

2021

# IMAAN INTERNATIONAL INC. Environmental Package



Jerome Ross, Compliance Consultant

[www.imaaninc.com](http://www.imaaninc.com)

07/01/2021

## TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>02</b>
<b>ENVIRONMENTAL HEALTH &amp; SAFETY POLICY .....</b>	<b>03</b>
<b>PROCESS FLOW.....</b>	<b>04</b>
<b>IMS MANUAL TABLE OF CONTENTS .....</b>	<b>05</b>
<b>DATA DESTRUCTION PROGRAM .....</b>	<b>07</b>
<b>FOCUS MATERIAL MANAGEMENT PLAN SUMMARY .....</b>	<b>08</b>
<b>DOWNSTREAM VENDOR CHART .....</b>	<b>13</b>
<b>CERTIFICATIONS AND INSURANCE .....</b>	<b>14</b>
<b>CERTIFICATES.....</b>	<b>14</b>
<i>RESPONSIBLE RECYCLING (R2:2013).....</i>	<i>14</i>
<i>EMS (ISO 14001:2015).....</i>	<i>15</i>
<i>OHSMS (ISO 45001:2018).....</i>	<i>16</i>
<i>NAID &amp; PRISM VENDOR.....</i>	<i>17</i>
<b>IMAAN SAMPLE CERTIFICATES/REPORTS.....</b>	<b>18</b>
<i>SAMPLE KILLDISK GENERATED CERTIFICATE .....</i>	<i>18</i>
<i>SAMPLE CERTIFICATE OF RECYCLING .....</i>	<i>19</i>
<i>SAMPLE CERTIFICATE OF DESTRUCTION .....</i>	<i>20</i>
<i>SAMPLE INVENTORY AUDIT REPORT .....</i>	<i>21</i>
<b>INSURANCE.....</b>	<b>22</b>
<i>GENERAL LIABILITY, UMBRELLA, WORKER'S COMPENSATION,</i>	
<i>COMMERCIAL AUTO and CRIME LIABILITY.....</i>	<i>22</i>
<i>TECHNOLOGY E &amp; O and ENVIRONMENTAL PREMESIS .....</i>	<i>23</i>

## **GENERAL INFORMATION**

IMAAN INTERNATIONAL INC. (IMAAN INTERNATIONAL) works with any person or entity that uses, collects, sells or processes electronic devices. This includes but is not limited to recycling companies, original equipment manufacturers, retail stores, cities/communities, school districts and/or universities. We work with our customers to maximize value and recycle material in an environmentally responsible manner. We offer pick up, sorting, repair, data destruction, re-purposing and refurbishing services for a wide variety of products including computers and all computer related equipment including servers, monitors, printers, copiers, cables and peripherals. We also accept consumer electronics, phones, and digital media.

Our Company is certified to the following standards: Responsible Recycling R2:2013, ISO 14001:2015 and ISO 45001:2018.

These standards help uphold the highest quality workmanship by Management and Associates of the Company while executing environmentally driven policies, procedures and processes that comply with all legal and regulatory requirements. The same standards are applied to our downstream process of recovery as well with special attention on focus materials.

We have a zero-tolerance landfill policy and will protect the environment by maintaining the highest possible standards of recycling and reuse excellence.

IMAAN's facility is located at 2000 International Parkway, Suite 101, Fredericksburg, VA 22406

## **POINTS OF CONTACT**

**Arfan Azhar, President**  
[arfan@imaaninc.com](mailto:arfan@imaaninc.com)

**Valerie Smith, Operations Manager**  
[valerie@imaaninc.com](mailto:valerie@imaaninc.com)

**Jerome Ross, Compliance Consultant**  
[jross@imaaninc.com](mailto:jross@imaaninc.com)  
[jross@transcendentgroup.net](mailto:jross@transcendentgroup.net)

