



IT Asset Disposal Vendor Checklist

ITAD & Electronic Recycling Vendor Evaluation

Use this practical guide to check one box per question. Each checkmark equals 1 point.
Add your score to see how well your vendor aligns with your security, ESG, and service goals.

Data Security & Chain of Custody

- ☐ Is every IT asset tagged and tracked from pickup to processing?
- ☐ Is full chain-of-custody documentation included in your plan?
- ☐ Is certified data destruction performed onsite or in-house?

Environmental Sustainability

- ☐ Are e-plastics processed domestically at a certified facility?
- ☐ Is ESG reporting available & aligned with your organization's goals?
- ☐ Are plastics and electronics kept out of overseas landfills?

Service Quality & Support

- ☐ Do you have real-time access to asset tracking through a Client Portal?
- ☐ Are they responsive and easy to reach when needed?
- ☐ Can they customize and scale services to fit your business needs?

Certified to Global Standards

- ☐ Are they certified to R2v3, e-Stewards, NAID, & ISO standards?
- ☐ Are facilities audited regularly to maintain compliance?
- ☐ Are they qualified to handle sensitive government, financial & medical data?

Strategic Alignment & ROI

- ☐ Do they help you recover value through resale or recycling?
- ☐ Are they a long-term partner that scales with you—not just a vendor?
- ☐ Do they go beyond processing to help minimize risk and expense?

Add Up Your Results

Data Security & Chain of Custody: ____ / 3

Environmental Sustainability: ____ / 3

Service Quality & Support: ____ / 3

Certified to Global Standards: ____ / 3

Strategic Alignment & ROI: ____ / 3

Total Score: ____ / 15

How Did Your Vendor Score?

0–5: Poor **6–10:** Needs Improvement **11–15:** Excellent



Not Meeting Your Standards?

Let's partner together to strengthen your ITAD strategy with secure, sustainable, and fully transparent solutions.