

Workshop

E-waste: Improving Implementation

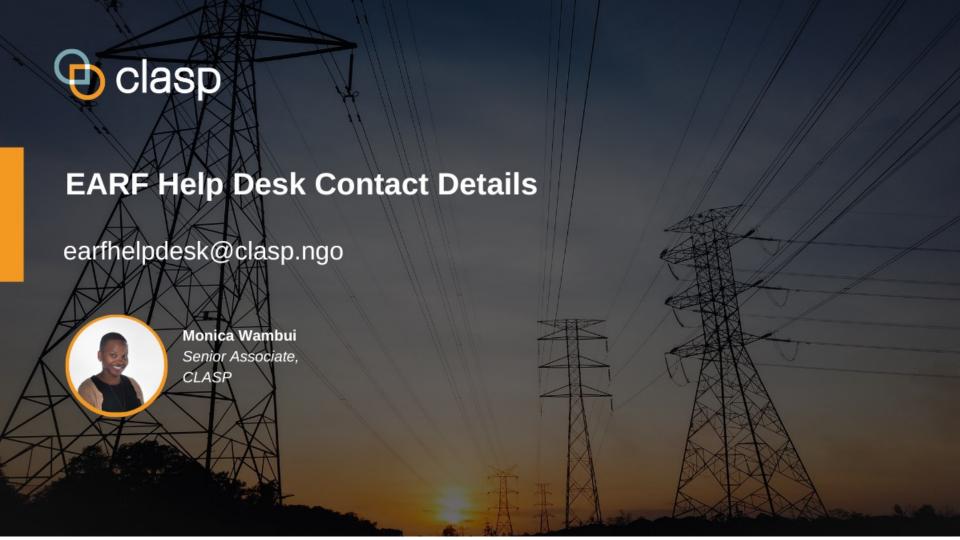
25 August 2022 | 2:00 PM - 3:30 PM (EAT)



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E-waste Management Improving practices for EARF borrowers

Rebecca Rhodes Snr PM, GOGLA

25 Aug 2022











Poll 1:



I understand e-waste management and how it affects my business:

- 1. Yes
- 2. No
- 3. Not sure
- 4. What exactly is e-waste?!



Agenda



- 1 Re-cap: E-waste 101 for OGS companies
- 2 Assessing your e-waste footprint
- 3 Training, awareness raising and implementation
- 4 Discussion / Q&A



E-waste: Recap



- Globally, e-waste has grown by 21% in 5 years – to 54million mt in 2020.
- Mainly due to high consumption rates, short life cycles, and few options for repair.
- Value of this e-waste was US \$57 billion



E-waste and OGS



Sources:









Repairs and returns

Write-offs and repossessions

Broken in transit

Customer take-back schemes

Barriers:











Lack of consumer awareness

Expensive

Lack of recycling infrastructure

Difficulty accessing spare parts

Nascent legislation

Imperatives for business action on e-waste





EARF ESMS E-waste requirements









Ensuring high quality products **prolongs the life-span** of products and **reduces** the likelihood of malfunction or breakage.

Make sure your products are certified to IEC standards (via VeraSol).

with national laws

Understanding the legal requirements for e-waste management is key, especially as where laws are in place, the common principle is Extended Producer Responsibility.

Review at least annually.



Safe management of hazardous waste.

Know what components are in your products and what the hazards are.

Implement procedures and training for safe handling and storage of e-waste as a minimum.



Implement an e-waste management plan

Setting out your ambitions and planning for e-waste management before it becomes a problem is key.

This helps your financial planning and demonstrates responsibility.



Educate your customers

Small changes can make a big difference in awareness.

Make sure disposal information is **clearly labelled** in product manuals, and communicated during installation, and at the end of the warranty period/expected lifespan.



Company assessment matrix – What is your baseline?