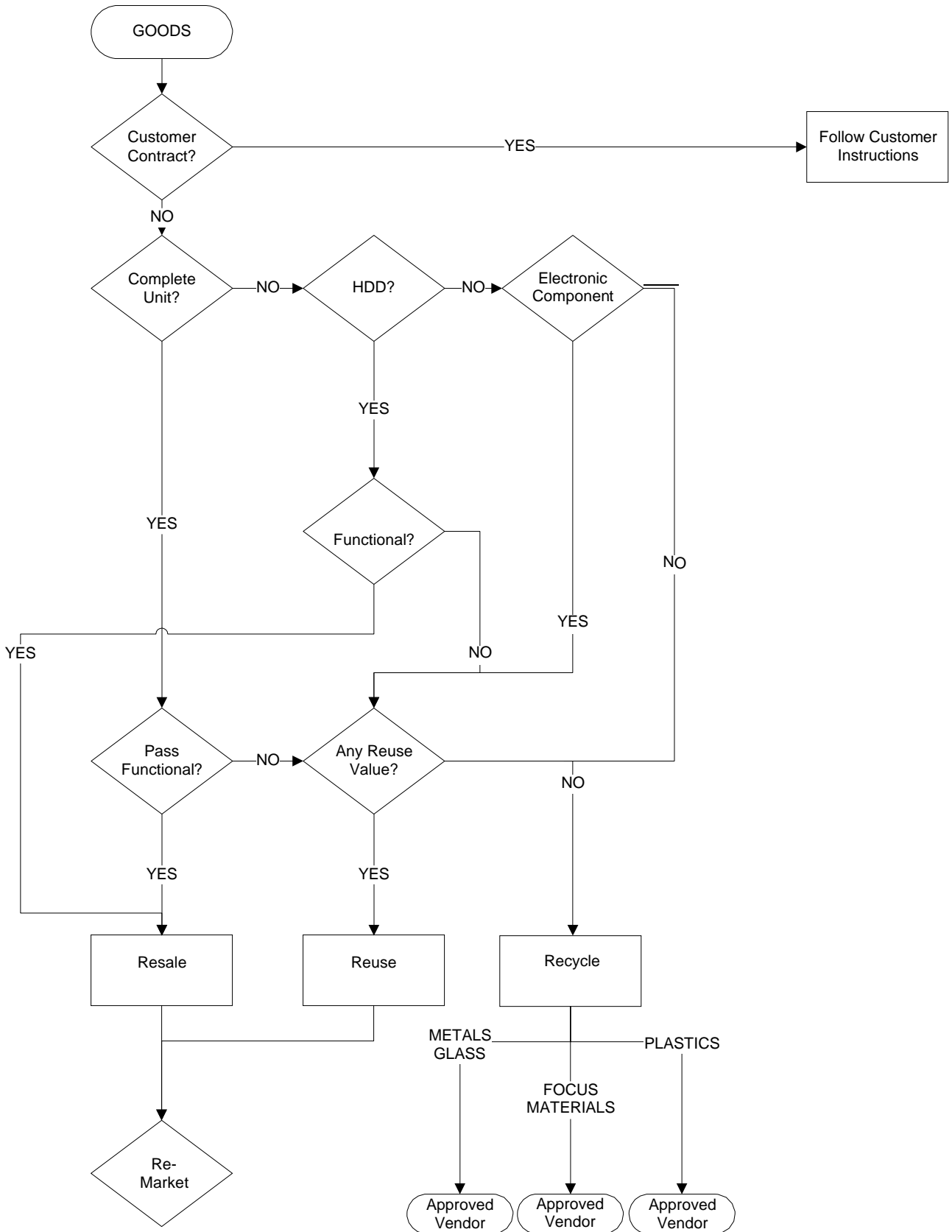
## Imaan International's Environmental, Health, & Safety Policy

At Imaan International We Are Committed to Delivering Innovative E-Cycling Solutions in A Responsible Manner.

### **We Do This by:**

- Providing Products and Services of the Highest Standards to Satisfy Our Customers' Needs and Expectations of Quality, Safety, Reliability and Service.
- Meeting Quality Objectives by Establishing, Implementing and Maintaining a Documented and Effective Integrated Management System Which Complies with the Requirements of R2 Responsible Recycling and ISO 14001/45001.
- Committing to Compliance with Requirements and Continual Improvement of our Integrated Management System.
- Complying with all Applicable Environmental, Health and Safety Regulations.
- Support Sustainable Development Through Proactive Identification of Pollutant Sources.
- Ensure a Safe and Healthy Work Environment for our Staff by Preventing Safety Risks.
- Educate our Staff About Their Responsibility to Protect the Environment in Their Daily Work and How to Work in a Safe Manner.
- Adhere to the Material Management Hierarchy of Reuse, Recover, and Dispose.
- Commit to a Zero Tolerance Landfill Policy.
- Share our Vision and Goals with our Clients and the Public.

# Reuse, Recycle, Recovery – Process Flow - Hierarchy



**IMAAN INTERNATIONAL  
INTEGRATED MANAGEMENT SYSTEM MANUAL  
TABLE OF CONTENTS**

**COMPANY OVERVIEW/CORE BUSINESS PROCESSES**

**1. SCOPE**

- SCOPE STATEMENT
- FACILITIES WITHIN THE SCOPE
- PERMISSIBLE EXCLUSIONS

**2. REFERENCE DOCUMENTS**

- NORMATIVE REFERENCE DOCUMENTS

**3. TERMS AND DEFINITION**

- TERMS
- DEFINITIONS

**4. CONTEXT OF IMAAN INTERNATIONAL**

- 4.1 UNDERSTANDING IMAAN INTERNATIONAL AND ITS CONTEXT
- 4.2 UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES
- 4.3 DETERMINING THE SCOPE OF THE INTEGRATED MANAGEMENT SYSTEM
- 4.4 INTEGRATED MANAGEMENT SYSTEM AND ITS PROCESSES

**5. LEADERSHIP**

- 5.1 LEADERSHIP AND COMMITMENT
  - CUSTOMER FOCUS
  - ENVIRONMENTAL, HEALTH AND SAFETY POLICY
  - ORGANIZATIONAL RESOURCES, ROLES, RESPONSIBILITY AND AUTHORITY
  - CONSULTATION AND PARTICIPATION OF WORKERS

**6. PLANNING**

- 6.1 ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES
  - HAZARD IDENTIFICATION AND ASSESSMENT OF RISKS AND OPPORTUNITIES
  - ASSESSMENT OF IMS RISKS AND OTHER RISKS TO THE IMS MANAGEMENT SYSTEM ENVIRONMENTAL ASPECTS
  - ASSESSMENT OF IMS OPPORTUNITIES AND OTHER OPPORTUNITIES FOR THE IMS MANAGEMENT SYSTEM
  - DETERMINATION OF LEGAL REQUIREMENTS AND OTHER REQUIREMENTS

