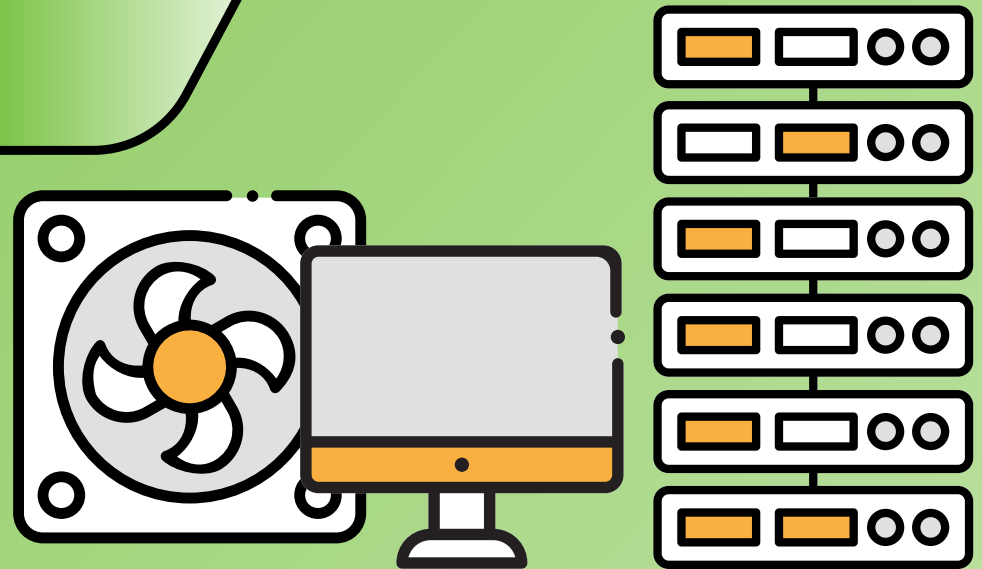




How to Dispose of E-Waste

YOUR COMPLETE GUIDE TO RESPONSIBLY RECYCLING ELECTRONIC WASTE FOR BUSINESSES



PRESERVING THE PLANET AND PROTECTING YOUR DATA:

The Importance of Proper E-Waste Disposal

Properly disposing of electronic waste (e-waste) is essential for all businesses. E-waste consists of harmful elements such as lead, cadmium, beryllium, mercury, and flammable retardants. Improper disposal of these dangerous chemicals can result in lethal events and environmental destruction, contaminating the soil, air, and natural water systems.

Workplace technologies also retain sensitive data subject to breach of information if not properly handled. Many organizations don't fully understand the data destruction process and can unknowingly have equipment put back on the market if not properly guided through this process.

A precautionary strategy for disposing of e-waste is essential to keeping your employees, customers, and the environment safe. In this guide, Suddath® outlines the e-waste process step-by-step, to help teach organizations about the perks and potential pitfalls of e-waste recycling.

You'll learn:

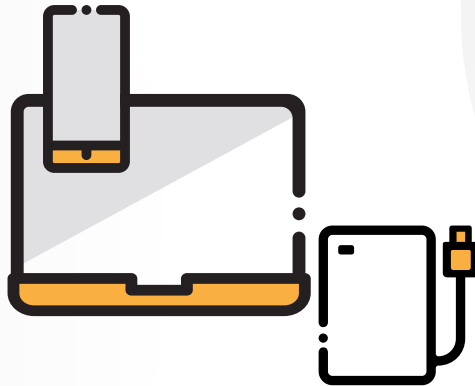
- What is considered e-waste
- Step-by-step guide to disposing of e-waste
- Important e-waste certifications
- Benefits of working with trusted partners



What is Considered E-Waste?

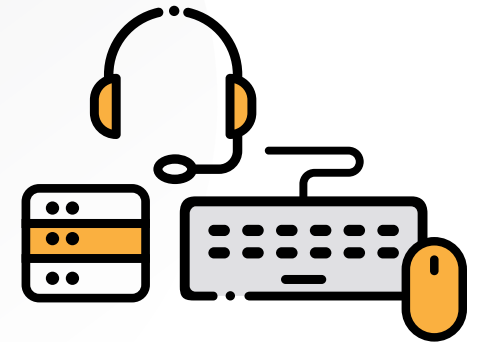
Computers, phones, tablets

These items often hold valuable data that can make an organization vulnerable to security issues if not properly wiped.