FMPO			Notes/Comments (achievements & existing gaps)	Recommendations (what can be done)
	There is an e-waste management policy / plan in place. The policy/management plan has been signed off by Senior Management and adopted company-wide.			Adapt the Blueprint e-waste policy. Review with senior stakeholders and obtain sign-off for cor
	The e-waste management policy is cross departmental and clearly defines how different parts of the business (nationally and internationally) will execute the e-waste management policy.			Define all e-waste roles and responsibilities Assign different roles and responsibilities to various departments or person(s) Each department or person(s) has adopted e-waste roles and responsibilities as part of their journed to the standard of the standar
EMP2 e	The policy includes a clear statement of ambition for e-waste management and outlines the long term goals for e-waste management. There is a direct connection to becoming a more sustainable company that embraces wider e-waste management principles (i.e. circularity), and links are made to e-waste as a value added business function with clear impact that benefits different stakeholders (e.g. consumers, community, and company/staff).			Define an e-waste mission and vision statement Connect the e-waste vision and mission to the company's greater vision and mission Clearly define the impacts of e-waste management upon various stakeholders (e.g. customer, Integrate wider e-waste management principles into the e-waste initiative, which include exte
	The policy explicitly details and adheres to e-waste legislation(s) that affect the company's countries of operation. There is a clear plan to stay updated on new e-waste legislations across all countries of operations.			Identify and interpret the e-waste legal framework for each country of operation within the e Ensure legal compliance of the standard operating procedures for each country(e)s) of operating Track legal changes through an e-waste legislation repository or industry association updates.
EMP4 n	The policy is reviewed regularly, at least annually and whenever there are changes to the organisation that affect the responsibility and roles of the people and departments involved. The review includes an assessment of forecast e-waste and ensure that the policy enables efforts to increase e-waste management capacity accordingly.			Define a review schedule of the e-waste management policy Describe how the company deals with future e-waste through clear budgets and resource allo
F-WASTE ACT	TIVITIES AND OPERATIONS	How is this being met?	Notes/Comments (achievements & existing gaps)	Recommendations (what can be done)
AOp0 t	There is a process flow chart for e-waste management activities showing how e-waste is managed within operations. The process covers collection, storage and handling, transportation, and treatment. It distinguishes between products that are in warranty and out of warranty and links are made to related processes for circular activities such as repair and refurbishing		The state of the s	1. Refer to and adapt GoGLA's Blueprint for e-waste process flows, ensuring that is aligns with y 2. Define how non-functioning products return to the company's ecosystem, and how they reacl 3. The flow chart should explicitly show how different warranty products are dealt with in the co- control)
AOp1	Roles and responsibilities for e-waste management are clearly defined and individuals are aware of their resposibilies via job descriptions or role-based KPIs.			Define who is responsible for each activity within the e-waste process flow, from non-functio Update job descriptions to include e-waste responsibilities

2a e-waste assessment framework roadmap template final.xlsx (live.com)

Company assessment matrix – What is your baseline?



E-WASTE MA	NAGEMENT POLICY
EMPO	There is an e-waste management policy / plan in place. The policy/management plan has been signed off by Senior Management and adopted company-wide.
E-WASTE ACT	IVITIES AND OPERATIONS
AOp0	There is a process flow chart for e-waste management activities showing how e-waste is managed within operations. The process covers collection, storage and handling, transportation, and treatment. It distinguishes between products that are in warranty and out of warranty and links are made to related processes for circular activities such as repair and refurbishing
AOp1	Roles and responsibilities for e-waste management are clearly defined and individuals are aware of their responsibilities via job descriptions or role-based KPIs.
CONSUMER /	WARENESS & STAKEHOLDER ENGAGEMENT
CSE0	Consumers/end-user are informed on how to take care of the product, their warranty period, end of life disposal, and what to do if any technical issues arise with the product.
-WASTE PRO	CESSOR PARTNERSHIP CRITERIA
EPC0	The company has identified an appropriate waste processor / recycling partner in each operational country/region. If the company can not identify appropriate local partner(s), it has established a way to safely store e-waste or transport e-waste across borders to alternate facilities.
DATA COLLEG	TION AND MONITORING
DCM0	The company collects and records relevant e-waste data (e.g., total weight of e-waste collected, products failure rate, e-waste safely treated) on a periodic basis. Data is accessible to all responsible persons and departments.

