

## Overview 总览

This User Guidance document will assist you in completing the **EScrap & Recycling Questionnaire**. For best results, please use Internet Explorer to complete the survey.

此用户指南文档将帮助您完成电子废料和回收问卷。为了获得最佳结果，请使用 Internet Explorer 完成调查。

If you are unable to complete the survey during one session, click on the “Save” button at the bottom of the survey to retain your work. If you require the assistance of others in your organization to complete a portion of this survey, click the “Save” button at the bottom of the survey before forwarding the link.

如果您无法完成调查，请单击调查底部的“保存”按钮以保留您的工作。如果您需要组织中其他人的帮助来完成此调查的一部分，请在转发链接之前单击调查底部的“保存”按钮。

The survey must be completed in entirety and must not contain blank boxes or “N/A” responses. Additionally, fields containing an asterisk (\*) at the end are required fields and must be completed.

调查必须完整完成，并且不得包含空白框或“N/A”答复。此外，末尾包含星号（\*）的字段是必填字段，必须填写。

Unless you determine that you must Opt-Out (see page 2), all sections and questions must be completed before the survey can be successfully submitted.

除非您确定必须退出（请参阅第 2 页），否则必须先完成所有部分和问题，然后才能成功提交调查。

## Help:帮助

Should you need assistance while completing the survey, please send your question along with a screenshot (if applicable) to [SCM\\_Contact@jabil.com](mailto:SCM_Contact@jabil.com).

完成问卷调查时，如果需要帮助，请将您的问题和屏幕截图（如果适用）发送至 [SCM\\_Contact@jabil.com](mailto:SCM_Contact@jabil.com)。

<b>SUPPLIER NAME AND ACKNOWLEDGEMENT 供应商名称和确认</b>	
<p>1. <b>Confirm</b> that the Supplier Name is <b>your</b> company name. If this information is not accurate, contact the support team at <a href="mailto:SCM_Contact@Jabil.com">SCM_Contact@Jabil.com</a>.</p> <p>确认供应商名称是您的公司名称。如果此信息不正确，请通过 <a href="mailto:SCM_Contact@Jabil.com">SCM_Contact@Jabil.com</a> 与支持团队联系。</p>	
	
Supplier Name: PTLC, INC.	Master Corporate Code: 000001
<p>This questionnaire is intended for companies who specifically provide e-scrap / recycling services associated with demanufacturing electronics into various parts for reuse, recycling, and/or disposal. <b>If this is NOT your company's primary line of business, <u>DO NOT COMPLETE THE SURVEY</u></b>. Follow the steps below:</p> <p>该问卷调查表专门针对那些专门提供与电子制造相关的电子废料/回收服务的公司，这些电子零件用于将电子零件分解成各种零件，以进行重复使用，回收和/或处置。如果这不是您公司的主要业务范围，请不要完成调查。请按照以下步骤操作：</p>	
<p>1. Check the Box that indicates you have the authority to represent the company</p> <p>2. Check the Box opt- out</p> <p>3. Provide an explanation</p> <p>4. Submit</p>	
<p>1.选中表明您有权代表公司的框</p> <p>2.选中“退出”复选框</p> <p>3.提供说明</p> <p>4.提交</p>	



**1** This survey is completed by

I acknowledge to have the authority to answer this form on behalf of the company (check the box, if "yes").

**2** Opt-Out

This questionnaire is intended for companies who specifically provide e-scrap / recycling services associated with demanufacturing electronics into various parts for reuse, recycling, and/or disposal. If this is NOT your primary line of business then please click this "Opt-out" check box and provide clarification to why this survey does not apply to your organization. In this case, you may skip the remainder of this survey, and click "Submit".

Please provide clarification:

**3**

**4**

Save Submit Close

2. **Acknowledge** that you have authority to complete this questionnaire on behalf of your company by checking in the box, then enter your First (Given) Name, Last (Family) Name, Title, and Email Address.

*Note: If you do not have authority to complete this form, forward this email to the correct person within your organization.*

通过选中复选框确认您有权代表公司填写此调查表，然后输入您的名，姓，职位和电子邮件地址。

注意：如果您无权填写此表单，请将此电子邮件转发给您组织内的正确人员。

First (Given) Name ★

Title ★

Last (Family) Name ★

Email ★



### SITE CERTIFICATIONS 厂区认证

3. **Check** all site certifications that apply and indicate the expiration date of the certification. If you have a site certification that is not listed, select “Other” and provide the name of the site certification and expiration date.

Indicate if you would be able to provide proof of certification if requested.

检查所有适用的厂区认证，并指明认证的失效日期。

如果您有认证未列出，请选择“其他”，然后提供认证的名称和有效期。

指明您是否能够根据要求提供认证证明。

The screenshot shows a form titled "SITE CERTIFICATIONS". It contains several checkboxes for different certification types: ISO14001 (checked), ISO 45001, ISO 9001, R2, OHSAS 18001, RIOS, NAID, and E-STEWARDS. The "Other" checkbox is also checked. Below the "Other" checkbox, there are two input fields: "Other Active Site Certification" and "Other Cert Expiration Date". At the bottom of the form, there is a question: "If requested, would you be able to provide proof of certification?" with two radio button options: "No" and "Yes".

### LICENSES & PERMITS 许可证

4. **Indicate** if your company holds an active license and permit to be in business and operational.

**If “Yes”**, select all classifications associated with your license and permit. *Select all that apply and provide an expiration date for the permit/license if requested.*

指出您的公司是否持有有效许可证并允许其开展业务和运营。

如果为“是”，请选择与您的许可证相关的所有分类。选择所有适用的选项，并根据需要提供许可证的到期日期。



LICENSES & PERMITS

Does your company hold an active license and permit to be in business and operational? (Y/N)★

No  Yes

---

Please select all classifications you are licensed and permitted for? ★

Environmental

Waste

AirPermits


Waste Water

Storm Water

No Exposure

Solid / Universal Waste

Other

Expiration date for each permit/License?★  

If requested, could you provide the permit/License for each classification type?★  No  Yes

### SITE CAPABILITY 工厂能力

5. **Indicate** what percentage of your operation results in the Reuse, Recycle, and End of Life.

**Note:** Your total percentage must equal 100%. If 100% is not captured, you'll be directed to make an adjustment after submission.

指出在重新使用，回收和报废中占多少百分比的操作。

注意：您的总百分比必须等于 100%。如果未捕获到 100%，则在提交后，系统会指导您进行调整。

SITE CAPABILITY

What percentage of your operation results in the following capabilities ★

Note: Total percentage must equal 100

Reuse	0	▼
Recycle	40	▼
End of Life	60	▼

**Identify** waste processed within the **Focus Material** categories. Check all that apply.

在焦点材料类别中标识已处理的废料。检查所有适用。

Please identify the waste processed within these Focus Material categories at this site: [check all that apply]★

PCB (polychlorinated biphenyls) containing materials with more than 50 mg/k

Mercury containing materials

CRT Glass, Tubes, Cullet, Frit and Phosphors (Leaded and non-leaded)

Batteries – all types

Whole or Shredded Circuit Boards containing lead solder

Other Focus Material



**Identify** waste processed with the **Non-Focus Material** categories. Check all that apply.

标识使用非重点物料类别处理的废料。检查所有应用。

Please identify the waste processed within these Non-Focus Material categories at this site: [check all that apply] ★

- Printer or copier drums containing selenium and/or arsenic (ink and toner cartridges)
- Plastics – from electronics containing flame retardants
- Materials exceeding EPA, EPB, or other environment protection agency toxicity characteristics
- Other Non Focus Material

**Indicate (check)** if the operational services are provided at your site and/or with a downstream vendor.

指明（检查）您的工厂和/或是否提供了运营服务与下游供应商。



Please select all the available service offerings from the list provided below:

AT THIS SITE	DOWNSTREAM VENDOR	OPERATIONS
<input type="checkbox"/>	<input type="checkbox"/>	TRIAGE SORTING REUSE HIERARCHY
<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT TESTED FOR KEY FUNCTIONS, R2/READY FOR RESALE
<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT TESTED & FULL FUNCTIONS, R2/READY FOR REUSE
<input type="checkbox"/>	<input type="checkbox"/>	EQUIPMENT EVALUATED & NON FUNCTIONING R2/READY FOR REPAIR - EOL END OF LIFE

### SITE COMPLIANCE 厂区合规

6. **Acknowledge** that Non-Focused Materials shall be managed in an environmental responsible manner with assurance materials.

