

Guidance on Licenses and Facility Changes that Require License Changes

This document outlines the necessary information to understand the requirements for SERI License Agreements and Acknowledgements.

General

License Application - The license application is completed by the R2 Facility for purposes of receiving a License Agreement.

License Agreement (underlined throughout document) - Legal agreement between an R2 Facility and SERI granting license to use SERI's R2 Certification Mark upon meeting and maintaining the R2 Standard requirements on the terms and conditions therein.

Link to sample agreement:

[SERI License Agreement for R2 Certification \(sustainableelectronics.org\)](https://sustainableelectronics.org)

License Fee – Annual fee paid to SERI that renews the license agreement. Receipt of the License Acknowledgement email is evidence of annual payment and renewal. Details on fees can be found on this link: [SERI License Application for R2 Certification - SERI - Sustainable Electronics Recycling International](#)

License Acknowledgement (marked green throughout document) – Email issued by SERI to demonstrate confirmation that the license fee was paid. The **License Acknowledgement** lists the addresses of the licensed facilities and the license expiration date. A facility needs to renew their license each year prior to expiration date.

Certification Structure

Single Facility

- One License Agreement for a Single Facility.
- A **License Acknowledgement** for the Single Facility with the appropriate address.

Campus Facility

- One License Agreement for the Campus certification structure (Main Processing location and any support locations).
- A single **License Acknowledgement(s)** will be present listing all campus locations, including Main processing location and support location(s).

Shared Facilities

Guidance on Licenses and Facility Changes that Require License Changes

- Each company in the Shared Facility has its own License Agreement.
- Each company in the Shared Facility has its own **License Acknowledgement**. The address will be the same for each company of the Shared Facility.

Common Parent Facilities

- One License Agreement for the Common Parent Facilities in the name of the parent entity.
- License Acknowledgement should include the Common parent company and the specific facility names/addresses that are included in the certification.

Group

- Each company in the Group has its own License Agreement.
- Each company in the Group has its own **License Acknowledgement**. The address will reflect the appropriate location of each facility within the Group.

Initial Certification

A signed License Agreement is required at the time of Stage 1 audit.

Continued Certification

Current **License Acknowledgement** required at all audits other than Stage 1.

Changes to Certification During Audit Cycle

Facility Moves

When a Facility moves from one location to another, the **License Acknowledgement** is reissued with the new address **only after the revised certificate** with the new address is issued by the CB. The **License Acknowledgement** listing the original address with a valid license date is acceptable during a facility move audit.

Name Modification

If the Facility is in the process of getting certified, and the Facility adds/removes/modifies name(s) of their Facility, the License Agreement is updated once the Recycler contacts SERI. A revised **License Acknowledgement** will be issued if the Recycler has already paid their License Fee.

Guidance on Licenses and Facility Changes that Require License Changes

If the Facility does hold R2 certification, the License Agreement is revised, and the **License Acknowledgement** is reissued **only after the revised certificate** reflecting name change is issued by the CB.

If a name change occurs when the Facility is undergoing a new audit (Stage 1 or Stage 2) audit, the License Agreement can be updated by SERI while the CB auditor is at the audit.

Address Modification

When an R2 Facility modifies the address of their location (this is not a move), the **License Acknowledgement** is reissued **only after the revised certificate** is issued by the CB.

Changes in Certification Structure

Campus

Addition of New Location – When a new location is added to an existing Campus, the **License Acknowledgement** will be issued **after the revised certificate is issued** by the CB to include the new location.

Removal of Site – When a location is removed from an existing campus, the **License Acknowledgement** will be issued **after the campus certificate is revised** to remove the location by the CB.

Shared Facilities

Addition of New Company – When a new company is added to the location of an existing R2 Facility, follow the requirements for *Initial Certification* above for the new Company being added.

Common Parent Facilities

Addition of New Legal Entity – When a new company is added to an existing Common Parent Facilities structure, a **License Acknowledgement** will be issued **after the certificate is revised** to include the new legal entity.

Removal of Legal Entity: When a legal entity is removed from an existing Common Parent Facilities, the **License Acknowledgement** will be issued **after the certificate is revised** by the CB to remove the legal entity.

Group

Addition of New Company – When a new company is added to an existing Group, follow the requirements for *Initial Certification* above. A **License Acknowledgement** will be issued **after the certificate is revised** to include the new company.

Guidance on Licenses and Facility Changes that Require License Changes

Removal of Company – When a company closes their facility or chooses to remove their Facility from the Group, the **License Acknowledgement** will be revised **after the certificate is revised** to remove the facility.