

# ITAD VENDOR SELECTION CHECKLIST

## WHAT TO LOOK FOR AND QUESTIONS TO ASK.

IT asset disposition (ITAD) is a strategic function that can reduce the risk of data breach and ensure regulatory compliance. What is not always fully understood is that your ITAD vendor can support other strategic business goals such as reducing total cost of ownership of the IT assets and supporting company sustainability goals, including reducing your carbon footprint and diverting e-waste from landfills.

**Use this guide to evaluate your current and potential new ITAD vendors in four key areas: Security, Sustainability, Savings, & Scale**

BEST IN CLASS DATA SECURITY	Yes/No
Does the transportation process include a fully documented chain of custody?	
Will my media and IT assets be processed by screened and fully-vetted in-house employees?	
Do you offer data destruction services that comply with the NIST SP 800-88 standard for media sanitization?	
Can you destroy data-bearing media at my facility so that no data is taken off-site?	
Will I receive documented evidence that my data was securely destroyed and my assets were disposed of in a compliant and environmentally-friendly manner?	
Can you create an inventory of the materials designated for disposition and track them as they are transported and processed?	

ADVANCED SUSTAINABILITY, INCLUDING REPORTING	Yes/No
Can you help us to calculate our avoided greenhouse gas emissions, and energy saved?	
Can you calculate the amount of our metals that are recovered and diverted from landfills?	
Can you help us calculate scope 3 emissions?	
Can you de-manufacture my e-waste into its component parts and dispose of each piece properly (i.e. no landfill)?	
Are your facilities certified by a third-party such as R2® that specializes in ITAD best practices and compliance?	
Do you provide an Environmental Benefits Report that provides evidence of the carbon and landfill reduction?	

MAXIMIZED SAVINGS, ROI & VALUE RECOVERY	Yes/No
Do you maximize remarketing value through a network of multiple direct sales channels?	
Will you completely sanitize all data-bearing devices, prior to remarketing?	
Do the same security and chain-of-custody measures utilized during destruction and e-waste recycling apply to the remarketing process?	

GLOBAL SCALE & REACH	Yes/No
Do you have an online portal that allows for scheduling pick-ups, managing orders, and receiving complete reporting?	
Do you have decades of experience in providing regional, national, and global transportation logistics?	
Do you own your own fleet of thousands of purpose-built, alarmed and GPS-monitored trucks?	
Do you have a physical presence in all of the countries that you serve as opposed to outsourcing 100% of the service to a subcontractor?	

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