(Example)

Baseline > Roadmap



- Fit to company context
- Assign an overall owner, and clear responsibilities
- Plan to review periodically
- Monitor external factors, such as regulations and development of national facilities
- Consider trigger points; e.g.,
 [n] years after first sales, we will do xyz.



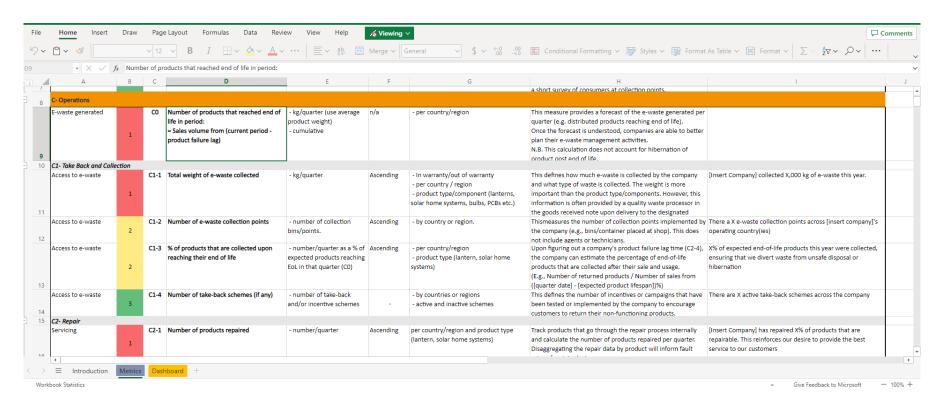
Policy – How does your company approach e-waste?



- Content to consider includes:
 - Company mission with regards to e-waste
 - Your role in the e-waste value chain (whether you are a manufacturer or distributor)
 - Local regulatory environment
 - Roles and responsibility within the company
 - Financial planning for e-waste management
 - KPIs
 - Consumer and/or partner engagement
 - Processes / procedures

KPIs: Monitoring for continuous improvement





5 e-waste kpis final.xlsx (live.com)

KPIs: Monitoring for continuous improvement



- Where to start?
 - Estimate the product failure lag. E.g., how long do you estimate each product or component will be in use for?
 - E-waste generated = sales volume (kg) from (period-failure lag (yrs.))
 - E-waste collected, stored and recycled (kg) and as % of e-waste generated
 - No./% employees trained on e-waste management

GOGLA E-waste Toolkit and Blueprints

E-waste Toolkit

Off-grid solar is delivering huge social impact to customers, mitigating greenhouse gas emissions from traditional polluting lighting sources, and supporting economic development in low-income countries. As the sector grows, companies and investors are increasingly focusing on resource efficiency and lifecycle of products - from design and manufacturing to end of life. In this hub, you will find resources aimed at helping address the main challenges in setting up sustainable recycling chains. This toolkit is a work in progress and content will be added regularly as modules are developed.

Looking for additional learning materials about e-waste management in the off-arid solar sector? Download materials from the e-waste festival



Introduction to Recycling

Module 1 is a high-level technical understanding of how each component is recycled and where to begin with identifying looking at circular design principles and how identifying where the costs lie and who is recycling partners, Learn more



Policy and Regulation

Module 4 of the E-waste toolkit aims to provide a high level introduction to e-waste legislation, existing typologies and their financing mechanisms. Learn more.