PLANNING ACTION

- 6.2 IMS OBJECTIVES, TARGETS AND PLANNING TO ACHIEVE THEM

**7.SUPPORT**

- 7.1 RESOURCES
- 7.2./3 COMPETENCE, TRAINING AND AWARENESS
- 7.4 COMMUNICATION
  - INTERNAL COMMUNICATION
  - EXTERNAL COMMUNICATION

**INTEGRATED MANAGEMENT SYSTEM MANUAL**  
**TABLE OF CONTENTS (cont.)**

7.5 DOCUMENTATION

- CREATING AND UPDATING
- CONTROL OF DOCUMENTED INFORMATION
- CONTROL OF RECORDS

**8. OPERATIONS**

8.1 OPERATIONAL PLANNING AND CONTROL

- ELIMINATING HAZARDS AND REDUCING IMS RISKS
- MANAGEMENT OF CHANGE
- PROCUREMENT
- CONTRACTORS
- OUTSOURCING

8.2 EMERGENCY PREPAREDNESS AND RESPONSE (45001)

8.3 HIERARCHY OF RESPONSIBLE MANAGEMENT STRATEGIES

8.4 FOCUS MATERIALS MANAGEMENT AND ACCOUNTABILITY FOR DOWNSTREAM RECYCLING CHAIN

8.5 REUSABLE EQUIPMENT AND COMPONENTS

8.6 TRACKING THROUGHPUT

8.7 DATA DESTRUCTION

8.8 STORAGE

8.9 SECURITY

8.10 INSURANCE, CLOSURE PLAN AND FINANCIAL RESPONSIBILITY

8.11 TRANSPORT

**9. PERFORMANCE EVALUATION**

9.1 MONITORING, MEASUREMENT, ANALYSIS AND EVALUATION

- EVALUATION OF COMPLIANCE
- INTERNAL AUDIT
- INTERNAL AUDIT PROGRAM
- MANAGEMENT REVIEW

**10. IMPROVEMENT**

10.1 INCIDENT, NONCONFORMITY, CORRECTIVE AND PREVENTIVE ACTION

10.2 CONTINUAL IMPROVEMENT

## ***Data Destruction Program Summary***

IMAAN INTERNATIONAL is an innovative and efficient IT electronics recycling and reverse logistics provider located in Fredericksburg, VA. Our state-of-the-art electronic recycling facility is R2:2013, ISO 14001:2015, and ISO 45001:2018 certified for responsible recycling practices and our team of industry experts specialize in creating solutions for unwanted electronic equipment. The IMAAN INTERNATIONAL business development team has over 50 years of combined electronic recycling and reverse logistics experience. We take pride in providing outstanding customer service to our clients.

Our certifications and processes meet or exceed National Association for Information Destruction and Department of Defense standards and guidelines. Our commitment to successful data wiping is the key to preserving the privacy and confidentiality of all our clients. If your company is interested in our data destruction program, contact a member of our data security department for more information.

**IMAAN INTERNATIONAL has known platforms in place to ensure data security and confidentiality of client information. Our processes are comprised of three important components:**

1. Compliance with R2, NAID, DoD 5220.22 and NIST 800-88 guidelines for media sanitation.
2. Clearly defined processes to make certain all hard drives are completely overwritten and/or physically destroyed.
3. Audited processes that provide peace of mind, accountability and assurance that your company's privacy and corporate reputation remain intact. Certificates of Data Destruction are provided upon request.

**Data Destruction services are performed using the following methods:**

1. Kill Disk Data Wiping software for hard disk drives (HDDs): Can perform 3, 5 or 7 pass wipes.
2. PhoneCheck Pro Solution Software for IOS or Android devices: Installs latest firmware and restores device. The old AES-256 encryption keys are deleted and overwritten by the system.
3. Shredder for Physical Destruction (in-house or on-site): Can shred HDDs (network, half-height, standard, & laptop HDDs) and Solid-State Drives (SSDs): by bending, breaking, & mangling data platters, PC boards, & frames of drives and other electronic media containing devices (CD, USB, disk, memory card, etc.)

**All items and data are fully secure from the moment they are picked up or delivered through final disposition.**

**To prevent theft or loss of property and sensitive data, the following preventions are in place:**

1. Trailer seals on all loads
2. 24x7 Video Surveillance & On-site security
3. Controlled Access with Metal Detector for all employees
4. ADT Protection One Alarm Monitoring
5. Annual Background Checks
6. Caged Data Security area, only accessible to authorized personnel
7. Insurance Coverage:
  - a. General Liability
  - b. Commercial Auto
  - c. Umbrella
  - d. Environmental Pollution Liability
  - e. Crime (incl. Employee Dishonesty/Money & Securities)
  - f. Technology Errors and Omissions
  - g. Cargo Coverage



## *Focus Material Management Plan Summary*

IMAAN INTERNATIONAL manages, both on-site and in the selection of downstream vendors, the R2 Focus Materials (FMs) that pass through the facility or under their control, in a manner protective of worker health and safety, public health and the environment and performs due diligence on downstream vendors to which it ships these materials.

