

# National Technical Guidelines on distinction between waste electrical and electronic equipment and UEEE

Implementation of the Basel Convention Technical Guidelines in Tanzania

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## List of Abbreviations

BCG	Basel Convention Technical Guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste and non-waste under the Basel Convention
CBO	Community Based Organization
EEE	Electrical and Electronic Equipment
E-waste	Waste Electrical and Electronic Equipment
NEMC	The National Environment Management Council
NGO	Non-Governmental Organization
NTG	National Technical Guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste electrical and electronic equipment and UEEE
TBS	Tanzania Bureau of Standards
TPA	Tanzania Port Authority
TRA	Tanzania Revenue Authority
UEEE	Used Electrical and Electronic Equipment
VPO	Vice President's Office
WEEE	Waste Electrical and Electronic Equipment

## Glossary of terms

Terminology	Definition
Components	Element with electrical or electronic functionality designed to be connected together with other components, including by soldering to a printed circuit board, to create an electric or electronic circuit with a particular function (for example, as an amplifier, radio receiver, monitor, hard-drive, motherboard or battery). Source: BCG
Direct reuse	The using again of fully functional equipment that is not waste, for the same purpose for which it was conceived, without the necessity of repair or refurbishment. Source: BCG
Disposal	Any operation which does not lead to recycling, recovery or re-use and includes physico-chemical or biological treatment, incineration and deposition in secured landfill or facility. Source: TZN E-waste Regulation
Environmentally sound management	Taking all practicable steps to ensure that hazardous wastes or other wastes are managed in a manner that will protect human health and the environment against the adverse effects that may result from such wastes (Article 2, paragraph 8, of the Convention). Source: BCG
Equipment	Electrical and electronic equipment that is dependent on electric currents or electromagnetic fields in order to work properly, including components that can be removed from equipment and can be tested for functionality and either be subsequently directly reused or reused after repair or refurbishment. Source: BCG
Key function	The essential function of a unit of equipment that will satisfactorily enable the equipment to be used as originally intended. Source: BCG
Failure analysis	Test performed by the original manufacturer or a party on his/her behalf, collecting and analyzing data to determine the cause of a failure. Root cause analysis (RCA) is a particular kind of failure analysis. Source: BCG
Fully functional	Equipment is fully functional if it has been tested and demonstrated to be capable of performing the key functions that it was designed to perform. Source: BCG
Other wastes	Wastes listed in Annex II to the Convention. Source: BCG
Non-waste	A substance or object that does not meet the definition of "waste". Source: BCG
Person responsible for the transport	<ul style="list-style-type: none"> <li>a) The natural or legal person that, if required, submits the customs declaration and is, if required, located in the country of export, and that assumes the responsibility to ensure that the conditions are met when equipment should normally not be considered waste according to Section 3.3 of these Guidelines.</li> <li>b) If the person addressed in section a) is not accessible, or if its responsibilities cannot be legally enforced, and the State of export does not take over these responsibilities, the importer can be made liable for the</li> </ul>

	<p>transport, and in this case shall assume all responsibilities of the person addressed in section a).</p> <p>c) In case of transports from Zanzibar to Mainland Tanzania or vice versa, the owner of the transported equipment shall be considered the natural or legal person to assume the responsibilities stipulated in section a)</p>
Recycling	<p>Any method, technique, or process by which e-waste that would otherwise be disposed of or discarded are instead collected, separated, or processed and are returned to the economic mainstream in the form of raw materials or products. Source: Tanzania E-waste Regulation</p>
Recovery	<p>Commonly used to refer to operations specified in Annex IVB to the Basel Convention. Source: BCG</p>
Refurbishment	<p>Modification of used equipment to increase or restore its performance and/or functionality or to meet applicable technical standards or regulatory requirements, with the result of making it a fully functional product to be used for a purpose that is at least the one for which it was originally intended, including through such activities as cleaning and data sanitization. Source: BCG</p>
Repair	<p>Fixing a specified fault in used equipment that is a waste or a product and/or replacing defective components of equipment in order to make the equipment a fully functional product to be used for its originally intended purpose. Source: BCG</p>
Reuse	<p>The using again of fully functional equipment that is not waste for the same purpose for which it was conceived, possibly after repair or refurbishment. Source: BCG</p>
Spare part	<p>Fully functional part or component that can be tested for functionality and subsequently be directly used or reused for repair or refurbishment of equipment.</p>
Waste	<p>Substances or objects that are disposed of or are intended to be disposed of or are required to be disposed of by the provisions of national law (Article 2, paragraph 1, of the Basel Convention). Source: BCG</p>
Waste electrical and electronic equipment (e-waste)	<p>Waste resulting from electrical or electronic equipment, whole or in part or rejects from their manufacturing and repair process, which are intended to be discarded. Source: Tanzania E-waste Regulation</p>

# 1. Introduction

## 1.1. Background

In many low-and middle-income countries, such as Tanzania, new electrical and electronic equipment (EEE) are pricey to a sizable number of the population. More accessible are appliances, which are imported mostly from Europe and North America as used electrical and electronic equipment (UEEE).

Lack of clarity in defining when used equipment may be waste and when it is not has led to a number of situations where such equipment is exported to, in particular, developing countries ostensibly for reuse but where a large percentage of the exported equipment is in fact not suitable for further use or is not marketable and must be disposed of as waste in recipient countries.

At its fourteenth meeting, the Conference of the Parties to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal adopted, on an interim basis, in decision BC-14/5, the technical guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste and non-waste under the Basel Convention (BCG).

The “National Technical Guidelines on distinction between waste electrical and electronic equipment and UEEE” (NTG) specifies and operationalizes the BCG for Tanzania. The scope of the NTG covers both waste electrical and electronic equipment (e-waste) and UEEE, and clarifies aspects related to transboundary movements of these types of equipment and makes distinction between waste and UEEE when used equipment is moved across borders.

## 1.2. Objective of the Guidelines

The overarching objective of these Guidelines is to reduce imports of e-waste into Tanzania.

The specific objectives of the Guideline are to:

- Elaborate legal requirements and administrative procedures for handling of importation of e-waste and UEEE
- Provide a clear guide on the importation of UEEE in Tanzania
- Supplement the existing legal and policy framework with regards to the implementation of the Basel Convention in the country
- Promote environmentally sound practices for management of e-waste and UEEE
- Facilitate awareness for key stakeholders at national and regional level with regards to transboundary movement of e-waste and UEEE

## 1.3. Scope

The Guidelines have a focus on aspects related to transboundary movement of e-waste and UEEE that may or may not be e-waste. In particular, the Guidelines provide guidance on distinction between waste and non-waste based on the Basel Convention Technical guidelines and by taking the national requirements and existing regulatory framework into considerations. In terms of geographical coverage, these Guidelines is applicable for the importation of UEEE and e-waste to Tanzania from all countries.

The document covers transboundary transport of whole used equipment and components that can be removed from equipment, be tested for functionality and subsequently be directly used, sent for failure analysis or reused after repair or refurbishment. The document further covers spare parts that can be tested for functionality and subsequently be directly used or reused for repair or refurbishment of equipment.

The Guidelines provide:

- Guidance on distinction between waste and non-waste when used equipment is moved across borders
- Guidance on documentation that should accompany a shipment of used equipment
- Guidance related to facilities for conducting failure analysis, repair and refurbishment
- Guidance on responsibilities and liabilities of persons responsible for the transport
- Guidance for Tanzanian Authorities as to their roles and responsibilities related to imports of UEEE and e-waste

#### **1.4. Rationale of the Guidelines**

In 1993 Tanzania ratified the Basel Convention<sup>1</sup> on the Control of Transboundary Movements of Hazardous Waste and their Disposal. As a global environmental treaty, the Convention aims to regulate the transboundary movement of hazardous waste, monitor and prevent illegal trafficking and provide assistance to all countries for environmentally sound management of waste. More specifically, the Convention aims to prevent transfer of hazardous waste from developed to less developed countries.

To ensure the compliance to the Basel Convention, Tanzania has developed The Environmental Management (Hazardous Waste Control and Management) Regulations, 2020, The Environmental Management (Control and Management of Electrical and Electronic Equipment Waste) Regulations 2020 and The Electronic and Postal Communications (Electronic Communications Equipment Standards and e-waste Management) Regulations, 2020. These regulations domesticate the requirement of the Basel Convention in managing hazardous waste in Tanzania including its movement in and outside the country. The issues addressed in these Regulations include provision of permits for collection, storage, transportation, importation and exportation of hazardous waste including e-waste. However, none of these Regulations address the issues related to UEEE and therefore make them insufficient to address the importation of e-waste under the umbrella of UEEE.

In 2019, the Conference of Parties to the Basel Convention adopted the technical guidelines on transboundary movements of e-waste and UEEE, in particular regarding the distinction between waste and non-waste. The Basel Convention Technical Guidelines (BCG)<sup>2</sup> provide information and guidance on the distinction between waste and non-waste and between hazardous waste and non-hazardous waste when used equipment is moved across borders. Furthermore, it provides general guidance on transboundary movement of hazardous e-waste and used equipment, instructions on the enforcement of provisions regarding transboundary movement of these equipment and specific guidelines related to facilities for conducting failure analysis, repair and refurbishment. These instructions are intended for government agencies, including enforcement agencies, that wish to implement, control and enforce legislation and provide training regarding transboundary movements.

The current document is an adaptation of BCG taking the national context and requirements into consideration. It should not be considered as replacing any existing national policies and legislation and are prepared with the aim to complement and mutually support the existing policies and legislation.

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<sup>1</sup> <http://www.basel.int/>

<sup>2</sup> <http://www.basel.int/Implementation/TechnicalMatters/DevelopmentofTechnicalGuidelines/TechnicalGuidelines/tabid/8025/Default.aspx>

## 1.5. Target Audience

The target audience for these Guidelines are those stakeholders who are involved in and/or affected by the transboundary movement of e-waste and UEEE. More specifically, the content of these Guidelines will be relevant for the following target groups:

- Central Government especially VPO; Ministry of Transportation; and Ministry Responsible for Local Government Authorities
- Local Government Authorities and other Regulatory Authorities including enforcement agencies responsible for implementing, enforcing, controlling and monitoring legislation and providing training regarding transboundary movement of UEEE and e-waste, including local authorities and personnel (e.g., auditors and custom officers) working at the ports and borders (e.g., Sea, Land and Air);
- Facilities receiving equipment for repair and refurbishment;
- Personnel working in industries arranging transboundary trade and shipment of UEEE to Tanzania.
- Natural or legal persons arranging shipments of UEEE to Tanzania;
- Environmental Non-Governmental Organizations (NGOs) and Community Based Organizations (CBOs)
- General public.

## 2. Institutional roles and responsibilities

### 2.1. Competent authorities

The key governmental institutions and organizations involved in the importation of UEEE are as follows:

#### **Vice President's Office – Division of Environment**

Vice President's Office (VPO) is the Basel Convention "Focal Point" and the Division of Environment (DoE) within VPO is the "Competent Authority" for the purpose of the Convention. The Director of Environment is responsible for processing applications for the transboundary movement of waste made by stakeholders under the Basel Convention.

#### **The National Environment Management Council (NEMC)**

NEMC is responsible for undertaking enforcement, compliance and reviewing of environmental impact assessment and quality standards for the management of hazardous waste including e-waste. It equally, monitors safety and impacts of hazardous waste and other waste on human health and environment. Furthermore, NEMC is responsible for conducting inspection to assess the environmental compliance.

#### **Tanzania Port Authority (TPA)**

TPA has the power of loading and off-loading the cargo at the port-to-port in Tanzania. This includes EEE both used and new. With regards to EEE the Port authority works in collaboration with the Tanzania Review Authority (TRA) and the Tanzania Bureau of Standards (TBS) in the process of clearing the imported EEE at the port.

#### **Tanzania Revenue Authority (TRA)**

This Authority is the custodian of all imported goods at the Port. However, before starting the import process importers are advised by TRA to liaise with relevant government agencies for approval depending on nature of goods imported. The release of the goods depends on the approval of the relevant

authorities. In relation to EEE this may involve the Tanzania Bureau of Standards and the Tanzania Atomic Energy Commission.

### **Tanzania Bureau of Standards (TBS)**

TBS is mandated to undertake measures for quality control of products of all descriptions including electrical and electronic equipment. Through this mandate there are types of imported goods including electrical and electronic equipment where their releases from the port depends on the TBS approval. TBS is the responsible authority for Pre-shipment Verification of Conformity (PVoC), which is a conformity assessment procedure used to verify that products that are being imported to Tanzania are compliant with applicable national standards before shipment. The key activities undertaken in this program include physical inspection prior to shipment, sampling, testing and analysis in accredited laboratories, quality audit of production processes and issuance of Certificate of Conformity (CoC) or Non-Conformity Report (NCR) as appropriate. PVoC applies to specific goods at exporting countries and neither e-waste nor UEEE are included in its scope.

### **2.2. Control procedure for importation of UEEE (to be added after national consultation)**

### 3. Guidance on distinction between e-waste and UEEE

#### 3.1. General considerations

To determine if used equipment is waste it may be necessary to examine all circumstances, including the history of an item and its proposed fate, on a case-by-case basis. However, there are characteristics of used equipment that are likely to indicate whether or not the equipment is waste.

According to the Basel Convention and the Environment Management (Control and Management of Electrical and Electronic Equipment Waste) Regulations 2021 (Article 50, Sections 1-3) of Tanzania, e-waste is considered as hazardous waste in the country and its importation is prohibited.

Without prejudice to Section 3.2 below, when the person responsible for the transport of used equipment claims that the transport is or is intended to be a transboundary transport of used equipment for **direct reuse**, or **extended use by the original owner, including donations**, for the originally intended purpose of the equipment (see Section 3.3.1 below), or for **failure analysis, repair, refurbishment** (see Section 3.3.4 below), or if the transport is identified as **personal effects or household goods** (see Section 3.3.2 below), or is shipped from Zanzibar to Tanzania Mainland (See Section 3.3.2), the evidences required in Sections 3.3 should be provided or be in place to support this claim upon the request of the Tanzanian authorities (both prior to and during transport).

Without prejudice to Section 3.3 below, a party wishing to import used electrical and electronic equipment destined for failure analysis, repair or refurbishment should notify the Secretariat of the Basel Convention, as appropriate, that it does not consider such used equipment to be waste when destined for:

- Facilities that perform such operations in its country; or
- Facilities they have specifically identified, but not to any other facilities.

