

# ITAD VENDOR CHECKLIST

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

Criteria	Offerings	Checklist					
<b>Data Destruction</b>	Mobile (On-site) Hard Drive Shredding	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	In-Pant (Off-site) Hard Drive Shredding	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Other Media Shredding (Mobile Devices, Tapes, etc)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>IT Recycling</b>	Equipment Disassembly	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	No Landfill Policy	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Downstream Transparency	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>IT Asset Removal</b>	Decommissioning and Packing Services	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Secure Collection and Transportation	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Security Bins or Carts Provided	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Professional On-Site Security Technicians	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Value Recovery</b>	Remarketing/Revenue Share Program	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Active Resale Channels (Top Value Back)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Microsoft Registered Refurbisher	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Asset Reporting</b>	Certificate of Recycling & Destruction	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Hard Drive Serial Number Reporting	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Equipment Serial Number or Asset Tag Reporting	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Detailed Reporting (Type, Make, Model)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Online Customer Report Portal	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Certifications</b>	R2 Certification	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	e-Stewards Certification	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	ISO 14001:2015 Certification	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	OHSAS 18001 Certification	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Industry Compliance</b>	Data Security: NIST SP 800-88r1	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Healthcare: HIPAA, HITECH	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Financial: FACTA, GBLA, SARBOX, PCI DSS	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Government: EO 13693, FISMA, NSES, Pub 1075	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Retail/Online: PCI DSS, COPPA	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Education: FERPA	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Environmental: LEED, CERCLA, RCRA, SREA	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Secure Facilities</b>	24/7 Video Surveillance of Facility	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Controlled Security Access	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Infrared & Motion Sensor Alarm Systems	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Annual Certified Facility Audits	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Transparency</b>	Facility Inspections Available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Witnessing of Data Destruction Available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Downstream Partner Lists Available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Documented Processes and Policies Available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Staff Training</b>	Third Party Audited Policies and Procedures	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Employment Pre-screening	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Employee Background Checks	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Drug Testing	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Documented Security Training	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
<b>Customer Service</b>	Local Support	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Local Fleet Available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE
	Customer References Provided	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	NOT SURE