

Business Laptop E-Waste Recycling Checklist

Department	
Total Equipment	
Checked by	
Date	

Before the cleanout

- ☐ Identify all obsolete laptops
- ☐ Create an equipment inventory
- ☐ Record make, model and serial number
- ☐ Identify company-owned vs. leased equipment
- ☐ Check warranty/lease-return requirements
- ☐ Separate functional equipment from damaged equipment
- ☐ Identify devices containing sensitive business data
- ☐ Establish a chain-of-custody process
- ☐ Select an e-waste recycling/disposal provider

During collection

- ☐ Label equipment
- ☐ Separate batteries where appropriate
- ☐ Package equipment safely
- ☐ Keep equipment in a secure holding area
- ☐ Document collection and transportation
- ☐ Track assets from pickup to final processing
- ☐ Before recycling/disposal
 - ☐ Back up required business data
 - ☐ Remove devices from company systems/accounts
 - ☐ Perform appropriate data sanitization
 - ☐ Confirm data destruction documentation
 - ☐ Verify recycling/disposal method
 - ☐ Retain certificates and asset records

After the cleanout

- ☐ Reconcile the final inventory
- ☐ Archive certificates/documentation
- ☐ Update asset-management records
- ☐ Record quantities and equipment types
- ☐ Review the process for future cleanouts



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