Design for Reduction of E-Waste

Module 2 will focus on waste reduction strategies within the off-grid solar sector, they can be applied. Learn more



E-waste and the Consumer

Module 5 focuses on the consumer experience, awareness and disposal behaviors upon product end-of-life. Learn



Financials of Solar E-Waste

Module 3 will look at the financials of solar e-waste by breaking down its supply chain, responsible for them, Learn more,



Take-back and Collection

Module 6 of the toolkit focuses on take-back and collection channels, challenges and incentive. Learn more



These E-waste Blueprints have been created to help off-grid solar companies implement and improve ewaste management across their operations. Companies are encouraged to follow the user journey and adapt the Blueprints to their business, operational,



Start here: E-Waste Blueprints User Guide



1. Assess

geographical and resource context.

Use our assessment tool and conversation guide to better understand how e-waste management activities can be tailored to meet your company's goals.



2. Plan

Once your are ready to being your e-waste journey, start by building your OGS e-waste management policy, design ewaste processes and establish roadmap.



3. Execute

Find tools and resources to help you implement your e-waste management plan, including recommended KPIs, wasteprocessor selection and contracting, and training content.



+ more!



Storage and handling of components

While handling e-waste, health and safety and environmental considerations are relevant for both regulatory and operational reasons. Although there are some general principles to be upheld when handling and storing e-waste, risks derived from fraction handling (not inherent hazards of fractions) can be mitigated by following good practices and a focus on quality operations. For example, while Pb (Lead) acid batteries should be transported whole, plastics should often be chipped and sent to plastic manufactures. This section will dive into how handling needs differ for each fraction, as well as provide practical information for storage and transportation.

Staff safety - equipment and training Staff health and safety is paramount; staff should be

properly trained and use the correct personal protective equipment (PPE). The appropriate PPE depends on the components or fractions being handled by the facility and staff as well as the machinery used.

- · Chemical resistant and sturdy gloves to protect hands
- from cuts, harmful dusts and chemicals. · Safety glasses to prevent dust and debris fro
- entering the eyes during dismantling. · Coveralls to protect against dust. These shou
- removed after exiting the facility to avoid tra dust and chemicals to other areas. · Work boots to protect against heavy objects
- and sharp punctures from dismantled section

contain hazardous dust.

. In some cases, a respirator and personal wa ventilation systems when handling fractions

It is crucial that lithium batteries are either stored in their original product (i.e. not removed) or in a plastic drum between layers of sand (see below). E-waste management companies sometimes provide plastic bins for the storage in an exchange program (i.e. they loan you six, and, upon collection, replace with another set).



The main risk of lithium-based batteries at end-of-life is fire. Lithium-Iron-Phosphate batteries (most common in off-grid solar) are the lowest risk in terms of fire but





Lithium-Iron-Phosphate batteries are less prone to thermal runaways (short circuit) than other lithiumbased batteries, but they should still be stored within



Lead-acid Batteries should be stored and transported on pallets (see image below). Similar sized batteries are placed next to each other. Every layer of batteries includes a layer of thick cardboard in between to absorb any leakage of battery acid. The batteries are stacked no further than 3 layers high.

ead acid Batteries should be stored and transported on pallets (see image below). Similar sized batteries are placed next to each other. Every layer of batteries includes a layer of thick cardboard in between to absorb any leakage of battery acid. The batteries are tacked no further than 3 layers high. Once stacked, the



7 Africa

E-WASTE TOOLKIT

Wear personal

Off-grid solar (OGS) technologies provide life-changing access to modern energy services for people and communities currently living without electricity. Yet these products can have negative impacts on human and environmental health if not disposed of properly. The risk of the adverse effect is particularly high for women and children.

Investment in anticipatory e-waste management strategies will reduce these risks and ensure the OGS industry's growth is sustainable over the long term. Efforts to recapture and recycle e-waste are gaining ground in Africa, but they are still limited by uneven regulations, low infrastructure and capacity, and a lack of consumer awareness.

pping Report

approaches to e-waste management

y for the off-grid solar sector. Solar e-waste and solar-powered appliances at their endnd SHSs have already reached their end-off the 55,000 tons of total e-waste produced f-grid solar e-waste is particularly challeng-

m remote areas. The cost is high for two hing dispersed users' homes and returning



Building your internal capacity





WeTu: Kenya

Staff were not enthusiastic about e-waste management...