**Indicate** if your company received a regulatory violation or written warning in the last 24 months. **If “Yes”**, complete all additional questions associated with your response.

确认非重点材料应以对环境负责的方式与保证材料一起进行管理。

指出您的公司在过去 24 个月内是否收到法规违规或书面警告。如果“是”，请填写与您的回答相关的所有其他问题。



**SITE COMPLIANCE**

I pledge and acknowledge that Non-focus Materials shall be managed in an environmental responsible manner with assurance materials are not being exported to any non-OECD country.  No  Yes

Has your company received a regulatory violation or written warning in last 24 months?  No  Yes

Please select all that apply

Warning Letter/Verbal

Violation/Fine

---

Please select all violation categories your company has received in the last 24 months: \*

Documentation Violation

Labeling violation

Transportation, Storage, or Processing Permit Violation

Export violation to a non-OECD country

Site Clean-up Violation

Other Violation

If requested could you provide the written evidence of the addressed/closed violation  No  Yes

Please select all penalties issued to your site in the last 24 months

Financial fees or fines

Site shutdown

Site upgrade or Redesign

Confiscation of Illegal Assets/Property

Permit Terminated

Jail Sentence

Other

**Respond** to the insurance questions. Provide coverage amounts and additional information as prompted.

回答保險問題。根據提示提供保險金額和其他信息。

Does your organization maintain the following insurance/assurance? \*

<input checked="" type="checkbox"/> Commercial General Liability	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Automative Liability	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Umbrella Liability	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Workers Compensation & Employers Liability	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Pollution Liability	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Cyber Liability insurance	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Professional Liability	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> All Risk Property	What is the coverage amount? *	--Select--
<input checked="" type="checkbox"/> Other Liability		--Select--

If requested could you provide proof of insurance?  No  Yes

If requested could you provide evidence for a minimum of three (3) years; commercial contracts, bills of lading (BOL), or other commercially-accepted documentation for all transfers of equipment, components, and materials into and out of its facility, as well as for any brokering transactions, and require the same of subsequent tier downstream vendors?  No  Yes

Does your company have a tracking system that records and tracks inbound material receipts, work in process, downstream material flow to final disposition?  No  Yes

Does the facility have a DATA SECURITY PROGRAM for material received?  No  Yes

Does your company have its own transportation fleet?  No  Yes

Does your company practice energy recovery?  No  Yes

Does your company have a documented emergency response process?  No  Yes

Has your company enacted an emergency response in the last 12 months?  No  Yes

Does your company have a security background check for employment screening? (Y/N)  No  Yes





