CHECKLIST OF ACTIVITIES FOR STARTING A TAKEBACK PROGRAM

☐ **Assess whether any of your product(s) might be good candidates for takeback:**
- Packaging that is reusable or recyclable, e.g., disposable cameras, cardboard
- Products that become obsolete rapidly or have limited lifespan, e.g., furniture, electronics, appliances
- Products that contain significant material or energy value after use, e.g., power tools, batteries
- Products that contain valuable components that can be refurbished and reused, e.g., photocopiers, printer cartridges

☐ **Assess whether your business has good potential** under a takeback program. Conduct economic and operational analyses. Consider implementation and operating costs and savings (especially environmental savings and reduced virgin feedstocks). Determine if you must raise product prices to internalize any additional costs.

☐ **If you proceed, build the program incrementally**: At the onset, pick a product(s) that is high volume, contains hazardous constituents, or has significant embodied energy or resource value

☐ **Design (or redesign) the selected product or packaging** for efficient takeback. This includes design for disassembly, refurbishing, reuse or recycling.

- Minimize dissimilar materials and number of components
- Use interchangeable parts
- Mark parts and components so materials are easily identified
- Do not use incompatible inks, surface treatments, stickers, etc.
- Make hazardous parts components easily detachable
- Use recyclable material

☐ **Research and validate viable uses and markets** for returned/recycled materials and packaging. Markets for some recyclables are volatile, therefore, in-house uses are the most reliable.
- If recovered material or components can be used in production, conduct production trials, product testing, and market acceptance evaluation of the end product containing the recovered materials
- If the recovered material is to be sold (or given away) to other manufacturers, recyclers, or other end-users, understand the markets and potential volatility

☐ **Develop a material and product distribution tracking system** to account properly for returns

☐ **Set up a collection infrastructure** that is relatively easy for the consumer to find and use
- If materials are not usable in-house, partner with municipalities, recyclers, purchasers, or distributors for collection points
- Include quality and sanitation control requirements in product instructions or packaging
- Involve dealers/retailers in managing logistics and transportation returns, possibly even to the extent of sorting, material segregation, and disassembly

☐ **Inform consumers and distributors** about the program
- List benefits, e.g., quantifiable energy savings, emission reductions, material reduction
- Discuss how materials and packaging will be reused – e.g., reprocessed into a new product
- Tell consumers HOW to return end-of-life products/packaging – e.g., where and when, and quality or contamination issues that could affect takeback

☐ **If feasible, provide incentives for returning product or materials**, such as a small donation to an environmental organization for every returned printer cartridge, or $10 credit toward a customer's next purchase if the product is returned at the end of its useful life

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