

E-Waste Collection Preparation Guide

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A practical guide to help businesses and institutions prepare electronic waste equipment for secure and responsible collection.

What Is E-Waste?

E-waste refers to electrical and electronic equipment that has reached the end of its useful life. It can include IT equipment, consumer electronics, office electronics, cables, batteries and other electrical devices.

Common Items We Can Support for Corporate Collection

- Desktop computers and laptops
- Servers and storage devices
- Network switches, routers and access points
- Mobile phones and tablets
- Hard disks, SSDs and removable media
- Printers, scanners and office electronics
- Cables, adapters and power supplies
- Battery-containing equipment, including laptops, mobile devices and power banks
- Standalone batteries and UPS/battery systems, subject to prior confirmation, safety checks and appropriate downstream handling

Collection Preparation Steps

1. Create an item list with approximate quantities and locations.
2. Identify assets containing business, customer or personal data.
3. Identify battery-containing equipment and separate standalone or removable batteries where practical. Do not dismantle equipment solely to remove built-in batteries.
4. Group equipment by type to speed up collection and reporting.
5. Pack small items in boxes and keep bulky items accessible.
6. Share site access rules, loading bay details and timing restrictions.
7. Confirm any certificates, recycling records or data-destruction documentation required by your company policy.

Customer Responsibility Before Handover

- Remove personal belongings from devices, bags and storage areas.
- Do not include general waste, food waste, liquids or unrelated materials.
- Keep equipment in the agreed collection area and ensure safe access for pickup.
- Notify ReTech Resource in advance about damaged, leaking, swollen or contaminated items. Hot, smoking or otherwise unstable batteries must not be presented for routine collection without appropriate safety handling instructions.

What ReTech Resource Can Provide

- Scheduled pickup planning
- Secure chain-of-custody handling
- Sorting and responsible recycling
- Data destruction coordination
- Battery segregation and suitable downstream handling coordination
- Collection, disposal and recycling documentation
- Recycling records that can support ESG and sustainability reporting

Information to Share Before Pickup

- Approximate equipment types and quantities
- Collection address and exact collection point
- Loading-bay, lift and security/access requirements
- Preferred collection date/time
- Data-bearing devices and required destruction method/certificate
- Batteries, damaged items or unusual equipment
- Photos of bulky or specialized equipment where helpful

References & Notes

This guide provides general collection-preparation information. Accepted items, battery handling, data-security requirements, packaging and documentation may vary depending on equipment type, condition, site requirements and the agreed service scope. Confirm unusual, damaged or battery-containing items 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](#)