#### 3.2. Situations where used equipment should normally be considered waste

Without prejudice to Section 3.3 of these Guidelines, used equipment should normally be considered waste if:

- 1) The equipment is destined for **disposal or recycling**, instead of failure analysis or reuse, or
- 2) The equipment comes **without declaration/documentation** or its **fate is uncertain**, and one of the criteria listed in point 3 below applies,
- 3) If any of the criteria below applies:
  - a) The equipment is not complete – essential parts are missing and the equipment cannot perform its key functions;
  - b) The equipment shows a defect that materially affects its functionality and fails relevant functionality tests (see Appendix II for examples of basic functionality tests);
  - c) The equipment shows physical damage that impairs its functionality or safety, as defined in relevant standards, and cannot be repaired at a reasonable cost;
  - d) The protection against damage during transport, loading and unloading operations is inappropriate, e.g., the packaging or stacking of the load is insufficient;
  - e) The equipment is particularly worn or damaged in appearance and its appearance reduces its marketability;
  - f) The equipment:
    - has amongst its constituent part(s) a hazardous component, or
    - contains hazardous substances to an extent that the equipment is required to be **disposed of**, is prohibited to be exported or is prohibited for use in such equipment under the Tanzania Environmental Management (Hazardous Waste Control and

Management) Regulation (2019), and Guidelines for Management of Hazardous Waste (2013), specific multilateral agreements and relevant international standards and guidelines.<sup>3</sup>

- g) The equipment has no market in Tanzania
- h) The equipment is considered outdated if older than a specific age (See Appendix III)
- i) The equipment is destined for disassembly and cannibalization (to gain spare parts).

### 3.3. Situations where used equipment should normally not be considered waste

Used equipment should normally **not** be considered waste without at least visual inspection and testing proving otherwise, if:

- Equipment is declared for direct reuse or extended use, or as donation,
- Equipment is declared as personal effects or household goods,
- Equipment is shipped between Zanzibar and Tanzania Mainland,
- Equipment is destined for failure analysis, repair or refurbishment.

For each of these conditions the following respective requirements should be met.

#### 3.3.1. Equipment destined for direct reuse or extended reuse

When it is not destined for any of the operations listed in in Annex I of the Tanzania Guidelines for Management of Hazardous Waste and it is destined for **direct reuse or extended use, including donations**, by the original owner for the purpose for which it was originally intended, and the following is provided or is in place both prior to and during transport:

**Appendix I A copy of the invoice and contract relating to the sale and/or transfer of ownership of the used equipment, and documentation accompanying the equipment in accordance with Section 4 and Maximum accepted age of imported used equipment (proposed, not yet officially confirmed)**

ALT: Average life time\*

Equipment	ALT	Minimum Remaining ALT	Minimum Remaining ALT	Maximum Age of Imported UEEE
Dish washers	15	30%	5	11
Washing machine incl. combined dryers	12	30%	4	8
Dryers (wash dryers, centrifuges)	16	30%	5	11
Fridges incl. Combi-fridges	15	30%	4	10
Freezers	16	30%	5	12
Air Conditioners (household installed and portable)	18	30%	5	13
Microwaves (incl. combined, excl. grills)	16	30%	5	11
Small household equipment for hot water preparation (e.g. coffee, tea, water cookers)	7	30%	2	5
Vacuum Cleaners (excl. professional)	9	30%	3	7

<sup>3</sup> For instance, asbestos, POPs, mercury and ozone depleting substances

Desktop PCs (excl. monitors, accessories)	10	30%	3	7
Laptops (incl. tablets)	8	30%	2	5
Printers (e.g. scanners, multi functionals, faxes)	8	30%	2	6
Telecommunication equipment (e.g. (cordless) phones, answering machines)	7	30%	2	5
Mobile Phones (incl. smartphones, pagers)	5	30%	1	3
Professional IT equipment (e.g. servers, routers, data storage, copiers)	7	30%	2	5
Cathode Ray Tube Monitors	14	30%	4	10
Flat Display Panel Monitors (LCD, LED)	11	30%	3	8
Flat Display Panel TVs (LCD, LED, Plasma)	10	30%	3	7
Household Tools (e.g. drills, saws, high pressure cleaners, lawn mowers)	13	30%	4	9
Professional Tools (e.g. for welding, soldering, milling)	14	30%	4	10
Non-cooled Dispensers (e.g. for vending, hot drinks, tickets, money)	9	30%	3	6
Cooled Dispensers (e.g. for vending, cold drinks)	13	30%	4	9

\*Source: Forti V., Baldé C.P., Kuehr R. (2018): E-waste Statistics: Guidelines on Classifications, Reporting and Indicators, second edition, United Nations University, ViE – SCYCLE, Bonn, Germany, retrievable from [http://collections.unu.edu/eserv/UNU:6477/RZ\\_EWaste\\_Guidelines\\_LoRes.pdf](http://collections.unu.edu/eserv/UNU:6477/RZ_EWaste_Guidelines_LoRes.pdf)

The ALT is based on the average use times of the equipment in the EU so that the average technical life time might be longer for some equipment.

- i. these Guidelines;
- ii. Evidence of evaluation or testing available, i.e. in the form of a copy of records (certificate of testing – proof of functionality) on every item within the shipment and a protocol:

*Note 1: A record should accompany the shipment and be fixed securely but not permanently either on each piece of individual used equipment itself (if not packaged) or on its packaging so that it can be read without unpacking the equipment.*

*Note 2: As a minimum, key functionalities of equipment must have been tested and found to be fully operational.*

- iii. A declaration made by the person responsible for the transport of the equipment that none of the equipment within the shipment is defined as or is considered to be waste in any of the countries involved in the transport (countries of export and import and, if applicable, countries of transit);
- iv. Each piece of equipment is individually protected against damage and to prevent hazards during transportation, loading and unloading, in particular through sufficient packaging and stacking of the load.

### **3.3.2. Equipment declared as personal effects or household goods**

When the person responsible for the transport of the used equipment declares that the equipment is **personal effects or household goods**, with the intention of reuse, or extended use by the original owner, for its originally intended purpose, the equipment should be inspected and tested based on the conditions defined in Section 4 (a) to (f) of these Guidelines (See inspection checklist in Appendix I of these Guidelines for more details).

### **3.3.3. Equipment shipped between Zanzibar and Tanzania Mainland**

Equipment transported between Zanzibar and Tanzania Mainland with or without specific declaration with the intention of reuse, or extended use by the original owner, for its originally intended purpose, should be inspected and tested based on the conditions defined in Section 4 (a) to (f) of these Guidelines (See inspection checklist in Appendix I of these Guidelines for more details).

### **3.3.4. Equipment is destined for failure analysis, repair or refurbishment**

When the person responsible for the transport of the used equipment claims that the equipment is destined for **failure analysis**, or **for repair or refurbishment** with the **intention of reuse**, or **extended use** by the original owner, for its originally intended purpose, provided that the criteria set out in Section 3.3.1 (iii) and (iv) above and all of the following conditions are met:

- i. The documentation described in Section 4 and Appendix V of these Guidelines accompanies the equipment;
- ii. A valid contract<sup>4</sup> exists between the person who arranges the transport and the legal representative of the facility where the equipment is to be repaired or refurbished or undergo failure analysis. The contract should contain a minimum set of provisions, including the following:
  - The intention of the transboundary transport (failure analysis, repair or refurbishment);
  - Provisions to ensure that any residual hazardous waste generated through the failure analysis, repair or refurbishment activities is managed in an environmentally sound

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<sup>4</sup> Or equivalent document, in cases where there is no change of ownership of the equipment.

manner, either in Tanzania where the facility is located or in another country (see first sentence of Article 4(8)<sup>5</sup> of the Basel Convention) and a provision to allocate responsibility for such environmentally sound waste management is declared;

- A provision stating overall responsibility of the person responsible for the transport to comply with applicable national legislation and international rules, standards and Basel Convention guidelines. To ensure such compliance, the following provisions should be included:
  - A provision allocating responsibility to specific persons, explicitly named and identifiable persons throughout the whole process, from export until the equipment is either analysed or repaired or refurbished to be fully functional, including cases where the equipment is not accepted by a facility and has to be taken back;
  - A provision requiring the facility to provide the person responsible for the transport with a feedback report on the failure analysis, repair or refurbishment activities that were performed on the equipment and on the management of any residual hazardous waste that may have been generated from such activities.

## 4. Declaration and documentation

### 4.1. Documentation for used equipment destined for direct reuse, extended use

The documentation accompanying a shipment of used equipment destined for **direct reuse** or **extended use** by the original owner, including donations, should contain the following information:

- (i) Name and contact details of the person responsible for the transport;
- (ii) Description of electrical and electronic equipment (e.g., name);
- (iii) Under warranty (yes/no) and if yes, remaining duration of warranty;
- (iv) Quantity of equipment;
- (v) Starting date of transport;
- (vi) Countries concerned (export, transit, destination);
- (vii) The documentation should include the following declarations:
  - a) Declaration signed by person who conducted evaluation and testing that results of evaluation and testing are complete;
  - b) Declaration signed by the person responsible for the transport that used equipment in shipment was tested prior to export and is capable of performing the key functions that it was designed to perform (If **YES** attach evidence);
  - c) Declaration signed by the person responsible for the transport that equipment is not waste in any countries involved in transport (country of export, transit, Tanzania);
  - d) Declaration that contract is in place fulfilling conditions for reuse equipment according to Section 3.3.1 (i) of these Guidelines
  - e) Declaration signed by the person responsible for the transport that upon request from authorities, underlying documentation (e.g., contracts or equivalent

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<sup>5</sup> "Each Party shall require that hazardous wastes or other wastes, to be exported, are managed in an environmentally sound manner in the State of import or elsewhere."

documents) will be made available to verify statements contained in points (ii), (iii) and (iv) above.

- f) Declaration signed by the person responsible for the transport that above information is complete and correct
- (viii) Copy of invoice or contract relating to sale and/or transfer of ownership of used equipment.
- (ix) Evidence of evaluation or testing available, i.e. copy of records (certificate of testing – proof of functionality) on every item within the shipment and the related protocol is available. Evaluation and testing record/protocol should contain the following information (See Appendix I for more details):
  - a) Name of item
  - b) Name and address of the company responsible for evidence of functionality (if different than person who arranges for the transport);
  - c) Date of functionality testing;
  - d) Kind of tests performed and results of test;
- (x) Declaration signed by the company responsible for evaluation and testing that indicates that the equipment has been tested and is destined for direct reuse and fully functional;
- (xi) Declaration that equipment does not contain any hazardous substances.

#### **4.2. Documentation for used equipment destined for failure analysis, repair or refurbishment**

The documentation accompanying a shipment of used equipment destined for **failure analysis, repair or refurbishment** by the original owner should contain the following information:

- (i) Name and contact details of the person responsible for the transport;
- (ii) Description of electrical and electronic equipment (e.g., name);
- (iii) Under warranty (yes/no) and if yes, remaining duration of warranty;
- (iv) Quantity of equipment;
- (v) Starting date of the transport;
- (vi) Countries concerned (export, transit, destination);
- (vii) The documentation should include the following declarations:
  - a) Declaration signed by the person responsible for the transport that equipment is not waste in any countries involved in transport (export, transit, Tanzania).
  - b) Contract is in place fulfilling conditions for equipment destined for failure analysis, repair or refurbishment according to Section 3.3.3 (ii) of these Guidelines.
  - c) Upon request from authorities, underlying documentation (e.g., contracts or equivalent documents) will be made available to verify statements contained in (I) and (II) above.
  - d) Declaration that the above information is complete and correct.
- (viii) (Copy of) valid contract available between the person responsible for the transport and facility where equipment is to be repaired or refurbished or undergo failure analysis. This contract should contain the below provisions:
  - a) Intention of transboundary transport (failure analysis, repair or refurbishment) clearly declared.
  - b) Provisions that that residual hazardous waste generated through failure analysis, repair or refurbishment is managed environmentally sound, either in country where facility is located (Tanzania) or in another country. Responsibility for such environmentally sound waste management should be clearly allocated.

- c) Provision stating overall responsibility of the person arranging the transport to comply with national legislation and international rules, standards and Basel Convention guidelines.
- d) The above provision should be complemented by a provision allocating responsibility to specific, explicitly named and identifiable persons throughout the whole process, from export until the equipment is either analyzed, repaired or refurbished to be fully functional, including cases where the equipment is not accepted by a facility and has to be taken back.
- e) Provision requiring facility to provide the person responsible for the transport with a feedback report on failure analysis, repair or refurbishment activities that were performed on the equipment and management of residual hazardous waste generated from above activities.

For the documentation accompanying a shipment of used equipment falling under Sections 3.3.1, 3.3.4 and 3.3.4, Appendix IV and V to the present Guidelines, respectively, contain recommended forms.

Upon receipt of the shipment, the receiving facility should provide a signed declaration of receipt to the person responsible for the transport.

Persons responsible for the transport should retain the documentation referred to in Sections 4.1 and 4.2 for a period of one year following the date a transboundary transport commences.

## 5. Evaluation and testing of used equipment destined for direct reuse prior to transboundary transport

When preparing the transboundary transport of used equipment **destined for direct reuse, including donations**, covered by Section 3.3 of these Guidelines, rather than of e-waste, the **person responsible for the transport** should take the following steps:

### Step 1: Collect information prior to arranging the transport

Prior to any transboundary transport of UEEE to Tanzania it is recommended that the person responsible for the transport of UEEE clarifies whether the intended transport is in conformity with the national legislation in the countries of transit and in Tanzania, for example because Tanzania may have introduced import restrictions for certain UEEE.

### Step 2: Evaluation and testing

The tests to be conducted depend on the kind of equipment in question. Equipment functionality should be tested and the presence of hazardous substances or components in the equipment should be evaluated.

The completion of a visual inspection of the equipment without testing its functionality is unlikely to be sufficient. For most of equipment, a functionality test of key functions is sufficient. For visual inspections and functionality tests the information indicated in Sections 4.1 and 4.2 and Appendices IV and V of these Guidelines should be collected.

A list of examples of functionality tests for certain categories of used equipment is provided in Appendix II to the present document.

Testing should be conducted by a technician with sufficient training to ensure the safety of the functionality tests procedure.

### Step 3: Recording

Results of evaluation and testing should be recorded. The record should contain the following information:

- (a) Name of the producer (if available);
- (b) Identification number of the item (type No.), where applicable;
- (c) Year of production (if available);
- (d) Name and address of the company responsible for evidence of functionality;
- (e) Result of tests described in step 1 (e.g., naming of defective parts and defects or indication of full functionality), including date of the functionality test;
- (f) Kind of tests performed;
- (g) Signed declaration by the company responsible for evidence of functionality.

The record should accompany the shipment and be fixed securely but not permanently either on the used equipment itself (if not packaged) or on the packaging so that it can be read without unpacking the equipment. A recommended form for recording the results of evaluation and testing, is contained in Appendices IV & V of the present Guidelines.

