Contents

Thank you for filling out the R2 Impact Measurement Form for 2025 (Jan. 1, 2025-Dec. 31, 2025). Data provided by R2 Facilities will allow us to better tell the world about the environmental and social benefits of doing business with R2 Certified facilities, which will in turn increase the awareness and value of your R2 Certification.

You are required to respond. Under the SERI License Agreement for R2 Certification (paragraph 4.6), all R2 Certified facilities have agreed to provide data on their R2 certification performance for SERI's use in benchmarking, information gathering, and analysis relating to the electronics and reuse industry in general. **Since the information is required to be provided to SERI, in future years the next steps could include the termination of your license agreement with SERI.** This would result in revocation of your R2 Certification.

Your data will be protected. As stated in the SERI License Agreement for R2 Certification, SERI will report the information in a de-identified and aggregated state to inform the industry and the public about the activities of R2 Certified organizations generally. We will not disclose your individual facility data to any outside parties. In addition, your personally identifiable information will be managed in accordance with SERI's privacy policy, which is available here.

Google Chrome recommended: The **Google Chrome browser should be used** when filling out the data form.

Deadline to submit: Please **submit your completed form by March 15, 2026 to receive an individual facility report. Final reporting deadline is May 1, 2026.**

Need help? If you have questions or need help filling out this form, please send an email to ImpactHelp@SustainableElectronics.org.

General Form Instructions

- **Email with unique link for each facility**: SERI has emailed you a link that's unique to each R2 Certified facility. When you click on the link, it will auto-populate the data form with your facility's address and SERI account key. Please fill out one data form for each R2 Certified facility (see bullet below if you are covered by a campus certification scheme).

    o This email was sent in January 2026.

    o If you did not receive the email with the unique URL, please first check your spam folder to verify the email did not get caught in a filter.

    o If you still cannot locate the email, please contact us at ImpactHelp@SustainableElectronics.org.

- **2025 reporting year:** Input data for calendar year 2025 only (Jan. 1, 2025-Dec. 31, 2025).

- **Mandatory and optional questions:** Several of the questions are mandatory, while others are optional. We encourage you to provide data in the optional questions, because it helps bolster the overall story we seek to tell on your behalf.

- **Electronics categories chosen:** The categories primarily relied on in the form were created by the United Nations Institute for Training and Research (UNITAR) and are used throughout the world. They include formulas for converting units to weight and estimating the materials composition of different electronics. Other categories were added by SERI to capture the full spectrum of activities by R2 Facilities and to make reporting easier. The Category Breakdown is available on the SERI Impact Measurement Webpage. When reporting data, please only count electronic equipment,

components and materials, as currently defined by the R2 Standard. For example, if your facility also recycles white goods such as refrigerators or washing machines, please exclude these appliances from the data you report to us.

- **For campus certification schemes:** Only the main processing facility in a campus should receive an email with the data form link. Only the main processing facility should submit a data form, and the form should cover all the equipment, components, and materials managed by the entire campus. Supporting facilities should not individually submit data forms.

- **For brokers:** Facilities certified to Appendix F-Brokering should also fill out the mandatory questions below. Consider the "Incoming supplies" questions to relate to the products you're taking control of, regardless of whether you're purchasing or charging to manage the equipment, components, and materials. Consider the "Outgoing shipments" questions to relate to the equipment, components, and materials you're selling and/or delivering to buyers or downstream vendors (DSVs). Brokers should report any equipment or components containing data that will be sanitized by a DSV in questions 8b-c and/or 9b-c, putting "0" in questions 8a and 9a.

- **If you weren't certified the entire year:** Facilities that had periods in 2025 during which they were not yet certified or had suspended certificates should, to the best of their abilities, fill out the form with full-year data as if they were certified throughout 2025.

- **You don't have to complete the form in one sitting**: You can utilize the function by clicking the box to "Save my progress and resume later," with a password, as shown below:

When you resume by submitting the same email and password, the form will resume on Page 1, even if you saved your progress on a later page. Don't worry; your previous input information is saved. You simply need to click on the "Next Page" button to get back to the point you stopped.

- **No changes after submitting:** While you can save your progress and return to the form later, once you have submitted the form there is no way to edit the submission. To ensure that you do not lose your progress, we recommend tracking your answers as you go, either by taking screenshots, printing pages to PDF, or using the Excel template provided.

