

Corporate Recycling Program Overview

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A practical overview for organizations considering scheduled e-waste recycling, secure IT asset handling and battery collection support.

Program Objective

A corporate recycling program helps organizations manage e-waste and battery-containing equipment through planned collection, secure handling, sorting, responsible recycling and appropriate downstream treatment. The program can be tailored to site requirements, equipment types, data-security needs and reporting requirements.

Program Components

- Scheduled or recurring collections
- Designated collection areas or suitable containers where appropriate
- Employee awareness guidance or materials where agreed
- Asset and collection forms
- Battery identification and safety guidance
- Secure data-handling / destruction workflow where required
- Collection, recycling and data-destruction documentation
- Periodic recycling records and reporting where agreed

Suitable Organizations

- Banks and financial institutions
- Data centers
- Corporate offices
- Schools and universities
- Manufacturing plants
- Healthcare organizations
- Government agencies
- Retail and logistics companies

Suggested Program Workflow

1. Initial consultation and requirements review
2. Site assessment and equipment / waste stream review
3. Program design and collection schedule
4. Staff communication and collection preparation
5. Scheduled collection and secure transport
6. Sorting, secure data handling, recycling and appropriate downstream treatment
7. Documentation and periodic reporting

Program Metrics That May Be Tracked

- Number of devices or assets collected
- Weight of e-waste collected
- Battery weight transferred for appropriate downstream handling
- Number of data-bearing assets sanitized or physically destroyed
- Recycling / destruction certificates or records issued
- Materials or waste streams directed to responsible recycling
- Estimated environmental indicators, such as avoided emissions, where a defined methodology and suitable data are available

References & Notes

This overview provides general information about corporate electronics recycling programs. Program scope, accepted equipment, battery handling, data-security requirements, collection arrangements, documentation and reporting may vary depending on equipment type, condition, quantity, site requirements and the agreed service scope. Battery-containing equipment and standalone batteries may require segregation and appropriate downstream treatment. ReTech Resource will confirm the applicable arrangements before the program begins. Information reviewed September 2026.

- [NEA E-Waste Management](#)
- [PDPC – Guide to Data Protection Practices for ICT Systems](#)
- [GRI 306: Waste 2020](#)