IMAAN INTERNATIONAL analyzes and plans how the FMs that pass through its facility or under their control will be properly managed both on-site and throughout the Recycling Chain. IMAAN INTERNATIONAL has developed an FM Management Plan to demonstrate how IMAAN INTERNATIONAL and its downstream vendors conform to the requirements set forth in Provision 5.0 of R2 practices.

### **I. Focus Materials**

“Focus Materials”, also referred to as “FMs”, are materials in end-of-life electronic equipment that warrant greater care during recycling, refurbishing, materials recovery, energy recovery, incineration, and/or disposal due to their toxicity or other potential adverse worker health and safety, public health, or environmental effects that can arise if the materials are managed without appropriate safeguards.

#### **Focus Materials contain:**

1. Polychlorinated biphenyls (PCBs), or
2. Mercury, or
3. CRT glass, except for glass with lead content less than 5 parts per million, and clean of phosphors, CRT fines, coatings, and frit, or
4. Batteries, or
5. Whole or shredded circuit boards, except for whole and shredded circuit boards that do not contain lead solder, and have undergone safe and effective mechanical processing, or manual dismantling, to remove mercury and batteries.

Equipment, components, or materials (whole or shredded) that have undergone safe and effective mechanical processing or manual dismantling to remove FMs, yet still retain de minimus amounts of FMs, are not subject to the R2:2013 requirements that are triggered by the presence of FMs.

### **II. Key Functions**

“Key Functions” are the originally intended functions of a unit of equipment or component, or a subset thereof, that will satisfactorily serve the purpose(s) of someone who will reuse the unit.

### **III. Recyclers**

“Recyclers” include, but are not limited to, organizations performing the following related to electronics:

1. Collect
2. Refurbish
3. Recycle
4. Resell
5. De-manufacture
6. Recover Assets
7. Broker
8. Leasing companies that engage in these activities

### **IV. Recycling Chain**

“Recycling Chain” refers to all the downstream vendors that handle end-of-life equipment, components, or materials that have passed through an R2:2013 electronics recycler’s facility or control. It includes, but does not extend beyond materials recovery facilities, and conforms to Provision 5(c) or 5(d). For equipment and components that are sold or donated for reuse, it does not extend beyond the entity that conforms to Provision 6 (c) or (d).

---

## *Focus Material Management Plan Summary*

---

### **V. *Specialty Electronics***

“Specialty Electronics” are rare and specialized equipment that is not generally available in retail. For example, medical, diagnostic, laboratory, or other devices, which are customized for a specific purpose.

### **General Requirements**

#### **I. *Removal of FMs***

Prior to shredding, materials recovery, energy recovery, incineration, or land disposal of equipment or components, FMs (as well as toner and toner cartridges) shall be removed using safe and effective mechanical processing or manual dismantling, with two exceptions:

1. Items containing mercury if they are too small to remove safely at reasonable cost, and workers are protected from the risks posed by the mercury during and subsequent to any processing or manual dismantling of the equipment containing it, and the equipment and components containing such items are sent to materials recovery facilities that are properly licensed to receive, and that utilize technology designed to safely and effectively manage, equipment or components containing such mercury-containing items.
2. CRTs, batteries, and circuit boards contained in equipment or components destined for materials recovery need not be removed prior to shredding and/or materials recovery if the shredding and/or materials recovery occurs in facilities that are properly licensed to receive, and that utilize technology designed to safely and effectively manage, equipment or components containing these FMs.

#### **II. *Processing, Recovery, and Treatment of FMs***

IMAAN INTERNATIONAL sends removed FMs to processing, recovery, or treatment facilities that are properly licensed to receive, and that utilize technology designed to safely and effectively manage, the FMs. This includes:

1. For items containing mercury – mercury retorting, retorting or other legal methods, excluding incineration,
2. For circuit boards – removal of batteries and mercury, and processing for metals recovery, and
3. For items containing polychlorinated biphenyls (PCBs) – technology specifically designed for PCB destruction, occurring in facilities that meet all applicable regulatory requirements, and that use technology designed to safely and effectively manage equipment or component containing these FMs.

#### **III. *Prohibition on Energy Recovery, Incineration, and Land Disposal of FMs***

IMAAN INTERNATIONAL does not utilize energy recovery, incineration, or land disposal as a management strategy for FMs or equipment and components containing FMs (Unless applicable law requires the use of one of these technologies [e.g., thermal destruction of PCBs]). However, if circumstances beyond the control of the IMAAN INTERNATIONAL disrupt its normal management of an FM, it may consider these technologies to the extent allowed under applicable law.

### **Focus Material Requirements**

#### **I. *Material containing polychlorinated biphenyls (PCBs)***

PCB’s are contained in electrical transformers and capacitors in televisions, telephone cabinets and fluorescent light ballasts manufactured prior to 1980. The Toxic Substances Control Act (TSCA), passed by the Congress in 1979, banned the manufacture and use of PCBs. Material containing transformers and capacitors manufactured prior to 1980, will be inspected and potentially PCB containing material will be removed, stored appropriately and disposed by downstream vendors with technology specifically designed for PCB destruction and licensed under the Toxic Substances Control Act and/or any other applicable law.