Until after they had received training!

Afterwards, many wanted to know how they could be more involved in the company's e-waste project.

Building your internal capacity



OGS E-waste training needs matrix	enior manage	Operation?	nercial order	sestical water of	gersales man	tmical manas	Smer service	kersdes age	team lind. 2	Fragues	Proceed Control
An introduction to e-waste what it is and why it matters	x	x	x	x	x	x	x	x	x	Onboarding for all new staff	What is e-waste, why it matters to consumers, the environment and the business Company e-waste ambitions and goals Overview of company e-waste management processes
Your company and e-waste	x	x								At start of e-waste initiative and for new staff	forecast e-waste generated • Legal context • Business and operational environment, such as availability of recycling resources and orgainsational capacity
E-waste process flows, safe storage and handling				x	x	x		x		During induction and annual refresher training	Overview of company e-waste process flows and SOPs Guidance on safe handling of e-waste Provisions for safe storage of e-waste Health and safety, including use of PPE
Identifying and selecting credible e-waste partners		x	x							As required for staff with a responsibility in the identification, selection or management of e-waste partners	How to identify and partner with e-waste service providers Management of e-waste service providers Risks and challenges with waste disposal partners in off-grid markets
Data, monitoring and reporting	x	x								At start of e-waste initiative and for new staff	Overview of e-waste KPIs Data management tools and process How to share progess and share the e-waste story
Consumer awareness raising							x	x	x	During induction and annual refresher training	How to communicate with consumers about e-waste Communication campaigns and/or take back schemes

Operational guidelines for storage and handling





Operational guidelines for storage and handling



- Provide PPE for staff (e.g., protective gloves and glasses).
- Ensure staff are trained about health, environmental and safety aspects of used electrical equipment.
- Allocate dedicated storage space to End-of-life equipment.
- Know the risks lead-acid vs lithium batteries have different storage requirements.

Storage and handling of components

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canadatory and pagestional ranges. Ethicach there are some general principles to be uphald when handling and storing a woods, risks durined from fraction. handles had inherent hazards of fractional can be miligated by following good practices and a focus on quality operations. For example, while Pb (Lead) acid botteries should be transported whole, plostics should often be chipped and sent to plastic manufactures. This section will dive into how handling needs differ for each fraction, as well as provide practical information for

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The main risk of lithium-based batteries at end-of-life is Fire, Lithium Iron, Phosphote botteries (most common in

off-prid solar) are the lossest risk in terms of fire but should still be treated with care. Fires from lithium batteries are due to uncontrolled "thermal runaways which are caused by either deep discharging, short circulting or overcharging. Therefore, lithium batteries should be fully discharged prior to storage. Other key storage protocols include:

- . Avoid any damage to the cells, do not try to dismonti-
- . Cover the poles of the botteries with insulated tope . Storage area should be sheltered from heat and rain.
- . Ethium botteries should always be stored in a separate area of the warehouse, to mitigate the risk
- of fire spreading in the awart of an incident. . Batteries should be discharged, then stored in plactic containers covered with sond. The sond will obsorb any thermal runnersy, and counts a place around the battery, stopping the spread of any fire.











thermal runaways (short circuit) than other lithium-

based batteries, but they should still be stored within







Similar protection measures should be adhered to when transporting lithium botheries to protect against five risks during transport. Prior to long-distance or extended transport fauch as in the case of transboundary movements), it is recommended to have stored the botteries for a long time, thus making use of lithium batteries self-discharging properties and helping to ensure that the batteries are fully discharged

Lead-acid botteries are hazardous because of their two primary components: Lead and Battery Acid. Most solar patteries are gel or maintenance-free type PbLead batteries. If undamaged, these should be transported whole to the recycler

Lead-acid botteries should be kept out of direct purilable War botteries Phose that require an addition of clicitized newtor in their Edeline) abouted by denined and the acid stored in secure bins. Sepled botteries should not be opened and kept on a non-permeable surface. on pollets (see image below). Similar sized batteries are placed next to each other. Every layer of batteries includes a layer of thick cardboard in between to absorb any leakage of battery acid. The batteries are stocked no further than 3 layers high.