Page 1 of Form

(Contact Information and Pounds/Kilograms Selection)

Address of facility and SERI account key: Your unique link will auto-populate these fields for your R2 Certified facility. The SERI account key is the same one that R2 Facilities use to upload their downstream vendor flows to SERI in conformity with Appendix A(4)(b). If you receive an ERROR message in any of the Facility Information section fields below, please start over by copying and pasting the entire unique URL (including any portions not highlighted/underlined) from your email into a web browser instead of clicking the link. If you continue to receive errors, please contact impacthelp@sustainableelectronics.org.

Name, job title/position, contact information: We're seeking the name, title, and contact information for the person filling out this form. We may contact this person via the email and/or phone number listed to ask follow-up and clarification questions. Additionally, this is the email address we will use to send your facility's individualized impact report.

Pounds or kilograms: In consideration of respondents around the world, the form provides the option of inputting weight-based data either as pounds or kilograms. However, you must choose to use either pounds or kilograms for the entirety of the form. You cannot switch back and forth between pounds and kilograms.

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(Incoming Supplies)

Questions 1 and 2

- **Trouble identifying R2 versus non-R2 suppliers:** We ask that you strive to separate out equipment, components, and materials received from R2 suppliers versus those received from non-R2 suppliers. This will help to avoid double-counting units or weight and provide a clearer picture of how R2 Facilities do business with each other. The R2 Facility Directory on the SERI website is a powerful tool you can use to determine R2 Certification status for any facility: Find An R2 Certified Facility - SERI. However, if you are unable to differentiate between R2 and non-R2 suppliers, please input your data into the non-R2 supplier fields only.

- **Unit count or weight:** For many category fields, you may report by weight **OR** unit count received. **Do not submit weight and unit counts for the same category** of electronics – this avoids double-counting equipment. If you have both unit count and weight for a type of electronics you received, we urge you to opt to input the weight. For example, if you received 2,000 desktop PCs weighing 12,520 kilograms in 2025, report only "12,520" under "Weight" and leave the "Unit Count" field blank. We recognize there may be situations in which a facility has some shipments of a particular type of electronic tracked by unit count and other shipments of that same type of electronic tracked by weight. In these situations, we ask that you convert unit counts to weights and report only weights for all electronics within that category. When doing this conversion, you may use the formulas provided in our Electronics Categories Reference Chart or your facility's own unit-to-weight estimates.

- **Kilograms or pounds:** For weight-based responses, you must use the unit of measure (pounds or kilograms) that you chose on Page 1.

- **A device must fall into only one category:** Please ensure no particular equipment, components, or materials are counted twice (or more) in different categories. You should choose to report data in the category that you believe best matches the relevant electronics received. The list of categories is available at the end of this guidance document.

- **Trouble separating CRT and flat-panel TVs from monitors:** Some facilities may be unable to produce separate data for computer monitors and televisions in the CRT and flat-panel display devices categories. In those cases, please report weight only in the "Mixed CRTs" and "Mixed flat-panel display devices" categories.
- **Commodities/scrap categories:** These categories are intended for materials that have undergone some level of separation/sorting and are destined for materials recovery. They are not intended for whole or intact units or components. These commodities/scrap categories are for materials that may still need to undergo additional sorting and contamination removal before final recycling can occur.

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(Outgoing Shipments)

Question 3

- **Functional equipment only:** Please **only tell us about equipment or components that were functional when they left your facility.** We'll ask about equipment shipped for test and repair in questions 4-5 and end-of-life equipment, components, and materials shipped for materials recovery in questions 6-7.

- **Unit count or weight:** For many category fields, you may report by weight **OR** unit count received. **Do not submit weight and unit counts for the same category** of electronics to avoid double-counting equipment. For functional electronics, if you have both unit count and weight for a type of electronics you sold, we urge you to opt to input the unit count data only. For example, if you sold 2,000 laptops weighing 2,700 kilograms in 2025, report only "2,000" under "Unit Count" and leave the "Weight" field blank.

- **Kilograms or pounds:** For weight-based responses, you must use the unit of measure (pounds or kilograms) that you chose on Page 1.

- **Multiple categories allowed:** Input data into as many electronics categories as you need to fully tell your facility's impact. Please ensure no particular equipment or components are counted twice (or more) in different categories, however.

Questions 4-5

- **Test and repair only:** Please **only tell us about equipment or components that were still in need of testing and/or repair when they left your facility.** We ask about functional equipment sold for reuse in question 3 and end-of-life equipment, components, and materials shipped for materials recovery in questions 6-7.

- **R2 versus non-R2 downstream vendors (DSVs):** Note that question 4 is only for equipment and components sent to R2 Certified DSVs, and question 5 is only for equipment and components sent to non-R2 DSVs.

- **Unit count or weight:** For many category fields, you may report by weight **OR** unit count shipped for test and repair. **Do not submit weight and unit counts for the same category** of electronics to avoid double-counting equipment. If you have both unit count and weight for a type of electronics you shipped for test and repair, we urge you to input the weight only. For example, if you shipped 1,000 flat-panel display monitors weighing 8,200 kilograms in 2025, report only "8,200" under "Weight" and leave the "Unit Count" field blank. We recognize there may be situations in which a facility has some shipments of a particular type of electronic tracked by unit count and other shipments of that same type of electronic tracked by weight. In these situations, we ask that you convert unit counts to weights and report only weights for all electronics within that category. When doing this conversion, you may use the formula provided or your facility's own unit-to-weight estimates.

- **Kilograms or pounds:** For weight-based responses, you must use the unit of measure (pounds or kilograms) that you chose on Page 1.

- **Multiple categories allowed:** Input data into as many electronics categories as you need to fully tell your facility's impact. Please ensure no particular equipment or components are counted twice (or more) in different categories, however.

- **Separating CRT and flat-panel TVs from monitors:** Some facilities may be unable to produce separate data for computer monitors and televisions in the CRT and flat-panel display devices categories. If that's the case with your facility, please do not report in the TV- and monitor-specific categories and instead report weight only in the "Mixed CRTs" and "Mixed flat-panel display devices" categories.

Questions 6-7

- **Materials recovery (recycling) only:** Please **only tell us about end-of-life equipment, components, and materials that were shipped for materials recovery when they left your facility.** We ask about functional equipment sold for reuse in question 3 and equipment and components sold for test and repair in questions 4-5.

- **Non-R2 versus R2 downstream vendors (DSVs):** Note that question 6 is only for equipment, components, and materials shipped to R2 DSVs, and question 7 is only for equipment, components, and materials shipped to non-R2 Certified DSVs.

- **Unit count or weight:** For many category fields, you may report by weight **OR** unit count shipped for materials recovery. **Do not submit weight and unit counts for the same category** of electronics – this avoids double-counting equipment. If you have both unit count and weight for a type of electronic you shipped for materials recovery, we urge you to input the weight only. For example, if you shipped 5,000 mobile phones weighing 400 kilograms in 2025, report only "400" under "Weight" and leave the "Unit Count" field blank. We recognize there may be situations in which a facility has some shipments of a particular type of electronic tracked by unit count and other shipments of that same type of electronic tracked by weight. In these situations, we ask that you convert unit counts to weights and report only weights for all electronics within that category. When doing this conversion, you may use the formula provided or your facility's own unit-to-weight estimates.

- **Kilograms or pounds:** For weight-based responses, you must use the unit of measure (pounds or kilograms) that you chose on Page 1.

- **Multiple categories allowed:** Input data into as many electronics categories as you need to fully tell your facility's impact. Please ensure no particular equipment or components are counted twice (or more) in different categories, however.

- **Separating CRT and flat-panel TVs from monitors:** Some facilities may be unable to produce separate data for computer monitors and televisions in the CRT and flat-panel display devices categories. If that's the case with your facility, please do not report in the

TV- and monitor-specific categories and instead report weight only in the "Mixed CRTs" and "Mixed flat-panel display devices" categories.

- **Commodities/scrap categories:** These categories are intended for materials that have undergone some level of separation/sorting and are destined for materials recovery. They are not intended for whole or intact units or components. These commodities/scrap categories are for materials that are either ready for final recycling or may still need to undergo additional sorting and contamination removal before final recycling can occur.

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(Data Sanitization)

Questions 8-9

- **Overlap with incoming and outgoing data:** The numbers reported here should also be reported in the questions above, not be separate from those above.

- **What to include/exclude:** Data-bearing devices to report on may include HDDs, SSDs, removable media such as thumb drives, complete devices (phones, tablets, laptops, etc.) and other data-bearing equipment. Please **do not include** media such as CDs/DVDs, magnetic tapes, paper, or film.

- **Physical versus logical:** Note that questions 8a-c refer only to physical data sanitization (physical destruction) and questions 9a-c refer only to logical data sanitization (aka wiping or erasure).

- **Weight versus count:** Physical data sanitization must be reported as weight (either pounds or kilograms, whichever was selected on Page 1), and logical data sanitization must be reported in terms of unit count. If you only track physically destroyed data devices by unit count, please do your best to estimate how much those would have weighed using your own in-house estimates.

- **Mobile/remote data sanitization counts as 'in-house':** If your facility dispatches your equipment and/or crews to conduct data sanitization off-site (whether physical or logical), please include those numbers under questions 8a and 9a for in-house processing.

- **Logical before physical is recorded as physical:** If a device is logically sanitized but later found to not be reusable for whatever reason and is ultimately physically sanitized, record it only under one of the physical sanitization questions (8a-c).
- **One device can't be recorded in multiple categories:** Do not report a particular asset in multiple data sanitization questions. For example, if you shred a hard drive in-house

and then send the shredded material to a DSV for materials recovery, record that hard drive's weight under "physically sanitized in-house" under question 8a. Do not also include it under questions 8b or 8c. This is important to avoid double-counting.

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(Optional Questions)

Questions 10a-c

- **Point-in-time for headcount:** For these questions, we're asking about your full-time equivalent (FTE) during the point in time in 2025 when your facility experienced its maximum employment. We recognize employment levels vary depending on the ebb and flow of contracts, tech refresh cycles, seasonal variations, and other factors. You should identify the quarter, month, or week at which you had maximum employment for reporting purposes.

- **Electronics-related employees only:** Only count R2 Facility employees whose responsibilities relate to the reuse and recycling of electronic equipment at the facility. For example, if a full-time human resources manager spends roughly one-half of their time on employees at an electronics recycling facility and one-half of their time on employees at a sister company focused exclusively on municipal solid waste recycling (curbside paper and packaging), record that as 0.5 FTE.

- **Everyone who is paid:** Please include all staff employees, contractors, temporary employees, and paid interns, but exclude any uncompensated positions such as volunteers.

- **Barriers to work:** This question is intended to ask about any training and job opportunities provided to people who have traditionally been underrepresented in the workforce, such as those with disabilities or past records of incarceration. Please estimate the number of people filling jobs at your facility that come from these communities, whether or not they are part of a formal workforce training and development program.

Questions 11a-b

- **Permanent, publicly accessible sites only:** With this question, we're interested in sites related to your facility that are open to residents year-round or for at least most of the year. Additionally, we are looking for sites that accepted electronics from the public, regardless of whether there's a charge for drop-offs.

- **Kilograms or pounds:** For weight-based responses, you must use the unit of measure (pounds or kilograms) that you chose on Page 1.

- **Overlap with incoming and outgoing data:** The weight you report as collected at drop-off sites should also have been included in the mandatory "Incoming Supplies" and "Outgoing Shipments" questions above. Double-counting is OK here.

Questions 12a-b

- **Temporary, publicly accessible events only:** With this question, we want you to count only temporary collection events, not permanent or semi-permanent drop-off sites. Additionally, we are looking for collection events that accepted electronics from the public, regardless of whether there's a charge for drop-offs.

- **Exclude client pickups:** This question is meant for public collection events. Please do not include collections at organizational clients' locations. For example, if your facility's truck collects Chromebooks from a school district that contracts with your facility, do not include that activity as a collection event.

- **Kilograms or pounds:** For weight-based responses, you must use the unit of measure (pounds or kilograms) that you chose on Page 1.

- **Overlap with incoming and outgoing data:** The weight you report as collected at collection events should also be included in the mandatory "Incoming Supplies" and "Outgoing Shipments" questions above. Double-counting is OK here.

Questions 13a-b

- **Donations of all devices:** Count all types of electronic equipment that were donated or sold at below-market prices, including computers, peripherals, and anything else meeting the R2 definition of electronics.

- **Below-market prices only:** Only count devices sold to low-income people at discounted prices. We recognize that used electronics almost always sell for less than new electronics. But for this question, we're looking for units sold at prices that are below what used equipment would generally sell for on secondary markets.

- **What is "low-income":** We're looking for donations and discounted sales to people who are considered low-income in the context of your particular city, country, or region. It's up to you to decide what income levels count as "low income" in the area you serve.

- **Overlap with incoming and outgoing data:** The units you report as donated or sold at below-market prices should also be included in the mandatory "Incoming Supplies" and "Outgoing Shipments" questions above. Double-counting is OK here.

- **Facilitate donations and sales:** Your R2 Facility does not necessarily need to own the devices being donated or sold to include them here. If they're owned by a different organization but your R2 Facility has an essential role in facilitating or otherwise steering the donation or discounted sale to someone in need, please count it.

Questions 14a-b

- **Identify your biggest customer sectors:** This data will help us better understand which sectors are already working with R2 Certified companies and which may need targeted marketing/outreach to understand the environmental, social, and data security benefits of doing business with an R2 Facility.

- **Selecting sectors:** You may select up to three sectors to represent your three largest customers for your facility, both in terms of supply volume (question 14a) and revenue (question 14b).

- **Unit count/weight:** For 14a, you may base you evaluation of "largest supplier" on unit count or weight provided, whichever is most relevant to your organization.

Questions 15a-b

- **Anything we missed?** These questions are for you to tell us about anything else not covered in the questions above. For example, did your facility provide door-step residential collection services? Did you provide industry training opportunities or funding to help students enter the sector? Did you take steps to reduce the carbon footprint of your facility or operations? These are all achievements to mention here.

- **Can I quote you on that?** For 15a, responses may be quoted anonymously in our SERI Impact Report and elsewhere (unless we seek and receive your permission to use your name and/or organization) to highlight the benefits of doing business with R2 Facilities.

Need help?

Email us at ImpactHelp@SustainableElectronics.org.

Electronics Categories Reference Chart

Description	Kilograms per unit*	Pounds per unit*
Photovoltaic Panels (including inverters)	22.77	50.20
Small IT equipment (e.g. routers, mice, keyboards, external drives, wearables)	0.40	0.88
Desktop PCs (excl. monitors, accessories)	6.26	13.80
Laptops (incl. tablets)	1.35	2.98
Printers (e.g. scanners, multifunctionals, faxes)	12.79	28.20
Other telecommunication equipment (excl. professional telecom equipment, mobile phones)	0.45	0.99
Mobile Phones (incl. smartphones, pagers)	0.08	0.18
Professional IT equipment (e.g. servers in any configuration, routers, data storage, copiers/printers)	38.75	85.43
Cathode Ray Tube Monitors	22.00	48.50
Flat-Panel Display Monitors (LCD, LED)	8.20	18.08
Professional telecommunications equipment (e.g. base stations)	11.46	25.26
Small Consumer Electronics (e.g. headphones, remote controls)	0.39	0.86
Portable Audio & Video (e.g. MP3, e-readers, car navigation)	0.23	0.51
Music Instruments, Radio, Hi-Fi (incl. audio sets)	3.73	8.22
Video (e.g. Video recorders, DVD, Blu-Ray, set-top boxes) and projectors	2.50	5.51
Speakers	2.14	4.72
Cameras (e.g. camcorders, photo & digital still cameras)	0.29	0.64
Cathode Ray Tube TVs	33.20	73.19
Flat-Panel Display TVs (LCD, LED, Plasma)	14.68	32.36
Game Consoles (tabletop and portable)	1.62	3.57
Household Medical equipment (e.g. thermometers, blood pressure meters)	0.18	0.40
Professional Medical equipment (e.g. hospital, dentist, diagnostics)	67.04	147.80
Household Monitoring & Control equipment (alarm, heat, smoke, excl. screens)	0.24	0.53
Professional Monitoring & Control equipment (e.g. laboratory, control panels)	5.51	12.15
Other whole electronics not listed above	N/A	N/A
Mixed CRTs (computer monitors and TVs)	N/A	N/A
Mixed flat-panel display devices (computer monitors and TVs)	N/A	N/A
Harvested components of electronics (e.g. RAM, CPUs, graphics cards, screens, etc.)	N/A	N/A
Components removed for recycling (e.g. HDDs/SSDs, power supplies, RAM, CPUs, chargers, lamps)	N/A	N/A
Commodities/scrap: Aluminum	N/A	N/A
Commodities/scrap: Copper	N/A	N/A
Commodities/scrap: Ferrous	N/A	N/A
Commodities/scrap: Metals-other	N/A	N/A
Commodities/scrap: Printed circuit boards and related electronics	N/A	N/A
Commodities/scrap: Plastics	N/A	N/A
Commodities/scrap: Flat-panel glass	N/A	N/A

Commodities/scrap: CRT glass	N/A	N/A
Commodities/scrap: Glass-other	N/A	N/A
Commodities/scrap: Batteries	N/A	N/A
Commodities/scrap: Others	N/A	N/A
* Weights are 2025 estimates and exclude the mass of batteries		
Sources: United Nations Institute for Training and Research (UNITAR); Categories without weight data added by SERI		