## 6. Guidance on transboundary movements of e-waste

Aligned with the Environment Management (Control and Management of Electrical and Electronic Equipment Waste) Regulations 2021 of Tanzania the following conditions apply:

- 1) For the purpose of the above-mentioned Regulations, any transboundary movement of e-waste-
  - without notification to all states concerned;
  - without the consent of a state concerned; or
  - with consent obtained from states concerned through falsification, misrepresentation or fraud;
  - that does not conform in a material way with the documents; or
  - that results in deliberate disposal including dumping of e-waste in contravention of these Regulations and of general principles of international laws,shall be deemed to be illegal traffic of e-waste;
- 2) any illegal traffic of e-waste shall be taken back to the state of export by the person responsible for the transport or the generator or, where necessary, by the state of export;
- 3) Notwithstanding the provisions of subregulation (2), any person who contravenes this regulation commits an offence and shall be liable on conviction to a fine of not less than five million shillings but not exceeding one billion shillings or to imprisonment for a term not exceeding seven years or to both.

If the person is not accessible, the importer can be held responsible for the transport.

In cases where the competent national authorities involved in a transboundary movement of e-waste consider a specific item to be hazardous waste according to the country's national law, while other authorities would not, the control procedure for hazardous waste described in Article 6, paragraph 5<sup>6</sup> of the Basel Convention would apply. The same mechanism is applicable in cases where there are differences of opinion between competent authorities as to whether or not a piece of equipment constitutes waste. In those cases, the procedures applicable to transboundary movements of waste would apply. If this approach is taken and the applicable procedures are not followed, the movement would be regarded as illegal.

In Appendix VI guidelines for repatriation of e-waste are provided (to be added after national consultations).

## 7. Guidance for facilities conducting failure analysis, repair and refurbishment

At facilities receiving used equipment that is not waste and is intended for failure analysis, repair or refurbishment, inspections should be undertaken to verify if the relevant national provisions for

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<sup>6</sup> Article 6, paragraph 5 of the Basel Convention indicates that "In the cases of a transboundary movement of wastes where the wastes are legally defined as or considered to be hazardous waste only: (A) By the State of export, the requirements of paragraph 9 of this Article that apply to the importer or disposer and the State of import shall apply mutatis mutandis to the exporter and State of export, respectively; (B) By the State of import, or by the States of import and transit which are Parties, the requirements of paragraphs 1, 3, 4 and 6 of this Article that apply to the exporter and State of export shall apply mutatis mutandis to the importer or disposer and State of import, respectively; or (c) By any State of transit which is a Party, the provisions of paragraph 4 shall apply to such State.

environmental protection, including waste-related provisions, and any environmental permits or licenses have been followed. The Guideline on environmentally sound testing, refurbishment and repair of used computing equipment developed under PACE (PACE, 2011a) can be used by Tanzania to help ensure that any such operation is environmentally sound. In addition, compliance with the conditions set out in Section 3.2 of the present Guidelines should be checked.

It is recommended to facilities receiving used equipment that is not waste and is intended for failure analysis, repair or refurbishment to, as appropriate, include provisions in the contract with the person responsible for the transport that:

- a) Used equipment that was destined for failure analysis, repair or refurbishment, but for which no failure analysis, repair or refurbishment has been conducted and that is still non-waste, is returned to the person responsible for the transport or a facility in another country, and
- b) The waste generated during failure analysis, repair or refurbishment is returned to the person who arranges the transport, or is disposed of in an environmentally sound manner. In case of non-availability of environmentally sound management in the country where the failure analysis, repair or refurbishment was conducted, such waste should be managed in an environmentally sound manner in another country.

It is recommended, as appropriate, that facilities receiving used equipment that is not waste and is intended for failure analysis, repair or refurbishment require, as part of the contract with the person who arranges the transport or on the basis of applicable national legislation, the person who arranges the transport to ensure that the equipment is returned to the country of export or a facility in another country at their expense, in the case that used equipment did not undergo failure analysis, repair or refurbishment in the country of import.

A party is fully entitled to require a financial guarantee from facilities receiving used equipment that is not waste and is intended for failure analysis, repair or refurbishment located in their country to cover costs related to environmentally sound management of waste, including for cases of bankruptcy and abandonment. In addition, a party is fully entitled to require a financial guarantee from the person who arranges the transport to cover costs to ensure that used equipment that did not undergo failure analysis, repair or refurbishment in the country of import is returned to the country of export or a facility in another country.

For example, some developing countries where facilities conduct failure analysis, repair and refurbishment activities have implemented policies that require those facilities to assure that all of the used equipment that they receive will be exported after failure analysis, repair or refurbishment. In addition, in these countries all the waste generated by such activities must be exported to facilities that meet ESM standards. These requirements are part of the environmental operating permits of these facilities and assure that the activities of the facilities will not result in unwanted imports of equipment that would need to be managed as e-waste. They also assure that the waste generated by those activities will not burden the national waste management infrastructure of importing countries and will be managed in accordance with ESM standards.

## Appendix I Checklist for visual inspection and functionality tests

Note: Complete version of this checklist is available as a separate document.

### Entry and Guidance Dashboard

Please check below possibilities and tick the boxes.					Inspection Result	
					UEEE	E-waste
	Documentation/Declaration	Yes	No	Further Actions		Shipment may be illegal import of hazardous waste: Consult Section 6 of these Guidelines
<b>A</b>	Equipment destined for <b>re-use</b> or <b>extended use</b> by original owner, or declared as <b>spare parts</b> ?			Go to Checklist 1 on page 21 of these Guidelines		
<b>B</b>	Equipment destined for <b>failure analysis/repair/refurbishment</b> ?			Go to Checklist 2 on page 24 of these Guidelines		
<b>C</b>	Equipment declared as <b>personal effects, household goods, or without declaration/documentation</b> ?			Go to Checklist 3 (Inspection and Testing) on page 26 of these Guidelines		
<b>D</b>	Equipment declared as <b>donation</b> ?			Go to Checklist 1 on page 21 (Equipment destined for reuse).		
<b>E</b>	Equipment destined for <b>disposal or recycling</b> ?			Equipment is <b>e-waste</b> . Check conditions for legal imports of e-waste (hazardous waste) in Section 6 of these Guidelines		<b>Inspect whether import is actually e-waste and not other hazardous waste.</b>

## Appendix I (continued)

### Part A - Checklist 1 – Minimum Documentation Requirements for Equipment destined for REUSE/EXTENDED USE, and for SPARE PARTS

Please check the availability of the below information in the documentation accompanying the shipment.

Check Step	Minimum documentation requirements; for best practice example see Appendix V of these Guidelines	YES	NO	REMARKS
1	Name and contact details of person responsible for the transport;			
2	Description of electrical and electronic equipment/spare parts (e.g., name);			
3	Under warranty (yes/no) and if yes, remaining duration of warranty;			
4	Quantity of equipment/spare parts;			
5	Starting date of transport;			
6	Countries concerned (export, transit, destination);			
7	<b>Declarations</b> ((c.f. section 6 of best practice example in Appendix IV of these Guidelines)			
I)	<ul style="list-style-type: none"> <li>Declaration signed by person who conducted evaluation and testing that results of evaluation and testing are complete;</li> </ul>			
II)	<ul style="list-style-type: none"> <li>Declaration signed by person responsible for the transport that used equipment/spare parts in shipment were tested prior to export and is capable of performing the key functions that it was designed to perform.</li> </ul>			
III)	<ul style="list-style-type: none"> <li>Declaration signed by person responsible for the transport that equipment/spare parts are not waste in any countries involved in transport (country of export, transit, Tanzania);</li> </ul>			
IV)	<ul style="list-style-type: none"> <li>Declaration that contract is in place fulfilling conditions for reuse equipment/spare parts according to BCG Art. 32(a)(i)</li> </ul>			
V)	<ul style="list-style-type: none"> <li>Declaration signed by person responsible for the transport that upon request from authorities, underlying documentation (e.g., contracts or equivalent documents) will be made available to verify statements contained in II), III) and IV) above.</li> </ul>			
VI)	<ul style="list-style-type: none"> <li>Declaration signed by person responsible for the transport that above information is complete and correct?</li> </ul>			

Check Step	Minimum documentation requirements; for best practice example see Appendix V of these Guidelines	YES	NO	REMARKS
8	Copy of <b>invoice and contract</b> relating to sale and/or transfer of ownership of used equipment/spare parts?			
9	Ensure by inspection: Is each piece of equipment/spare parts individually protected against damage and hazards during transportation, loading and unloading through sufficient packaging and stacking of the load?			
10	Evidence of evaluation or testing available, i.e. copy of records (certificate of testing – proof of functionality) on every item within the shipment and a protocol?  <i>Note 1: Record should accompany shipment and be fixed securely but not permanently either on used equipment/spare parts itself (if not packaged) or on packaging so that it can be read without unpacking the equipment/spare parts.</i>  <i>Note 2: As a minimum, key functionalities of equipment must have been tested and found to be fully operational. Spare parts must be fully operational!</i>			
11	<b>Check whether testing and evaluation record/protocol contains following elements:</b>  <i>Note: See "Appendix V of these Guidelines for a recommended form of recording results of evaluation and testing.</i>			
I)	Name of item			
II)	Name and address of company responsible for evidence of functionality?			
III)	Information on kind of tests performed?  <i>Note: As a minimum, key functionalities of equipment/spare parts must have been tested and be operational. Spare parts must be fully operational!</i>			
IV)	Result of tests described above (e.g., naming of defective parts and defects or indication of full functionality), including date of functionality test;			
V)	Declaration signed by company responsible for evidence of functionality?			
VI)	Declaration that equipment/spare parts do not contain any of the below substances: Refrigerants R11, R12, R 13, R 114, R 500, R 502, R 503, FR 10 A (used in cooling and heating equipment/spare parts) Mercury (e.g. in backlights of old flat panel displays) PCB (polychlorinated biphenyls, may be contained in large old capacitors in electrical equipment/spare parts) ...?			
VII)	Signed declaration that indicates that the equipment/spare parts have been tested and is destined for direct reuse and fully functional			

Check Step	Minimum documentation requirements; for best practice example see Appendix V of these Guidelines	YES	NO	REMARKS
	Documentation requirements sufficiently fulfilled?			
	<b>“NO”:</b> Consider equipment/spare parts to be e-waste. Go back to “Entry and Guidance Dashboard” on page 20 to insert result.			
	<b>“YES”:</b> Continue with Checklist 3 on page 26 (Visual/physical Inspection)			

## Appendix I (continued)

### PART A - Checklist 2 – Minimum Documentation Requirements for Equipment destined for FAILURE ANALYSIS, REPAIR or REFURBISHMENT

Please check the availability of the below information in the documentation accompanying the shipment.

Check Step	Minimum documentation requirements; for best practice example see Appendix V of these Guidelines	YES	NO	REMARKS
1	Name and contact details of person responsible for the transport;			
2	Description of equipment (e.g., name);			
3	Under warranty (yes/no) and if yes, remaining duration of warranty;			
4	Quantity of equipment;			
5	Starting date of transport;			
6	Countries concerned (export, transit, destination);			
7	<b>Declaration</b> (c.f. section 6 of best practice example in Appendix V of these Guidelines)			
I)	<ul style="list-style-type: none"> <li>signed by person responsible for the transport that equipment is not waste in any countries involved in transport (export, transit, Tanzania)</li> </ul>			
II)	<ul style="list-style-type: none"> <li>Contract is in place fulfilling conditions for equipment destined for failure analysis, repair or refurbishment according to Art. 32(b)(II) of the BCG.</li> </ul>			
III)	<ul style="list-style-type: none"> <li>Upon request from authorities, underlying documentation (e.g., contracts or equivalent documents) will be made available to verify statements contained in I) and II) above.</li> </ul>			
IV)	<ul style="list-style-type: none"> <li>The above information is complete and correct.</li> </ul>			
8	(Copy of) valid contract available between person responsible for the transport and facility where equipment is to be repaired or refurbished or undergo failure analysis? The above contract should contain the below provisions (minimum):			NEMC should check if the facility has the capacity to perform repair, refurbish or failure analysis
I)	Intention of transboundary transport (failure analysis, repair or refurbishment) clearly declared?			
II)	Provisions that residual hazardous waste generated through failure analysis, repair or refurbishment is managed environmentally sound, either in country where facility is located (Tanzania) or in another country			
	Responsibility for such environmentally sound waste management clearly allocated?			

Check Step	Minimum documentation requirements; for best practice example see Appendix V of these Guidelines	YES	NO	REMARKS
III)	Provision stating overall responsibility of person responsible for the transport to comply with national legislation and international rules, standards and Basel Convention guidelines?			
	Is the above complemented by a provision allocating responsibility to specific, explicitly named and identifiable persons throughout the whole process, from export until the equipment is either analysed, repaired or refurbished to be fully functional, including cases where equipment is not accepted by a facility and has to be taken back?			
	Provision requiring facility to provide person responsible for the transport with a feedback report on: <ul style="list-style-type: none"> <li>• Failure analysis, repair or refurbishment activities that were performed on the equipment</li> <li>• Management of residual hazardous waste generated from above activities.</li> </ul>			
	<b>Documentation requirements sufficiently fulfilled?</b>			
	<b>“NO”:</b> Consider equipment to be e-waste. Go back to “Entry and Guidance Dashboard on page 20” to insert result.			
	<b>“YES”:</b> Consider equipment to be destined for failure analysis, repair or refurbishment. Go back to Line B of “Entry and Guidance Dashboard on page 20” to insert result.			

## Appendix I (continued)

### PART B - Checklist 3 – Inspection and Testing of Electrical and Electronic Equipment

Check Step	Conditions	Please Tick Boxes			Examples and Remarks
		Yes	No	Not Certain	
a)	Equipment not complete - essential parts missing, equipment cannot perform its key functions				<ul style="list-style-type: none"> <li>• No cable, or cable is cut</li> <li>• Laptops: battery, hard disk, keyboard, cables, display missing</li> <li>• Fridges and refrigerators: no compressor, condenser, door</li> <li>• Copiers and printers: no paper trays, toner holders</li> </ul>
b)	Equipment shows defects that materially affect its functionality and fails relevant functionality tests ( <i>see Annex II of these Guidelines for examples of basic tests</i> )				<ul style="list-style-type: none"> <li>• Conduct power on/off test</li> <li>• Perform basic functionality tests (for examples see Appendix II on page 28 of these Guidelines).</li> <li>• <b>Before you connect to power:</b> Check basic safety, e.g. ensure power lines and connectors are insulated</li> </ul>
c)	Tested samples of equipment - others than the previous in b) above – <b>do not</b> pass basic functionality tests ( <i>see Annex II of these Guidelines for examples of basic tests</i> )				<ul style="list-style-type: none"> <li>• Conduct power on/off test</li> <li>• Perform basic functionality tests (see Appendix II on page 28 of these Guidelines).</li> <li>• <b>Before you connect to power:</b> Check basic safety, e.g. ensure power lines and connectors are insulated</li> </ul>
d)	Equipment shows physical damage that impairs its functionality or safety as defined in relevant standards, and cannot be repaired at reasonable cost				<ul style="list-style-type: none"> <li>• Cracked screen</li> <li>• Bad or damaged built-in battery</li> </ul>
e)	Protection against damage during transport, loading and unloading operations is inappropriate, e.g., packaging or stacking of load is insufficient				<ul style="list-style-type: none"> <li>• Consider packaging requirements of particular products, e.g. a fridge may need less packaging than a flat panel display.</li> <li>• Product-specific packaging standards available?</li> </ul>