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Consumer awareness raising





Enviroserve Rwanda @EnviroserveRw · Oct 26, 2020

Tubararikiye gukurikira ikiganiro #Imboni kuri @RwandaTV kuva saa 9-10pm kigamije kw'ibutsa abanyarwanda imicungire myiza y'ibisigazwa bikomoka kw'ikoranabuhanga (e-waste) mu Rwanda. @peterkagabo



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Ikiganiro kiritabirwa na Enviroserve Rwanda ihagarariwe n'umuyobozi wayo @MberaOliver ndetse nabafatanyabikorwa bayo aribo @RURA_RWANDA ihagarariwe na Charles Gahungu ushinzwe ikoranabuhanga na @REMA_Rwanda ihagarariwe na Twiringire Samson. Turengere ibidukikije n'ubuzima bwacu.



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Enviroserve Rwanda @EnviroserveRw · Oct 24, 2020

Happening Now: Enviroserve Rwanda, General manager, @MberaOliver and General Manager in charge of ICT @RURA_RWANDA, Mr. Charles Gahungu, are live on @Radiorwanda_RBA, discussing about the proper management of e-waste in Rwanda and regulations that governs e-waste.



1 1





WeCollect





International E-Waste Day

Recycle it all, no matter how small!





















Basic steps for consumer awareness raising



- Outlined in the EARF ESMS
 - User manual include disposal information
 - Ensure the information is communicated during installation and at end of warranty period.
- Some tips:
 - Utilise your existing communication channels and identify key points in the customer journey where messaging may make an impact.
 - Use simple language, e.g., 'broken lamp' instead of 'e-waste' or 'end of life'
 - Give your agents and call centre staff a script to enable them to easily recall disposal instructions.
 - Use the communication as a way to reconnect with your customers further down the product lifecycle...anticipating they may want to replace the product, re-engagement can help with customer retention.
 - International e-waste day 14th October 2022

Go further...



Companies that have the basic requirements already in place can go further, but this depends on company size, market reach and availability of recycling infrastructure.

- Your consumers:
 - Consider take-back and incentivisation schemes.
 - Offer an extended warranty to ensure products are repaired and / or collected at EoL.
 - Implement communication campaigns on local radio/TV.
- Your partnerships:
 - Establish a partnership with a recycler / waste management service. Audit them annually and ensure you obtain certificate of disposal.
 - Join a producer responsibility organisation.
- Your products:
 - Use recycled plastics and easy-to-recycle materials.
 - Consider access for repairability.



Discussion



- For manufacturers / B2B companies:
 - What is your e-waste footprint?
 - How can you help your partners implement these basic steps?
- For distributors / B2C companies:
 - Do your contract agreements with OEMs outline e-waste responsibilities?
 - How can you integrate e-waste messaging into your existing operations / customer communications?

Other considerations: Circular Models



The best way to manage e-waste is to reduce it!

- Circularity is the process of designing out waste and extending use of materials.
- Manufacturers:
 - Are encouraged to consider how to improve product design for longevity, ease of repair, and use of recyclable/recycled materials.
 - Make spare parts and simple repairs accessible
- Distributors:
 - Factor in repair and refurbishment into your operating model
 - Choose high-quality, robust products
 - Consider extended warranties

Poll 2:



There are some simple steps that I can take to improve e-waste management...

- 1. Agree
- 2. Disagree we're doing all we can
- 3. Not sure, we need more help

Reach out to the helpdesk:





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Energy Access Relief Fund Help Desk

A resource centre to support and provide technical assistance to beneficiaries of the Energy Access Relief Fund.

Thank you!



Rebecca Rhodes

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