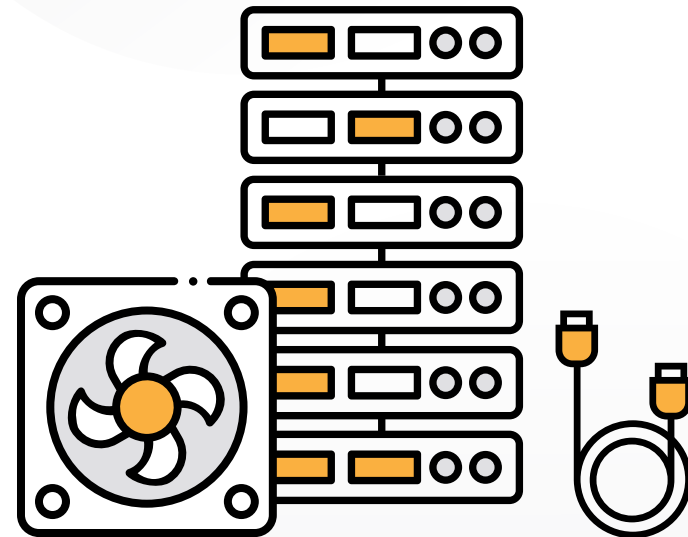
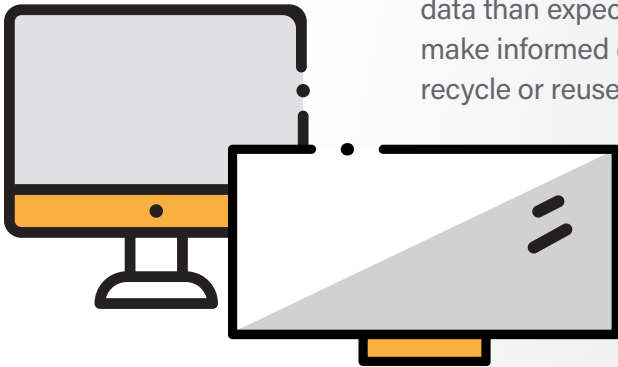
Tech gear

Keyboards, computer mice, headphones, and external hard drives are examples of no or low-data items that can be repurposed for greater use.



Large workplace electronics

Monitors, TVs, and testing equipment are complex assets that may hold more data than expected, so it's important to make informed decisions about how to recycle or reuse them.



Data centers

Electrical equipment, such as extensive cooling hardware, server racks, wires, data cables, and other similar fiber optics require specific handling for properly reusing, recycling or disposing.

Step-By-Step Guide to E-Waste Recycling



PREPARE



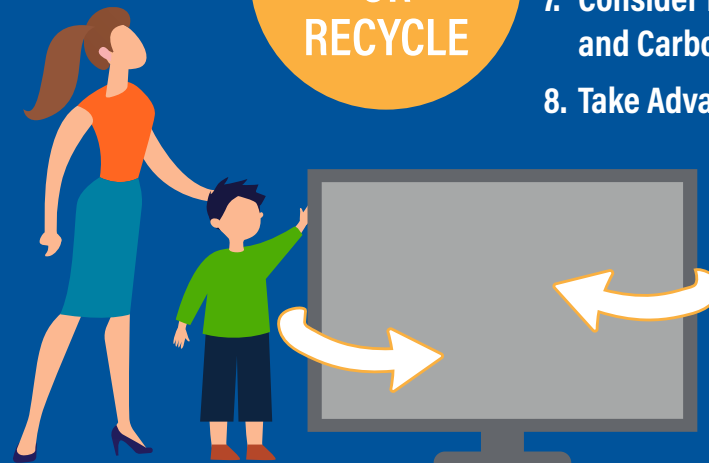
1. Assess Your Equipment
2. Establish a Project Plan
3. Take Data Security Measures