Check Step	Conditions	Please Tick Boxes			Examples and Remarks
		Yes	No	Not Certain	
f)	Equipment particularly worn or damaged in appearance so that its appearance reduces its marketability				<ul style="list-style-type: none"> <li>All equipment: rusting, surfaces scratched</li> </ul>
g)	Equipment has among its constituent part(s) <ul style="list-style-type: none"> <li>a hazardous component or contains hazardous substances to an extent that equipment is required to be disposed of</li> <li>or substances that are prohibited for use in such equipment under national legislation, specific multilateral environmental agreements and relevant international standards and guidelines</li> </ul>				<ul style="list-style-type: none"> <li>Stoves: asbestos</li> <li>Old flat panel displays: mercury in backlights</li> <li>Fridges, air conditioners: ozone depleting and/or greenhouse gas substances</li> <li>Persistent organic pollutants, e.g. PBB or PBDE in plastics</li> </ul>
h)	Equipment has no market in Tanzania				Outdated technologies, like <ul style="list-style-type: none"> <li>Computers more than 10 years old</li> <li>Cathode ray tube TVs or monitors</li> <li>Cassette tape recorders</li> </ul> Equipment that is or cannot be operated in Tanzania
i)	Equipment destined for disassembly and cannibalization (to gain spare parts);				
j)	Price paid for equipment significantly lower than would be expected for functional equipment intended for reuse				Limited applicability in Tanzania since imported UEEE often collected informally (for free) from consumers in higher income countries.
	<b>Due to the results of the inspection, the equipment is considered e-waste.</b>				
<b>“Yes”: Go to “Entry and Guidance Dashboard” on page 20 and insert result.</b>					
<b>“NO”: Consider equipment to be UEEE. Go to “Entry and Guidance Dashboard” on page 20 and insert result.</b>					

## Appendix II Examples of basic functionality tests

**Important: Safety checks should be performed prior to any test:**

- Ensure that cables and electrical connections are okay before connecting to power! No exposed cables etc.
- In case of doubt, do not test the equipment but consider the device as e-waste.

Examples of functionality tests for various electrical and electronic equipment are provided below:

Basic tests for desktop computers	
<b>TEST</b> <ul style="list-style-type: none"><li>• Functional monitor</li><li>• Switch on compute, complete boot up process</li><li>• Cooling fan(s) start operating after a while?</li><li>• Age (year manufactured)</li></ul>	<b>EXPECTED RESULTS</b> <ul style="list-style-type: none"><li>• Computer should boot up successfully.</li><li>• Computer should respond to keyboard and mouse input.</li><li>• Cooling fans should operate normally.</li></ul>
 <p>Image: ReduCE-Waste pilots</p>	

## Appendix II (continued)

### Basic tests for displays

#### TEST

- Required for notebooks
- Plug in display and test pictures quality for pixels, color, contrast and brightness.
- Visual inspection for image persistence, scratches, other damage to screen or housing
- Cabling should be inspected and present
- Software-based diagnostic testing (maybe available online)

#### EXPECTED RESULTS

- Picture should not be fuzzy, have damaged pixels or be too dark
- LCD backlights should all function (no dark areas on screen).
- Colors, brightness, hue and straightness of lines should be considered.
- Software diagnostic test should be positive.
- Cabling should be free from damage.



Images: ReduCE-Waste pilots

## Appendix II (continued)

### Basic tests for laptops and notebooks

#### TEST

- Switch on, wait for successful completion of boot-up process.
- Screen/display working?
- Battery: LP working without cable?
- Press keyboards: working?
- Cooling fan(s) start operating after a while?

#### EXPECTED RESULTS

- Should boot up successfully.
- Should respond to keyboard and mouse input.
- Should turn on during boot up.
- Display image should be clear, and colors, contrast and brightness should be correct with no screen-burned images, scratches or cracks
- Should retain minimum of 1 hour of run time)



Image: ReduCE-Waste pilots

## Appendix II (continued)





Basic tests for fridges	
TEST	EXPECTED RESULTS
<ul style="list-style-type: none"><li>• Check what type of refrigerants are used</li><li>• Is the cable available?</li><li>• Check if power rating is the same as in Tanzania, is it?</li><li>• Consider electrical safety, is there any part that overheats?</li><li>• Connect the fridge to electricity, does it start?</li><li>• Check if it is cooling, does it?</li><li>• Check if the thermostat works, does it?</li></ul>	<ul style="list-style-type: none"><li>• Not a banned refrigerant</li><li>• A cable is attached and available</li><li>• The fridge plug can be easily used in Tanzania</li><li>• The fridge is safe</li><li>• The fridge switches on</li><li>• If it does not pass any of the tests, equipment is e-waste</li></ul>
	

Image: ReduCE-Waste pilots

## Appendix II (continued)

Basic tests for TVs	
<b>TEST</b> <ul style="list-style-type: none"><li>• Switch on the TV.</li><li>• Check if the screen works and lights up.</li><li>• Check basic functions (e.g. search for channels and settings).</li><li>• Apply test programs from USB stick if available.</li></ul>	<b>EXPECTED RESULTS</b> <ul style="list-style-type: none"><li>• TV works when switches on.</li><li>• The screen works and no damages are visible</li><li>• It is possible to change the channels and settings.</li><li>• The speaker works.</li></ul>
 <p>Image: ReduCE-Waste pilots</p>	

**Appendix II (continued)**

<b>Basic tests for mobile phones</b>	
<b>TEST</b> <ul style="list-style-type: none"><li>• Plug the phone in and check if the plug of the phone is still functional and not worn out.</li><li>• Does the phone start charging if plugged?</li><li>• Switch it on and check if display and keys are working.</li><li>• Check if the charging system is overheating.</li><li>• Check if the SIM card is read correctly.</li></ul>	<b>EXPECTED RESULTS</b> <ul style="list-style-type: none"><li>• The phone works when plugged in.</li><li>• The keys and display are working.</li><li>• The charging system works and is not overheating.</li><li>• The SIM card is read correctly</li></ul>
	

## Appendix II (continued)

<b>Basic tests for washing machines</b>	
<b>TEST</b>	<b>EXPECTED RESULTS</b>
<ul style="list-style-type: none"> <li>• Does the door open and close?</li> <li>• Connect the washing machine to electricity and test functions, e.g. start washing program, spinning, etc. Does it react, e.g. indicating at least lacking water supply, etc.?</li> </ul>	<ul style="list-style-type: none"> <li>• Door opens and closes properly.</li> <li>• Functions that can be tested work properly.</li> </ul>
<b>Basic tests for air conditioner</b>	
<b>TEST</b>	<b>EXPECTED RESULTS</b>
<ul style="list-style-type: none"> <li>• Turn it on and check if it is blowing.</li> <li>• Check whether it reacts to the remote control</li> </ul>	<ul style="list-style-type: none"> <li>• The air conditioner can be turned on and is blowing.</li> <li>• It reacts to the remote control.</li> </ul>
<b>Basic tests for toaster</b>	
<b>TEST</b>	<b>EXPECTED RESULTS</b>
<ul style="list-style-type: none"> <li>• Plug it in, set the shortest toasting time and check whether it heats up.</li> <li>• Check if it stops automatically after a while</li> </ul>	<ul style="list-style-type: none"> <li>• The toaster heats up properly.</li> <li>• It stops automatically after a while</li> </ul>
<b>Basic tests for printers</b>	
<b>TEST</b>	<b>EXPECTED RESULTS</b>
<ul style="list-style-type: none"> <li>• Switch it on.</li> <li>• Do a self-test.</li> <li>• Test copy or scanning functions if provided.</li> <li>• Check printing functionality with notebook (and possibly test program) if conditions allow.</li> </ul>	<ul style="list-style-type: none"> <li>• It turns on.</li> <li>• Self-test works.</li> <li>• Copy and scanning functions are working properly.</li> <li>• Printing works.</li> </ul>

