ITAD VENDOR CHECKLIST

Consider the below criteria when selecting your IT Asset Disposition (ITAD) vendor.

Criteria	Offerings	Checklist		
Data Destruction	Mobile (On-site) Hard Drive Shredding	☐ YES	☐ NO	☐ NOT SURE
	In-Pant (Off-site) Hard Drive Shredding	☐ YES	☐ NO	☐ NOT SURE
	Other Media Shredding (Mobile Devices, Tapes, etc.)	☐ YES	☐ NO	☐ NOT SURE
IT Recycling	Equipment Disassembly	☐ YES	☐ NO	☐ NOT SURE
	No Landfill Policy	☐ YES	☐ NO	☐ NOT SURE
	Downstream Transparency	☐ YES	☐ NO	☐ NOT SURE
IT Asset Removal	Decommissioning and Packing Services	☐ YES	☐ NO	☐ NOT SURE
	Secure Collection and Transportation	☐ YES	☐ NO	☐ NOT SURE
	Security Bins or Carts Provided	☐ YES	☐ NO	☐ NOT SURE
	Professional On-Site Security Technicians	☐ YES	☐ NO	☐ NOT SURE
Value Recovery	Remarketing/Revenue Share Program	☐ YES	☐ NO	☐ NOT SURE
	Active Resale Channels (Highest value back)	☐ YES	☐ NO	☐ NOT SURE
Asset Reporting	Certificate of Recycling & Destruction	☐ YES	☐ NO	☐ NOT SURE
	Hard Drive Serial Number Reporting	☐ YES	☐ NO	☐ NOT SURE
	Equipment Serial Number or Asset Tag Reporting	☐ YES	☐ NO	☐ NOT SURE
	Detailed Reporting (Type, Make, Model)	☐ YES	☐ NO	☐ NOT SURE
	Online Customer Report Portal	☐ YES	☐ NO	☐ NOT SURE
Certifications	NAID AAA Certification (i-Sigma)	☐ YES	☐ NO	☐ NOT SURE
	R2 Certification (current version is R2v3)	☐ YES	☐ NO	☐ NOT SURE
	e-Stewards Certification (current version is 4.1)	☐ YES	☐ NO	☐ NOT SURE
	ISO 14001 Certification (current version is 2015)	☐ YES	☐ NO	☐ NOT SURE
	ISO 45001 Certification (current version is 2018, formerly OHSAS)	☐ YES	☐ NO	☐ NOT SURE
	ISO 9001 Certification (current version is 2015)	☐ YES	☐ NO	☐ NOT SURE
Industry Compliance	Data Security: NIST SP 800-88r1	☐ YES	☐ NO	☐ NOT SURE
	Healthcare: HIPAA, HITECH	☐ YES	☐ NO	☐ NOT SURE
	Financial: FACTA, GBLA, SARBOX (SOX), PCI DSS	☐ YES	☐ NO	☐ NOT SURE
	Government: EO 13693, FISMA, NSES, Pub 1075	☐ YES	☐ NO	☐ NOT SURE
	Retail/Online: PCI DSS, COPPA	☐ YES	☐ NO	☐ NOT SURE
	Education: FERPA	☐ YES	☐ NO	☐ NOT SURE
	Environmental: LEED, CERCLA, RCRA, SREA	☐ YES	☐ NO	☐ NOT SURE
Secure Facilities	24/7 Video Surveillance of Facility	☐ YES	☐ NO	☐ NOT SURE
	Controlled Security Access	☐ YES	☐ NO	☐ NOT SURE
	Infrared & Motion Sensor Alarm Systems	☐ YES	☐ NO	☐ NOT SURE
	Annual Certified Facility Audits	☐ YES	☐ NO	☐ NOT SURE
Transparency	Facility Inspections Available	☐ YES	☐ NO	☐ NOT SURE
	Witnessing of Data Destruction Available	☐ YES	☐ NO	☐ NOT SURE
	Downstream Partner Lists Available	☐ YES	☐ NO	☐ NOT SURE
	Documented Processes and Policies Available	☐ YES	☐ NO	☐ NOT SURE
Staff Training	Third Party Audited Policies and Procedures	☐ YES	☐ NO	☐ NOT SURE
	Employment Pre-screening	☐ YES	☐ NO	☐ NOT SURE
	Employee Background Checks	☐ YES	☐ NO	☐ NOT SURE
	Employee Drug Testing	☐ YES	☐ NO	☐ NOT SURE
	Documented Security Training	☐ YES	☐ NO	☐ NOT SURE
Customer Service	Local Support	☐ YES	☐ NO	☐ NOT SURE
	Local Fleet Available	☐ YES	☐ NO	☐ NOT SURE
	Customer References Provided	☐ YES	☐ NO	☐ NOT SURE