## Insurance Definitions 保险定义

- **Commercial General/Products Liability** – Third party coverage for bodily injury and property damage and includes products & completed operations.
  - **Automobile Liability** – Third party bodily injury and/or property damage arising from the use of vehicles, owned, leased or rented.
  - **Umbrella Liability** – Umbrella Insurance is a type of excess insurance. An Umbrella policy can: 1) be applied to multiple underlying liability policies, 2) can drop down when an underlying policy's aggregate limits are exhausted, and 3) provide protection against some claims not covered by the underlying policies.
  - **Workers' Compensation** – A form of insurance providing wage replacement and medical benefits to employees injured in the course of employment.
  - **Pollution Liability** -- Covers claims from third parties against bodily injury and property damage caused by hazardous waste materials released during a company's business operations.
  - **Cyber Liability (Network Security/Privacy Liability)** – Liability for third party losses arising from internet content, system security and privacy breach.
  - **Professional Liability Insurance (Errors and Omission)** Liability to third parties for wrongful acts including any error, misstatement or omission. (Note: Network Security/ Privacy Liability may be included within the professional liability policy but needs to be confirmed that the policy includes the additional coverage, otherwise it is an independent policy.
  - **All Risk Property** - Provides for loss or damage and business interruption arising out of all perils except those which are specifically excluded in the property insurance policy.
- 商业一般/产品责任-涉及人身伤害和财产损失的第三方保险，包括产品和已完成的操作。
  - 汽车责任-由于使用，拥有，租赁或租赁的车辆而造成的第三方人身伤害和/或财产损失。
  - 雨伞责任-雨伞保险是一种超额保险。伞式保单可以：1) 适用于多个基本责任保单，2) 当基本保单的总限额用尽时可以下降，3) 提供针对基本保单未涵盖的某些索赔的保护。
  - 工人赔偿-一种保险形式，为受雇期间受伤的雇员提供工资补偿和医疗福利。
  - 污染责任-涵盖第三方针对公司业务运营过程中释放的有害废料造成的人身伤害和财产损失的索赔。
  - 网络责任（网络安全/隐私责任）-因互联网内容，系统安全和隐私侵害而引起的第三方损失的责任。
  - 专业责任保险（错误和遗漏）对第三方的不法行为，包括任何错误，错误陈述或遗漏承担责任。（注意：网络安全/隐私责任可能包含在专业责任政策之内，但需要确认该政策包括额外的保险范围，否则为独立政策。



- 所有风险财产-提供除财产保险单中未明确规定的危险外的所有损失或损失以及业务中断。

### IMPORT & EXPORT 进出口

7. Indicate if your facility imports or exports any material. **If Yes**, complete all additional questions associated with your response.

指明您的工厂是进口还是出口任何材料。如果是，请回答与您的回答相关的所有其他问题。

IMPORT & EXPORT		
Does this facility import or export any material? (Y/N) ★	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Does the company have records demonstrating adherence to US and foreign country requirements with regards to export & import of focus materials? ★	<input type="radio"/> No	<input type="radio"/> Yes
Does the company monitor and maintain legal requirements records for domestic US and foreign countries? ★	<input type="radio"/> No	<input type="radio"/> Yes
Does the company have consent from authorized governing body in the country of material origin and receiving country of the foreign materials? ★	<input type="radio"/> No	<input type="radio"/> Yes
Documentation associated with the export of electronics or components that contain mercury, PCB's or batteries? ★	<input type="radio"/> No	<input type="radio"/> Yes
Does the company have records of their due diligence of their downstream recycling chain? ★	<input type="radio"/> No	<input type="radio"/> Yes

### ONSITE WASTE GENERATION 废弃物产生

8. **Indicate** if any of the processes at your facility generate waste. **If Yes**, complete all additional questions associated with your response.

指出您工厂中的任何过程是否产生废料。如果是，请回答与您的回答相关的所有其他问题。

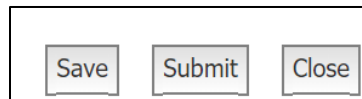



ONSITE WASTE GENERATION		
Do any of the processes at this facility generate waste?★	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Do any of the processes generate hazardous wastes?★	<input type="radio"/> No	<input checked="" type="radio"/> Yes
Can you demonstrate proper and legal disposal of wastes?★	<input type="radio"/> No	<input checked="" type="radio"/> Yes


## SURVEY SUBMISSION 提交问卷

9. After completing the survey, click **Submit**.

完成调查后，单击提交。



*Note: After submitting the survey, you may see a  symbol next to a question. **This symbol denotes that a question has not been answered.** Please provide the necessary information and submit again.*

注意：提交调查问卷后，您可能在问题旁边看到  符号。此符号表示尚未回答问题。请提供必要的信息，然后再次提交。

The message below indicates that you have successfully submitted the survey.

以下讯息表明您已成功提交调查

**Thank you for completing this survey. As a valued partner of Jabil you may receive additional requests for information.**

感谢您完成这项调查。作为捷普的重要合作伙伴，您可能会收到其他信息请求。