## Appendix III Maximum accepted age of imported used equipment (proposed, not yet officially confirmed)

ALT: Average life time\*

Equipment	ALT	Minimum Remaining ALT	Minimum Remaining ALT	Maximum Age of Imported UEEE
Dish washers	15	30%	5	11
Washing machine incl. combined dryers	12	30%	4	8
Dryers (wash dryers, centrifuges)	16	30%	5	11
Fridges incl. Combi-fridges	15	30%	4	10
Freezers	16	30%	5	12
Air Conditioners (household installed and portable)	18	30%	5	13
Microwaves (incl. combined, excl. grills)	16	30%	5	11
Small household equipment for hot water preparation (e.g. coffee, tea, water cookers)	7	30%	2	5
Vacuum Cleaners (excl. professional)	9	30%	3	7
Desktop PCs (excl. monitors, accessories)	10	30%	3	7
Laptops (incl. tablets)	8	30%	2	5
Printers (e.g. scanners, multi functionals, faxes)	8	30%	2	6
Telecommunication equipment (e.g. (cordless) phones, answering machines)	7	30%	2	5
Mobile Phones (incl. smartphones, pagers)	5	30%	1	3
Professional IT equipment (e.g. servers, routers, data storage, copiers)	7	30%	2	5
Cathode Ray Tube Monitors	14	30%	4	10
Flat Display Panel Monitors (LCD, LED)	11	30%	3	8
Flat Display Panel TVs (LCD, LED, Plasma)	10	30%	3	7
Household Tools (e.g. drills, saws, high pressure cleaners, lawn mowers)	13	30%	4	9
Professional Tools (e.g. for welding, soldering, milling)	14	30%	4	10
Non-cooled Dispensers (e.g. for vending, hot drinks, tickets, money)	9	30%	3	6
Cooled Dispensers (e.g. for vending, cold drinks)	13	30%	4	9

\*Source: Forti V., Baldé C.P., Kuehr R. (2018): E-waste Statistics: Guidelines on Classifications, Reporting and Indicators, second edition, United Nations University, ViE – SCYCLE, Bonn, Germany, retrievable from [http://collections.unu.edu/eserv/UNU:6477/RZ\\_EWaste\\_Guidelines\\_LoRes.pdf](http://collections.unu.edu/eserv/UNU:6477/RZ_EWaste_Guidelines_LoRes.pdf)

The ALT is based on the average use times of the equipment in the EU so that the average technical life time might be longer for some equipment.

**Appendix IV Best practice documentation and information accompanying transboundary transport of used equipment destined for direct use or extended use by the original owner**

<b>1. Person who arranges the transport (responsible for testing):</b> Name: Address: Contact person: Tel: E-mail:	<b>2. Company responsible for evidence of functionality (if different than person who arranges for the transport):</b> Name: Address: Contact person: Tel: E-mail:	<b>3. <input type="checkbox"/> User or, where this is not possible, <input type="checkbox"/> retailer or <input type="checkbox"/> distributor:</b> Name: Address: Contact person: Tel: E-mail:
<b>4. Countries/States concerned:</b>		
Export/dispatch	Transit	Import/destination
<b>5. Start date of the transport</b>		
<b>6. Declaration:</b> I, the person who conducted the evaluation and testing, declare that the results of evaluation and testing are complete and correct, to the best of my knowledge.  Name:                      Function:                      Date:                      Signature:		
I, the person who arranges the transport of the equipment listed below, declare that I am entitled to represent my company and that:		
a) Prior to export the used equipment listed below was tested and is fully functional. <sup>1</sup> b) This equipment is not defined as or considered to be waste in any of the countries involved in the transport and is destined for direct reuse <sup>2</sup> and not for recovery or disposal operations. c) A contract according to paragraph 32(a) (i) of the Basel Convention <i>Technical guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste and non-waste under the Basel Convention</i> , is in place.		

d) Upon request from the relevant authorities, I will make available underlying documentation (e.g., contracts or equivalent documents) that can be used to verify the statements contained in subparagraphs (a), (b) and (c) above.

e) The above information is complete and correct, to the best of my knowledge.

Name:

Function:

Date:

Signature:

7. Description of the equipment (e.g. name) <sup>3</sup>	8. Name of the producer (if available)	9. Identification number (type No.) (if applicable and/or if available)	10. Year of production (if available)	11. Year of earlier repair or refurbishment and kind of repair or refurbishment (optional)	12. Under warranty (yes/no) and if yes, remaining duration of warranty	13. Quantity of equipment	14. Date of functionality testing	15. Kind of tests performed and results of test (e.g. indication of full functionality or indication of defective parts and defect) <sup>4</sup>

## Appendix V Best practice documentation and information accompanying transboundary transport of used equipment destined for failure analysis, repair or refurbishment

<b>1. Person who arranges the transport</b> Name: Address: Contact person: Tel.: Fax: E-mail:	<b>2. Receiving facility</b> Name: Address: Contact person: Tel.: Fax: E-mail:	<b>3. Purpose of the transport:<sup>1</sup></b> <input type="checkbox"/> Failure analysis <input type="checkbox"/> Repair <input type="checkbox"/> Refurbishment	
<b>4. Start date of the transport:</b>			
<b>5. Countries/States concerned:</b>			
Export/dispatch	Transit	Import/destination	
<b>6. Declaration of the person who arranges the transport of the equipment:</b> I declare that I am entitled to represent my company and that: <ul style="list-style-type: none"> <li>a) The equipment in this transport is equipment that is not defined as or considered to be waste in any of the countries involved in the transport.</li> <li>b) A contract fulfilling the conditions set out in paragraph 32(b) (ii) of the Basel Convention <i>Technical guidelines on transboundary movements of electrical and electronic waste and used electrical and electronic equipment, in particular regarding the distinction between waste and non-waste under the Basel Convention, is in place.</i></li> <li>c) Upon request from the relevant authorities, I will make available underlying documentation (e.g., contracts or equivalent documents) that can be used to verify the statements contained in subparagraphs (a) and (b) above.</li> <li>d) The above information is complete and correct, to the best of my knowledge.</li> </ul>			
Name:	Function:	Date:	Signature:

7. Description of the equipment (e.g. name) <sup>2</sup>	8. Name of the producer (if available)	9. Identification number (type No.) (if applicable and/ or if available)	10. Year of production (if available)	11. Year of earlier repair or refurbishment and kind of repair or refurbishment (optional)	12. Under warranty (yes/no) and if yes, remaining duration of warranty	13. Quantity of equipment
<b>TO BE COMPLETED BY THE RECEIVING FACILITY</b>						
14. Movement received at the receiving facility:			Quantity/volume received:			
Name:		Date:		Signature:		

**Appendix VI Repatriation of e-waste (to be added after national consultations)**