BE AWARE



4. Ensure Compliance with Regulations
5. Ask for Documentation and Certificates
6. Educate Employees

REUSE
OR
RECYCLE



7. Consider Landfill Diversion and Carbon Footprint Reduction
8. Take Advantage of Recycling Services



Step-By-Step Guide to E-Waste Recycling

PREPARE

STEP 1 Assess Your Equipment

When beginning an e-waste project or decommissioning, it's important to take a look at your space, and identify electronic equipment you no longer need or that has reached the end of its life cycle

PRO TIP:

This is a great time to work with a trusted partner, like Suddath, to ensure your project is streamlined and avoid wasting time and resources during the complicated e-waste process. Suddath provides reputable device removal, secure transportation and vetted recyclers, while guiding you through the entire process.

STEP 2 Establish a Project Plan

Not all e-waste disposal processes are created equally. Establish a project plan to account for all identified types of e-waste and ensure there are strict processes in place to account for reuse, recycling or discarding as well as data removal.

STEP 3 Take Data Security Measures

Before disposing of any electronic device, ensure that all sensitive data is securely erased utilizing industry best practices.

BE AWARE

STEP 4 Ensure Compliance with Regulations

Certified recycling service providers should comply with all local, regional, and national regulations regarding e-waste disposal.

STEP 5 Ask for Documentation and Certificates

Ask up front for your recycler to provide documentation and certificates utilizing industry-specific requirements (such as R2, RIOS, ITAD and ISO certifications) that confirm the proper disposal and recycling of your electronic waste. These documents serve as evidence of compliance and can be valuable for audits or reporting purposes.

STEP 6 Educate Employees

Promote awareness and educate your employees about the importance of responsible electronic waste disposal. Encourage them to participate in recycling programs and provide clear guidelines on how to handle and dispose of electronic devices within the organization.

REUSE or RECYCLE

STEP 7 Consider Landfill Diversion and Carbon Footprint Reduction

If equipment is still functional and can serve a purpose, explore options for reusing or donating it. Many non-profit organizations, schools, or community centers may accept used electronics.

STEP 8 Take Advantage of Recycling Services

For equipment that cannot be reused or donated, recycling may be a viable option. Certified e-waste recyclers have the necessary expertise and infrastructure to handle different types of electronic devices. Ensure they follow proper dismantling, recycling, and disposal processes that align with industry standards.

Work with a partner who takes ownership of every step of this process while ensuring you get the best e-waste solution and full documentation to protect your business.

[Partner with Suddath today](#)

Know the Standard E-Waste Certifications

Responsibly Recycling (R2)

R2 is a leading certification that sets a common standard of processes, safety measures, and documentation requirements for e-waste repair and recycle companies. It encompasses vital components such as data security, worker health and safety, insurance, and legalities.

Recycling Industry Operating Standard (RIOS)

RIOS is an integrated, environmentally focused certification that enables e-waste recyclers to manage their system, prioritize health and safety, and improve operation efficiency more effectively.

