

Corporate Recycling Checklist

Last updated: September 2026

A practical checklist for offices, data centers, schools, manufacturers and corporate customers preparing e-waste or batteries for collection.

Purpose: Use this checklist before a scheduled pickup so collection is faster, safer, more traceable and easier to report internally.

Before Collection

No.	Checklist Item	Notes / Evidence
1	Appoint an internal contact person for the collection.	Name, mobile, email, site access instructions.
2	Prepare a simple asset list for IT equipment.	Asset tag, serial number, device type, quantity, condition.
3	Separate e-waste by category.	Laptops, desktops, servers, cables, monitors, printers, mobile phones, network equipment.
4	Separate standalone or removable batteries from general e-waste where practical. Do not dismantle equipment solely to remove built-in batteries.	Portable batteries, removable laptop batteries and power banks; identify UPS/lead-acid and other industrial batteries separately for appropriate handling.
5	Identify any data-bearing devices.	Hard disks, SSDs, servers, laptops, phones, tablets, USB drives, tapes.
6	Decide whether data sanitization or physical media destruction is required.	Confirm the required sanitization method, certificate requirement and record-retention needs.
7	Separate non-e-waste contaminants and identify damaged or leaking items.	General waste, food waste, liquids and unrelated packaging; isolate leaking toner, broken glass or other damaged items for appropriate handling.
8	Pack fragile or loose items safely.	Use boxes, pallets, cages or shrink wrap where appropriate.
9	Label each group of items.	Department, location, asset owner, count, special handling.
10	Confirm pickup location and loading access.	Loading bay, lift access, security clearance, vehicle height limits.

For Batteries

- Do not place batteries into general waste or blue recycling bins.
- Keep damaged, swollen or leaking batteries separate and inform the collection team before pickup. Do not include batteries that are hot, smoking or otherwise unstable without first obtaining handling instructions.
- For rechargeable batteries, tape exposed terminals or wires where appropriate to reduce short-circuit risk.

- Place leaking batteries in a suitable leak-proof container or bag before handing over.

Documents to Confirm / Request

- Collection acknowledgement
- Asset disposal or asset movement report, if agreed
- Recycling certificate, if applicable
- Data destruction certificate, if applicable
- Weight summary by waste category, where available

After Collection

- Confirm the collected quantities against the asset list.
- Record any excluded, damaged or separately routed items.
- File the collection acknowledgement and relevant certificates.
- Update the internal IT asset register where applicable.
- Retain recycling, data-destruction and weight records for internal reporting or ESG purposes.

References & Notes

This checklist provides general preparation guidance. Collection, segregation, data-security and downstream-handling requirements may vary depending on equipment type, condition, site requirements and the agreed service scope. Confirm any special handling requirements with ReTech Resource before collection. Information reviewed September 2026.

- [NEA E-Waste Management](#)
- [NEA Where to Recycle E-Waste](#)
- [PDPC – Guide to Data Protection Practices for ICT Systems](#)