



T&M REUSE YORKSHIRE LIMITED

FREE CSR IT RECYCLING CHECKLIST

10-Step CSR Computer Recycling Checklist for Leeds Businesses

Phone: 0113 320 3344 | Email: info@tmreuseleeds.co.uk | Web: tmreuseleeds.co.uk

VALUE PROPOSITION

A printable PDF helping businesses prepare their next IT recycling project while supporting Corporate Social Responsibility (CSR) reporting and sustainability metrics.

PHASE 1: STRATEGY & GOAL SETTING

DONE	STEP	ACTION ITEM & CSR OBJECTIVE
☐	1. Establish Sustainability Targets	Define zero-landfill and circular economy metrics to incorporate directly into annual CSR reports.
☐	2. Audit Hardware Inventory	Catalog computers, monitors, and servers due for refreshment to measure total carbon footprint offset.
☐	3. Select Local Certified Partners	Partner with Leeds-based specialists like T&M Reuse to support regional green employment and social value.

PHASE 2: DATA SECURITY & PREPARATION

DONE	STEP	ACTION ITEM & GOVERNANCE
☐	4. Secure Backup Verification	Ensure all critical enterprise data is safely archived before asset decommissioning begins.
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	5. Certified Data Sanitisation	Execute NCSC/DoD-compliant software wiping to protect customer and employee privacy.
☐	6. Physical Drive Shredding	Shred failed or un-wipeable storage media locally to guarantee absolute information security.
☐	7. Collect Destruction Certificates	Archive serialized Certificates of Destruction for regulatory compliance and audit readiness.

PHASE 3: EXECUTION & CSR IMPACT REPORTING

DONE	STEP	ACTION ITEM & IMPACT METRIC
☐	8. Compliant Logistics & WTNs	Ensure tracked collection using registered waste carriers with proper Waste Transfer Notes.
☐	9. Maximise Reuse & Remarketing	Prioritize equipment refurbishment and second-life reuse over basic raw material recycling.
☐	10. Publish CSR Metrics	Compile weight diverted from landfill and carbon savings data into your corporate sustainability report.

Advance Your CSR Goals with T&M Reuse

Sustainable, certified, and socially responsible computer recycling in Leeds.

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