#### **II. *Material Containing Mercury***

Mercury is contained in many lighting and switching technologies and found in such equipment as laptops, flat panel monitors, TVs, light fixtures or loose tubes. Mercury switches are also found on circuit boards.

---

## ***Focus Material Management Plan Summary***

---

Any mercury containing devices are removed prior to shredding, stored properly and are sent to a downstream vendor that is properly licensed to receive mercury and utilizes technology designed to safely and effectively manage the mercury through the process of mercury retorting.

### ***III. CRTs and CRT Glass***

CRTs and CRT glass is found in such equipment as monitors, televisions, and specialized equipment. Lead is found in the funnel glass and frit line and potentially in the panel glass.

CRTs are sent to a downstream vendor for metals recovery or glass to glass recycling.

### ***IV. Batteries***

Batteries are included in many types of electronic devices including computers, camera, cell phones, household electronics and remotes.

1. Alkaline batteries contain zinc, and manganese dioxide.
2. Lead acid batteries contain lead and highly corrosive sulfuric acid electrolyte Solutions.
3. Lithium batteries contain the lithium, a metal which is reactive with water, and may cause serious fires.
4. Nickel-cadmium (NiCad) batteries contain cadmium, a metal that is toxic to humans when inhaled or ingested.

Batteries are removed from all material, stored properly and are sent to a downstream vendor that is properly licensed to receive and handle batteries.

### ***V. Circuit Boards***

Circuit boards are found in a variety of equipment including cell phones, computers, fax machines, keyboard, mice, printers, telephone racks, televisions and other equipment.

Prior to onsite shredding all mercury, batteries and PCBs are removed. Circuit boards are sent to a downstream vendor for metals recovery that is properly licensed to receive and process circuit boards.

## **Focus Material Identification, Storage and Shipping Requirements**

### ***I. IMAAN INTERNATIONAL identifies, stores, and ships focus materials according to the following procedures.***

1. Receiving Procedure
2. Sorting Procedure
3. Dismantling Procedure
4. Reuse and Refurbishment Procedure
5. Materials Storage and Shipping Procedure

## **Downstream Vendor Requirements**

### ***I. Selection and Ongoing Due Diligence of Downstream Vendors for FMs***

For shipments of removed FMs, and shipments of equipment and components containing FMs, IMAAN INTERNATIONAL shall select downstream vendors that possess and conform to:

1. IMAAN INTERNATIONAL R2:2013 Focus Material (FM) Management Plan, and
2. A documented system to manage environmental, health, and safety risks and legal requirements. The management system shall include at a minimum the components of Provision 3 (Legal Requirements and Provision 4 (On-Site Environmental, Health, and Safety), and
3. Comply with all applicable environmental and health and safety legal requirements and maintain a current list of its environmental permits and copies of each, and

---

## *Focus Material Management Plan Summary*

---

4. This Section II and Section III below, or allow the R2:2013 electronics recycler to confirm this information with each of its relevant downstream vendors, thereby establishing that each facility in the Recycling Chain conforms to these subsections, and
  5. If the downstream vendor is sending any of IMAAN INTERNATIONAL's focus material for Reuse (not recycling or recovery), they must agree to R2 Provision 6, and
  6. Conform to Provision 7 (Tracking Throughput), documenting the flow of all FMs down the Recycling Chain, and
  7. Conform to Provision 10 (Physical Security), ensuring security of the equipment down the recycling chain.
- II.** IMAAN INTERNATIONAL confirms, at least annually and documents, through audits or other similarly effective means, that each downstream facility to which Section (e) applies continues to conform to the requirements of Section (e) for as long as it receives FMs directly or indirectly from the R2:2013 electronics recycler.
- III.** When IMAAN INTERNATIONAL uses an R2:2013 certified downstream facility, then verification of conformance to 5(e)(1) and 5(e)(6) satisfies the due diligence requirements of 5(e) and 5(f).

# IMAAN INTERNATIONAL DOWNSTREAM VENDOR CHART

*General Principle – An R2:2013 electronics recycler shall maintain business records sufficient to document the flow of equipment, components and materials that pass through its facility.*

## **Requirements:**

1. An R2:2013 electronics recycler shall maintain for at least three years commercial contracts, bills of lading, or other commercially accepted documentation for all transfers of equipment, components, and materials. An R2:2013 electronics recycler does not need to track non-FMs beyond the first-tier downstream vendor.
2. An R2:2013 electronics recycler shall provide, to each customer that is R2 certified or in the process of R2:2013 certification, upon request and with appropriate intellectual property and commercial controls as legally appropriate and required by the discloser, the names and locations of all downstream vendors in the recycling chain that handle said downstream customers FM's.







**Orion Registrar, Inc.**  
**Thorough and Fair Auditing**

## Certificate of Certification

*This is to certify the Responsible Recycling System of:*

**Imaan International Inc.**  
**2000 International Parkway, Suite 101**  
**Fredericksburg, VA 22406**

*Has been assessed by Orion Registrar and found to be in  
Compliance with the following Recycling Standard:*

**R2:2013**

*The Responsible Recycling System is applicable to:*

**Maximizing the value of end of life electronic assets through  
collection, testing and refurbishment, data destruction and  
resale/repurposing/recycling of electronic assets.**

*The Certification period is from*

**February 26, 2019 to February 8, 2022**

*This certification is subject to the company maintaining its system to the  
required standard, and applicable exceptions, which will be monitored by Orion.*

Client ID: 3927

Certificate ID: 1016013

As applied by the R2 Code of Practices including  
No Allowance was applied as defined in the Section VII.



  
*Paul M. Burck, President*      *February 27, 2019*  
Date







**Orion Registrar, Inc.**  
**Thorough and Fair Auditing**

## **Certificate of Certification**

*This is to certify the Environmental Management System of:*

**Imaan International Inc.**  
**2000 International Parkway, Suite 101**  
**Fredericksburg, VA 22406**

*Has been assessed by Orion Registrar and found to be in compliance with the following Environmental Management Standard:*

**ISO 14001:2015**

*The Environmental Management System is applicable to:*

**Maximizing the value of end of life electronic assets through collection, testing and refurbishment, data destruction and resale/repurposing/recycling of electronic assets.**

*The Certification period is from*

**February 26, 2019 to February 8, 2022**

*This certification is subject to the company maintaining its system to the required standard, and applicable exceptions, which will be monitored by Orion.*

Client ID: 3927

Certificate ID: 1018910



  
*Paul M. Burck, President*      March 30, 2020  
Date





**Orion Registrar, Inc.**  
**Thorough and Fair Auditing**

## Certificate of Certification

*This is to certify the Occupational Health and Safety Management System of:*

**Imaan International Inc.**  
**2000 International Parkway, Suite 101**  
**Fredericksburg, VA 22406**

*Has been assessed by Orion Registrar and found to be in compliance  
with the following Occupational Health and Safety Standard:*

**ISO 45001:2018**

*The Occupational Health and Safety Management System is applicable to:*

**Maximizing the value of end of life electronic assets through  
collection, testing and refurbishment, data destruction and  
resale/repurposing/recycling of electronic assets.**

*The Certification period is from*

**February 26, 2019 to February 8, 2022**

*This certification is subject to the company maintaining its system to the  
required standard, and applicable exceptions, which will be monitored by Orion.*

Client ID: 3927

Certificate ID: 1016012



  
*Paul M. Burck, President*      *February 27, 2019*  
*Date*



# 2021

The International Secure Information  
Governance & Management Association™  
is Proud to Recognize



## Imaan International Inc.

as a Member in Good Standing

---

Chief Executive Officer



June 11, 2021

**Erase Fixed Disk0 SAMSUNG SSD PM851 2.5 7mm 128GB (S/N: S1CTNSBG201731) - 119 GB**

**Started: 2021-06-11 07:14:17**

Storage size: 119 GB (128035676160 bytes)

Erase method: US DoD 5220.22-M (3 passes, verify) [Verification 10%]

Pass 1 - OK (0x000000000000)

Pass 2 - OK (0xFFFFFFFFFFFF)

Pass 3 - OK (Random)

Verification passed OK

**Erase Finished: 2021-06-11 08:03:43**

Total Erase Time: 00:49:26

Sanitizing Status: SUCCESS





# CERTIFICATE OF RECYCLING

*Presented to:*

*ABC Company, State*  
*Contract Number 123456: Load No. 1*

---

Imaan International Inc. acknowledges that all material received from **ABC Company, State** on **01/01/2021** in association with **Contract Number 123456: Load No. 1** has been handled in accordance with Imaan International Inc.'s Recycling and Acceptable Disposition guidelines and R2:2013 Responsible Recycling Standards. Please see attached inventory audit report showing additional details for items received.

---

---

Arfan Azhar, President  
01/31/2021

All documents and records associated with the materials covered by this Certificate are maintained at Imaan International Inc. for a period of five (5) years from the signature date of this Certificate. Requests for document production should be directed to Imaan International Inc.'s QEH&S Administrator in Fredericksburg, Virginia.



# CERTIFICATE OF DATA DESTRUCTION

*Presented to:*

*ABC Company, State*  
*Contract Number 123456: Load No. 1*

---

Imaan International Inc. acknowledges that all material received from **ABC Company, State** on **01/01/2021** in association with **Contract Number 123456: Load No. 1** has been wiped in accordance with DoD 5220.22-M and meets the requirements of NIST 800-88 guidelines. Imaan International Inc. utilizes Active @KillDisk software to destroy data on hard disks; PhoneCheck Pro Solution to destroy data on IOS/Android devices; and/or shredding to physically destroy SSDs & other electronic media devices. Please see attached inventory audit report showing additional details for items received.

---

---

Arfan Azhar, President  
01/31/2021

All documents and records associated with the materials covered by this Certificate are maintained at Imaan International Inc. for a period of five (5) years from the signature date of this Certificate. Requests for document production should be directed to Imaan International Inc.'s QEH&S Administrator in Fredericksburg, Virginia.