e-Stewards

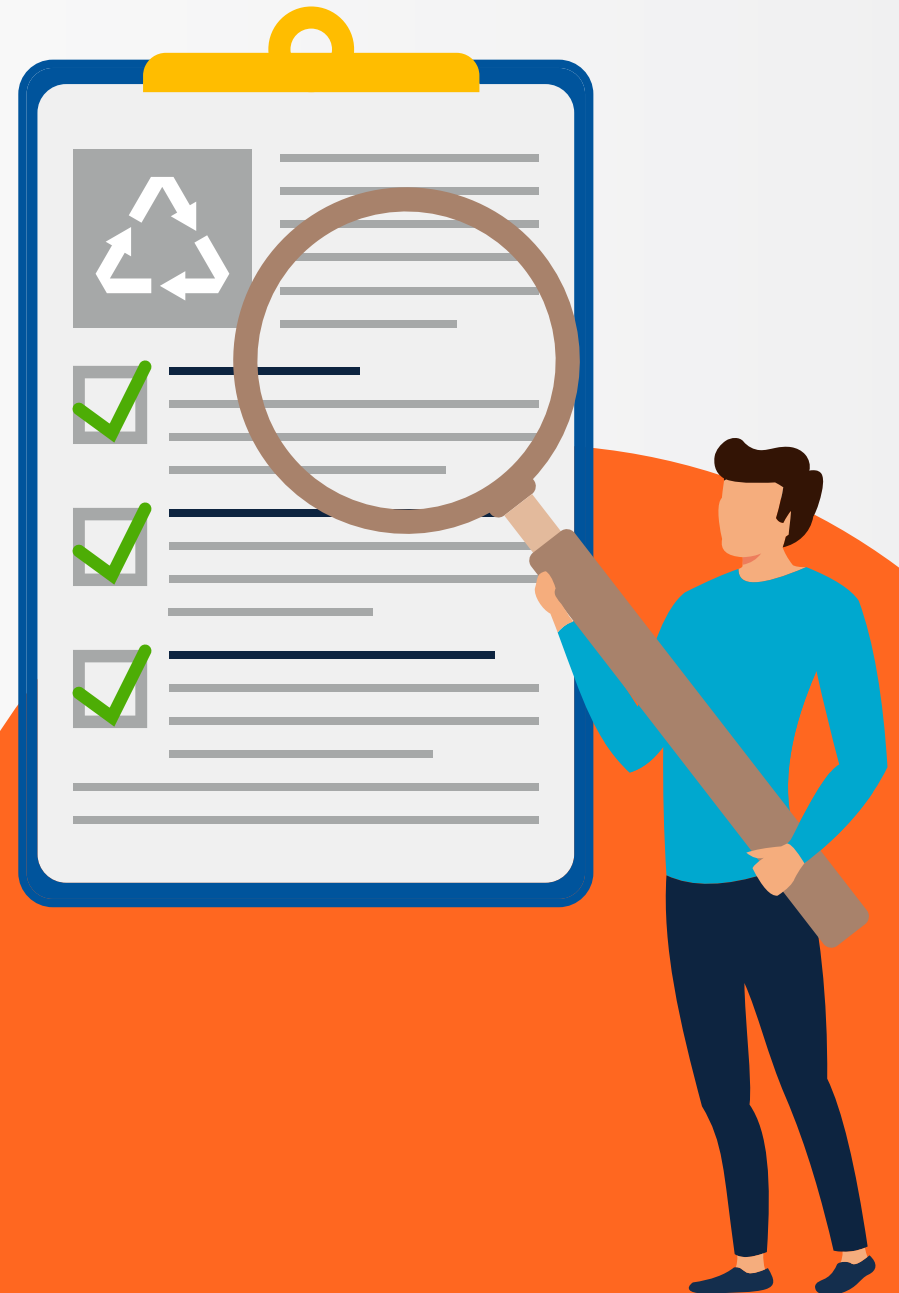
e-Stewards is a comprehensive package of requirements for electronics recycling, reuse, and asset recovery across diverse industries.

IT Asset Disposition (ITAD)

ITAD refers to a two-phase process for decommissioning your hardware. The first phase includes wiping and removing all asset tags from equipment. The second phase is having equipment destroyed, recycled, or donated.

ISO Certifications 14001 & 19001

ISO 14001 sets out the criteria for an environmental management system. It maps out a framework that a company or organization can follow to set up an effective environmental management system. ISO 9001 sets out the criteria for a quality management system. This standard is based on several quality management principles including strong customer focus, the motivation and implication of top management, the process approach and continual improvement.

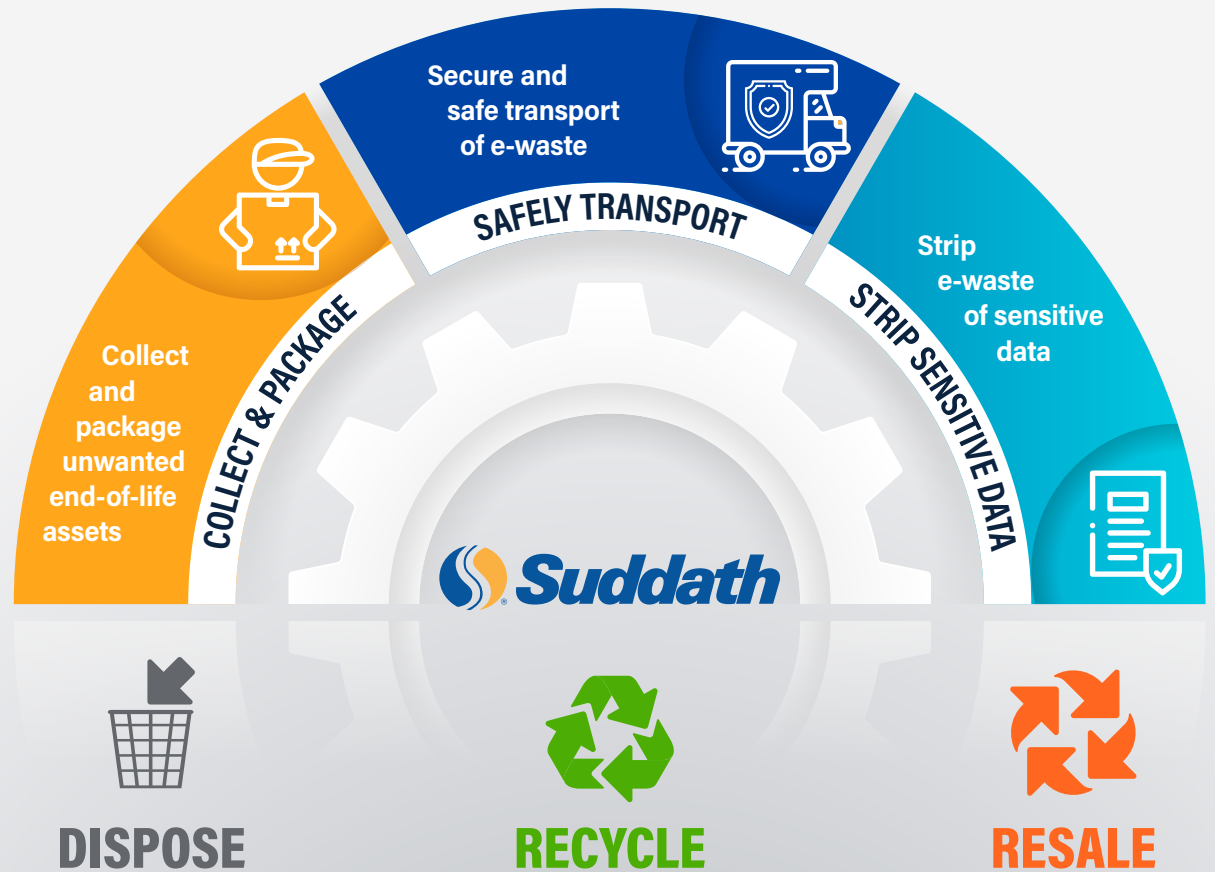


PROTECT YOUR BUSINESS:

Recycle with a Certified E-Waste Recycling Partner

The complexities of e-waste recycling require vigilance in safely collecting and transporting the waste, stripping electronics of sensitive data, and responsibly discarding unwanted materials. Instead of working with multiple vendors to handle various stages of your e-waste disposal, select a partner with the resources to manage it all.

At Suddath, we offer a trustworthy supplier recycling network, safe and reliable transportation, and federally regulated data destruction services for businesses to easily recycle or resell end-of-life electronics. As America's leading commercial services provider and e-waste gurus, Suddath's deep resources including a partnership with local certified e-waste recycling companies enables the flexibility to customize an e-waste plan adaptive to your business needs.



Learn more about our **specialized asset removal and e-waste services**



Work With a Trusted Partner

Managing a large e-waste project, particularly while handling an office or data center relocation, can be overwhelming. When you partner with a long-standing, trusted organization like Suddath, you get peace of mind working with experts who can guide you through each step of the process.

Working with Suddath will help you:



- Reduce costs with a single vendor handling recycling e-waste and other commercial services



- Get secure transportation and chain of custody control over assets with Suddath's 100 years of experience in relocation



- Minimize expense by consolidating e-waste at our secure facilities before transporting to processors
- Ensure certified recyclers handle your e-waste through our vetted network of e-waste processors, or work with your preferred processor
- Simplify the entire e-waste process with a single point of contact

Learn
more
at

[e-waste services](#)

[Talk to Our Experts](#)

