



## Downstream Recycling Chain Registration

In R2v3, under Appendix A requirement (4)(b), an R2 Facility can choose to register its downstream recycling chain with SERI. This registration enables the R2 Facility to stop its downstream tracking and verification at the first **R2v3 Certified** downstream vendor (DSV).

To do this, the R2 Facility must ensure that the downstream chain details all R2 Controlled output streams associated with the facility's operations. In addition, it must clearly indicate the names and location of each downstream vendor associated with each output to either final disposition or the first **R2v3 Certified** Facility.

The R2 Facility's Account Key is needed to register a Downstream Recycling Chain. Each site has their own Account Key. The Account Key is included in the SERI License Acknowledgement and on the facility's invoice (effective 2/3/2021). If you need to obtain the Account Key, please email [Licensing@SustainableElectronics.org](mailto:Licensing@SustainableElectronics.org) and include the facility's name and address.

### To register the Downstream Recycling Chain:

- Click the following link [Downstream Recycling Chain Registration](#) to access the Downstream Recycling Chain Registration Form.
- The uploaded flowchart must include the following (see sample flowchart below):
  - Each R2 Controlled output stream that passes through your facility or control; and
  - The name and location of each downstream vendor associated with each output stream.
  - NOTE: It is not required to list vendors beyond the first **R2v3 Certified** downstream.
- Uploads must be a single file in one of the following supported file formats: doc, docx, xls, xlsx and pdf.
- Complete remaining fields on the registration form.
  - If the site has an existing certificate, the issuing certifying body will receive notification that a copy of the Downstream Registration Report has been filed with SERI. To also have your auditor notified of this registration, fill in the auditor's name and email address on the registration form.
  - If the site does not have an existing certificate, please fill in the auditor's name and email address so they can receive notification that the Downstream Registration Report has been filed with SERI.
- Following submission of the Downstream Recycling Chain Registration, the submitter, the current certifying body, and the optional auditor's email will receive an automatic generated confirmation email that SERI has received the report.



## Sample – Downstream Recycling Chain Flowchart:

