

Covers electronics recyclers and IT asset disposition (ITAD) companies — collection, dismantling, shredding, data destruction, refurbishing and resale, and downstream commodity sales. Scrap yards use the Scrap Metal & Recycler form. Complete with ACORD 125, 126, and 140. Attach certifications, a list of downstream vendors, and a sample data destruction certificate.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
FACILITY ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit

PRIMARY CONTACT / TITLE	PHONE	EMAIL

CERTIFICATIONS (R2 / E-STEWARDS / NAID AAA / ISO)	STATE E-WASTE / UNIVERSAL WASTE PERMITS

2 OPERATIONS

SERVICE	% OF REVENUE

Services: collection / pickup events; dismantling; shredding; on-site or off-site data destruction; drive wiping; refurbishing and resale; battery recycling; commodity sales; lease returns.

Materials handled (check all):

- ☐ Computers / servers ☐ Phones / tablets ☐ TVs / monitors (incl. CRTs) ☐ Lithium-ion batteries ☐ Lead-acid batteries ☐ Appliances
☐ Medical / lab equipment ☐ Solar panels

Size:

Facility sq. ft.	Tons processed per year	Drives destroyed per year	Max. customer inventory on site (\$)	Trucks
Employees				

3 EXPOSURE & RISK QUESTIONS — BATTERIES, FIRE & FACILITY

A California e-scrap firm paid \$25,000 after lithium batteries it put in regular bins started three garbage truck fires in 2021.

3-1 Are lithium batteries removed, taped or bagged, and stored in fire-rated containers?	☐ Yes ☐ No
IF YES, EXPLAIN	
3-2 Is the facility sprinklered with heat or flame detection in storage and shred areas?	☐ Yes ☐ No
IF YES, EXPLAIN	
3-3 Does the shredder have fire suppression or thermal monitoring?	☐ Yes ☐ No
IF YES, EXPLAIN	
3-4 Has the facility had a fire in the last 5 years?	☐ Yes ☐ No
IF YES, EXPLAIN	
3-5 Is material stored outdoors in piles or trailers?	☐ Yes ☐ No
IF YES, EXPLAIN	
3-6 Are CRT glass, mercury lamps, or leaded components handled?	☐ Yes ☐ No
IF YES, EXPLAIN	

3-7 Is material sold or shipped to downstream vendors outside the U.S.? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — DATA DESTRUCTION & CUSTOMER ASSETS

Morgan Stanley paid a \$35 million SEC penalty after a vendor without data-destruction experience resold drives that still held data on 15 million people.

4-1 Does the applicant certify data destruction for customers? ☐ Yes ☐ No
IF YES, EXPLAIN

4-2 Are drives tracked by serial number from pickup to destruction? ☐ Yes ☐ No
IF YES, EXPLAIN

4-3 Are any drives resold after wiping rather than shredded? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Are drives ever subcontracted to another vendor for destruction? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Has a customer claimed data was recovered from equipment the applicant handled? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Are employees background checked and the facility under camera surveillance? ☐ Yes ☐ No
IF YES, EXPLAIN

4-7 Do customer contracts require the applicant to indemnify them for data breaches? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$, ILLUSTRATIVE)	NUMBER OF EMPLOYEES	TEMP / STAFFING AGENCY WORKERS
SERVICE FEE REVENUE (\$, ILLUSTRATIVE)	RESALE / COMMODITY REVENUE (\$)	LARGEST CUSTOMER (% OF REVENUE)

6 PRIOR INSURANCE & LOSS HISTORY

Attach currently-valued loss runs for the last 5 years.

CURRENT LIABILITY CARRIER	LIMIT / DEDUCTIBLE	EXPIRATION DATE

6-1 Has any carrier declined, cancelled, or non-renewed coverage for this business in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a regulator cited the applicant for storage, export, or hazardous waste issues? ☐ Yes ☐ No
IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$, ILLUSTRATIVE)	OPEN / CLOSED

6-3 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one? ☐ Yes ☐ No
IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1

Are downstream vendors audited and documented every year?

☐ Yes ☐ No

IF YES, EXPLAIN

7-2

Are workers monitored for lead and given protective equipment?

☐ Yes ☐ No

IF YES, EXPLAIN

7-3

Is there a written battery handling and fire response plan?

☐ Yes ☐ No

IF YES, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE
PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE