

Free IT Asset Disposal Compliance Checklist

Practical Step-by-Step Data Destruction & WEEE Verification

Value Proposition: A practical 10-step checklist helping organisations verify secure disposal paths, clear data liabilities, and track corporate compliance standards effectively.

DECOMMISSIONING & LIFECYCLE LOGS

- ☐ **1. Build a Comprehensive Serialized Inventory Manifest**
Log structural categories, unique manufacturer serial numbers, and tag stickers for all departing enterprise computers, servers, and laptops before staging disposal logistics.
- ☐ **2. De-authorize Network Anchors & Active MDM Access**
Remove hardware entries from company Mobile Device Management (MDM) groups, enterprise active directories, corporate networks, and software licensing matrices.

CERTIFIED DATA SANITATION REQUIREMENTS

- ☐ **3. Deploy Certified Binary Overwriting Tools**
Execute multi-pass binary overwriting loops on operational hard drives (HDDs) and solid-state drives (SSDs) to verify records are unrecoverable under UK GDPR audits.
- ☐ **4. Segregate Non-Functional Storage Media for Mechanical Shredding**
Isolate and flag unreadable or dead drives explicitly for high-security physical shredding or structural crushing to completely mitigate information leak vectors.
- ☐ **5. Scan Expansion Ports, Optical Trays & Flash Media**
Manually audit system bays, internal SD media cards, copier scanner beds, and optical drive slots to ensure no sensitive corporate document fragments remain inside.

WEEE DIRECTIVE & TRANSPORT VERIFICATION

- ☐ **6. Audit the Provider's Upper-Tier Waste Carrier Licence**
Verify that your selected logistics collection provider holds a valid, upper-tier Environment Agency Waste Carrier Licence to satisfy environmental duty of care requirements.
- ☐ **7. Isolate Hazardous Compounds & Battery Volatiles**
Extract volatile lithium-ion laptop cells and chemical print consumables from general chassis metals to allow independent compliant processing paths.



8. Secure Fully Executed Waste Transfer Notes (WTN)

Collect a signed Waste Transfer Note right at your loading bay at the time of pickup. Verify it details the exact EWC code mappings and asset volumes transferred.

DOWNSTREAM CIRCULAR ECONOMY LOGS



9. Map Assets Through Diagnostic Refurbishment Tracks

Ensure your ITAD partner checks all incoming hardware for repair and component upgrades, preserving circular economic loops ahead of raw breakdown fields.



10. Retrieve and File Serialized Certificates of Destruction

Archive downstream Certificates of Destruction (COD) and circular component weight logs to fulfill corporate audit standards and complete environmental ESG metrics.

Secure Corporate Networks and Uphold UK Environmental Standards.

Use this practical 10-step manual during infrastructure refreshes to clear data safety liabilities, log compliance histories, and support zero-to-landfill circular economy efforts.