical WFP non-hazardous and hazardous materials (non-exhaustive)

Hazardous waste that is improperly managed poses a serious threat to human health and the environment, therefore it requires stricter assessment of recycling and disposal procedures compared to non-hazardous waste.

Non-hazardous	Hazardous
<i>Supply chain waste</i>	<i>E-waste</i>
Packaging (plastic, metal, cardboard, multilayer flexible material)	IT Hardware (e.g., servers, routers, external drivers, CPUs)
Pallets	Telecoms equipment (e.g., desk phones, radios, mobile phones)
<i>Admin waste (incl. vehicle waste)</i>	Computers (e.g., desktop computers, laptops, monitors, keyboards, and other components)
General office waste	Scanners/printers/copiers/toner cartridges
Paper and cardboard	Household appliances (e.g., Air-conditioners, fridges)
Furniture	Lighting equipment (light bulbs, switches, fluorescent lamps)
Vehicle spare parts	Batteries of different types (e.g., lithium ion, lead acid)
	Electrical and electronic equipment (e.g., cameras, smoke detectors)
	Gym equipment (e.g., treadmills)

	Solar Photovoltaic equipment (e.g., PV panels, inverters)
	<i>Admin waste (incl. vehicle waste)</i>
	Used engine oil, lubricants
	Tyres
	Paints
	Chemicals and fertilizers
	Medical waste

Phase 1 – General requirements;

Indicate Yes/No; Verify additional requirements with the letter 'H' when inspecting hazardous waste items

#	Requirement	Yes/No	Notes and explanations
1	<p>Company possesses certified documentation of business and environmental licenses/permits for waste recycling from relevant national authorities and legal compliance with local applicable laws and regulations, policies, and procedures?</p> <p><i>Submission of relevant licenses will be mandatory for entering in agreement with WFP</i></p>		
1H	<p>Do the licenses/permits specifically cover the hazardous waste item assessed (for collection, storage, handling, transportation)?</p> <p><i>E.g., the company has a specify e-waste recycling or tyre recycling license.</i></p>		

#	Requirement	Yes/No	Notes and explanations
2	<p>Professional competency: how many years of experience in providing similar services?</p> <p>What are some of the company's clients?</p> <p><i>Provide names of organizations/companies; enquire if UN/NGOs clients.</i></p>		
3	<p>Can the company ensure full chain of custody of WFP materials throughout the recycling process at own facilities or third parties (provided they are licensed, specialized and in accordance with relevant environmental laws/guidelines/best practice)?</p> <p><i>Provide description of how end-to-end chain of custody is ensured for WFP waste material, to identify if any gaps can lead to reputational risk</i></p>		
4	<p>Willingness to be involved in a competitive process to receive the recyclable materials whereby companies are awarded based on the price offered to buy WFP's waste material?</p>		

#	Requirement	Yes/No	Notes and explanations
5	<p>What is the company's portfolio and main business activities? Include description of what items are accepted for recycling.</p> <p>Is there any risk that the company may use the materials for other purposes (<i>e.g., PP Bags for storing food items, etc.</i>)?</p>		
6	<p>Does the company grant access to the recycling plant to WFP staff to witness the recycling process?</p> <p>Does the company allow WFP to produce communication pieces on the initiative, provided the content is previously agreed with the company staff?</p>		
7	<p>Is the company willing to sign an agreement, accepting any accountabilities related to any misuse, theft and/or misappropriation of the recyclable materials?</p>		

#	Requirement	Yes/No	Notes and explanations
8	Conflict of interest: Does the company have any affiliations or relationship with a WFP employee? If so, please provide names, duty station and the type of relationship that they have.		

Phase 2 – Technical requirements

Award points 1-5 (1 is minimum and 5 maximum points);

Verify additional requirements with the letter 'H' when inspecting hazardous waste items

#	Requirement	Points 1-5	Notes and explanations
Workers Health and Safety			
9	Does the company have an Environmental, Health and Safety certification (e.g., ISO 14001, ISO 45001 or equivalent) or self-certified management plan for facilities and personnel?		

#	Requirement	Points 1-5	Notes and explanations
10	Are liability insurance covering workers, third parties and all operated equipment maintained by the company?		
11	Training program(s) for workers?		
12	Workers are provided with appropriate personal protective equipment (PPE)?		
Adequate equipment, infrastructure, documentation			
13	Facilities look appropriately maintained and organized/tidy?		

#	Requirement	Points 1-5	Notes and explanations
13H	<p>Is hazardous waste properly segregated and labeled?</p> <p>Is there any dumping/spillage of hazardous material into the environment?</p>		
14	<p>Any processing capacity constraints?</p> <p><i>E.g., max XY tonnes/day or month</i></p>		
15	<p>Transport capacity and willingness to pick up materials from WFP sites with own trucks?</p> <p><i>Specify type and number of vehicles.</i></p>		
16	<p>Any transport capacity constraints (geographical, volumes, frequency)?</p> <p><i>Specify if the company is not able to collect from certain locations or has limited cargo capacity or cannot commit to frequent pick-ups.</i></p>		

#	Requirement	Points 1-5	Notes and explanations
17	<p>Does the company have adequate and restricted storage area for materials awaiting recycling?</p> <p>Can they ensure WFP materials are not going to be misused?</p>		
18	<p>Any storage capacity limitations?</p> <p><i>E.g., cannot receive more than XY tonnes/day to avoid exceeding storage capacity</i></p>		
19	<p>Are there procedures in place to document and verify material flows e.g., recording types and volumes of incoming and processed waste?</p>		
20	<p>Is the company able to provide detailed accounts/recycling certificates to WFP of processed quantities and end uses of WFP waste materials?</p>		
Workflow procedures			

#	Requirement	Points 1-5	Notes and explanations
21	What is the intended purpose for WFP's recyclable waste items?		
22	What range of (end) products would WFP's material will be turned into?		
22H	Are the end products safe to use and compliant with relevant national rules and regulations?		
23	Brief description of processing steps <i>E.g., material is sorted into colours, then washed, then shredded and melted, and then sold as raw material to XY company</i>		

#	Requirement	Points 1-5	Notes and explanations
24	<p>If the materials are found unrecyclable, what is the disposal procedure?</p> <p><i>E.g., which landfill is used? What authorizations need to be acquired?</i></p>		
24H	<p>Does the company have access to a formal, regulated, and adequate landfill for hazardous waste fractions/components that cannot be recycled?</p>		
25	<p>Are there positive outcomes for the community?</p>		
Sub-contractors (if applicable)			
26	<p>Does the company engage with sub-contractors/third parties for recycling of the materials or fractions of it?</p>		

#	Requirement	Points 1-5	Notes and explanations
27	Are the sub-contractors licensed recyclers and does the company carry out due diligence and auditing?		
28	Can the company provide a list of sub-contractors they engage in?		

Additional notes and comments