# IMAA INVENTORY DETAIL REPORT

for ABC Company

Equipment Received January 1, 2020

Pallet	Description	Asset Number	Serial Number	Make	Model	Processor	Form Factor	RAM	HDD Serial Number	Method	Passes	Procedure	Status	Grade	Notes	Date
1	NETBOOK	N/A	chbd7k1	DELL	LATITUDE 2100	INTEL PEN.	N/A	2GB	QE59DXRQ2	DoD 5220.22-M	3	WIPE	PASS	A		1/23/20
1	NETBOOK	N/A	dp9d7k1	DELL	LATITUDE 2100	INTEL PEN.	N/A	2GB	Q359CHT32	DoD 5220.22-M	3	WIPE	PASS	B		1/23/20
1	NETBOOK	N/A	9g9d7k1	DELL	LATITUDE 2100	INTEL PEN.	N/A	2GB	QE59AYL40	DoD 5220.22-M	3	WIPE	PASS	B		1/23/20
1	NETBOOK	N/A	cscd7k1	DELL	LATITUDE 2100	INTEL PEN.	N/A	2GB	QE49NW996	DoD 5220.22-M	3	WIPE	PASS	C		1/23/20
1	NETBOOK	N/A	9hbd7k1	DELL	LATITUDE 2100	INTEL PEN.	N/A	2GB	QA6912959	DoD 5220.22-M	3	WIPE	PASS	D		1/23/20
1	NETBOOK	N/A	5z9d7k1	DELL	LATITUDE 2100	INTEL PEN.	N/A		NO HDD					F	Cannibalized	1/23/20
1	CPU	50049000025104	1fyzkk1	DELL	OPTIPLEX 755	AMD	SFF	2GB	z6e24ydd	DoD 5220.22-M	3	WIPE	PASS	A		1/22/20
1	CPU	50049000024468	fgtxtk1	DELL	OPTIPLEX 755	AMD	SFF	2GB	9vm261m9	DoD 5220.22-M	3	WIPE	PASS	B		1/22/20
1	CPU	50049000024862	b2njkk1	DELL	OPTIPLEX 755	AMD	SFF	4GB	z2akt3v6	DoD 5220.22-M	3	WIPE	PASS	F	Broken/Missing Parts	1/22/20
1	CPU	50049000024208	50ctxk1	DELL	OPTIPLEX 755	C2D	SFF	2GB	wmav2jd73625	DoD 5220.22-M	3	WIPE	FAIL	C	HDD Shredded	1/22/20
1	CPU	50049000023754	jfl0lk1	DELL	OPTIPLEX 755	C2D	Desktop	2GB	wmav29231802	DoD 5220.22-M	3	WIPE	PASS	D	Deep Scratches	1/22/20
1	CPU	50049000024471	24lvtk1	DELL	OPTIPLEX 760	C2D	Desktop	8GB	9vm28rj2	DoD 5220.22-M	3	WIPE	PASS	F	Broken	1/22/20
1	CPU	50049000060198	bmv9fn1	DELL	OPTIPLEX 780	C2D	Desktop	2GB	6vmf0nq3	DoD 5220.22-M	3	WIPE	PASS	A		1/23/20
1	CPU	50049020003690	1qgbfq1	DELL	OPTIPLEX 780	C2D	SFF	2GB	s2b0j90z721361	DoD 5220.22-M	3	WIPE	PASS	A		1/22/20
1	CPU	50049000006967	1qjdfq1	DELL	OPTIPLEX 780	C2D	SFF	2GB	wcav11101145	DoD 5220.22-M	3	WIPE	PASS	A		1/22/20
1	CPU	50049000060199	8mv9fn1	DELL	OPTIPLEX 780	C2D	SFF	6GB	6vmf0m9	DoD 5220.22-M	3	WIPE	PASS	A		1/23/20
1	CPU	50049000006955	1qgcfq1	DELL	OPTIPLEX 780	C2D	Tower	4GB	wcat1d957605	DoD 5220.22-M	3	WIPE	PASS	A		1/22/20
1	CPU	50049000060189	7pwgqn1	DELL	OPTIPLEX 780	C2D	Desktop	4GB	wmav2ar78421	DoD 5220.22-M	3	WIPE	PASS	B		1/23/20
1	CPU	50049020003699	1qh9fq1	DELL	OPTIPLEX 780	C2D	SFF	2GB	z6e24yh9	DoD 5220.22-M	3	WIPE	PASS	B		1/22/20
1	CPU	50049020002104	1qm9fq1	DELL	OPTIPLEX 780	C2D	SFF	4GB	9vp10hel	DoD 5220.22-M	3	WIPE	PASS	B		1/22/20
1	CPU	50049000007011	7dhbnk1	DELL	OPTIPLEX 780	C2D	SFF	4GB	9sz4nr12	DoD 5220.22-M	3	WIPE	PASS	B		1/22/20
1	CPU	500490000060142	9mv9fn1	DELL	OPTIPLEX 780	C2D	SFF	8GB	6ymf0p7z	DoD 5220.22-M	3	WIPE	PASS	B		1/23/20
1	CPU	50049000006958	1qk7fq1	DELL	OPTIPLEX 780	C2D	SFF	2GB	9qm4bv36	DoD 5220.22-M	3	WIPE	PASS	C		1/22/20
1	CPU	50049000006990	1qn7fq1	DELL	OPTIPLEX 780	C2D	SFF	4GB	z5s81r6gsx13	DoD 5220.22-M	3	WIPE	PASS	C		1/22/20
1	CPU	50049000006959	1qn9fq1	DELL	OPTIPLEX 780	C2D	Tower	4GB	z3t27dm8	DoD 5220.22-M	3	WIPE	PASS	C		1/22/20
1	CPU	50049000006963	1qgffq1	DELL	OPTIPLEX 780	C2D	Tower	4GB	wcasu5838989	DoD 5220.22-M	3	WIPE	PASS	D	Deep Scratches	1/22/20
1	CPU	50049000006978	1qldfq1	DELL	OPTIPLEX 780	C2D	SFF	2GB	s2b0j90b319755	DoD 5220.22-M	3	WIPE	PASS	D	Major Dents	1/22/20
1	CPU	50049000006928	956cvl1	DELL	OPTIPLEX 780	C2D	SFF	4GB	wcc2emy11261	DoD 5220.22-M	3	WIPE	PASS	D	Major Dents	1/22/20
1	CPU	50049000006972	1qlbfq1	DELL	OPTIPLEX 780	C2D	SFF	2GB	s2b0j90b319744	DoD 5220.22-M	3	WIPE	PASS	F	Broken	1/22/20
1	CPU	50049000007014	5frbnk1	DELL	OPTIPLEX 780	C2D	Tower	4GB	9sz4w8me	DoD 5220.22-M	3	WIPE	PASS	F	Broken	1/22/20
1	CPU	50049000048141	1qjcfq1	DELL	OPTIPLEX 780	C2D	SFF	4GB	W3TNST29	DoD 5220.22-M	3	WIPE	PASS	F	Broken/Missing Parts	1/22/20
1	CPU	50049000006956	1qjbfq1	DELL	OPTIPLEX 790	C2D	Desktop	2GB	9vp217hb	DoD 5220.22-M	3	WIPE	PASS	A		1/22/20
1	CPU	50049000006965	1qkbfq1	DELL	OPTIPLEX 790	C2D	Desktop	4GB	s2b0j90b319759	DoD 5220.22-M	3	WIPE	PASS	A		1/22/20
1	CPU	50049000048140	5chbnk1	DELL	OPTIPLEX 790	C2D	Desktop	2GB	9sz4w87g	DoD 5220.22-M	3	WIPE	PASS	B		1/22/20
1	CPU	50049000007016	2grbnk1	DELL	OPTIPLEX 790	C2D	Desktop	4GB	9sz4w89y	DoD 5220.22-M	3	WIPE	PASS	B		1/22/20
1	CPU	50049000006964	1qlcfq1	DELL	OPTIPLEX 790	C2D	Desktop	2GB	z5s81phgsx13	DoD 5220.22-M	3	WIPE	PASS	C		1/22/20
1	CPU	50049000006971	1qmcfq1	DELL	OPTIPLEX 790	C2D	Tower	4GB	s2b0j90b317653	DoD 5220.22-M	3	WIPE	PASS	C		1/22/20
1	CPU	50049000006969	1qk8fq1	DELL	OPTIPLEX 790	C2D	Desktop	2GB	z3t8y85c	DoD 5220.22-M	3	WIPE	PASS	D	Deep Scratches	1/22/20
1	CPU	50049000006968	1qhbfg1	DELL	OPTIPLEX 790	C2D	Tower	4GB	s2b0j90b319622	DoD 5220.22-M	3	WIPE	PASS	D	Major Dents	1/22/20
1	CPU	50049020002105	1ql8fq1	DELL	OPTIPLEX 790	C2D	Desktop		NO HDD					F	Cannibalized	1/22/20
1	CPU	50049000060144	fh8301	DELL	OPTIPLEX 960	C2D	Desktop	6GB	9vm6v1ay	DoD 5220.22-M	3	WIPE	FAIL	C	HDD Shredded	1/23/20
1	CPU	50049000058781	jh8301	DELL	OPTIPLEX 960	C2D	SFF	2GB	mt198kyf	DoD 5220.22-M	3	WIPE	PASS	D	Major Dents	1/23/20
1	CPU	50049000058787	2y4301	DELL	OPTIPLEX 960	C2D	SFF	4GB	mt1tjhuf	DoD 5220.22-M	3	WIPE	PASS	F	Broken	1/23/20





## ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> Brown & Brown Insurance Agency of Virginia, Inc.		<b>NAMED INSURED</b> Imaan International Inc	
<b>POLICY NUMBER</b> _____		<b>EFFECTIVE DATE:</b> _____	
<b>CARRIER</b> _____	<b>NAIC CODE</b> _____		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25      **FORM TITLE:** Certificate of Liability Insurance

Deductible: \$10,000  
**ERRORS AND OMISSIONS COVERAGE**  
 Insurance Company: Crum & Forster Specialty Insurance Company  
 Policy# TEO100238601  
 NAIC# 44520  
 Effective Date: 06/08/2021-04/24/2022  
 Each Claim Limit: \$3,000,000  
 Each Claim Deductible: \$10,000  
**POLLUTION LIABILITY COVERAGE**  
 Insurance Company: Homeland Insurance Company of New York  
 Policy# 7930074840002  
 NAIC# 34452  
 Effective Date: 01/25/2021-01/25/2022  
 Each Pollution Condition Limit: \$5,000,000  
 Each Pollution Condition Deductible: \$10,000