ody Checklist

A Complete Compliance Guide for ITAD Processing Facilities

NAID AAA | R2v3 | e-Stewards | ADISA | GDPR | HIPAA | WEEE | NIST 800-88

01 Device Receiving & Asset Processing

- ■ Serial number captured for every device at point of collection
- ■ Asset tag scanned and matched to client manifest
- ■ Device condition recorded at receiving dock
- ■ Timestamp logged for every device received
- ■ Client collection details recorded (date, location, contact)
- ■ ERP/ITAM record created for every received device
- ■ Discrepancies between manifest and physical devices flagged
- ■ IP camera scan verified over conveyor at receiving stage

02 Asset Grading & Quality Inspection

- ■ Condition grade assigned (A/B/C/D) for every device
- ■ Photographic evidence captured per device
- ■ Device specifications recorded (model, RAM, storage type)
- ■ HDD/SSD/NVMe labels scanned and linked to parent device
- ■ Loose drives logged and linked to source device
- ■ Grading records synced to ITAM system
- ■ Mixed device types assessed under consistent grading workflow
- ■ Asset recovery value estimated per graded device

03 Data Sanitization & Destruction Compliance

- ■ Data sanitization method confirmed per device (NIST 800-88)
- ■ Sanitization process timestamped per device
- ■ Operator name and ID recorded for every destruction event
- ■ Tamper-proof Certificate of Erasure generated per device
- ■ NAID AAA compliance verified
- ■ R2v3 / e-Stewards / ADISA requirements met
- ■ GDPR / HIPAA data destruction obligations documented
- ■ Certificate of Destruction (COD) issued to client

04 Remarketing, Refurbishing & Resale

- Verified device specs carried forward from grading stage
- Condition grade confirmed before listing
- Serial number verified against destruction records
- Resale platform populated with verified asset data
- Asset recovery value calculated per device
- Client report generated with full device history
- No re-auditing required — data captured at processing stage
- Time-to-list tracked per device batch

05 Responsible Recycling & e-Waste Disposal

- Devices confirmed non-resaleable before routing to recycling
- WEEE Directive compliance verified per device
- ISO 14001 environmental disposal requirements met
- Zero landfill policy documented per batch
- e-Waste disposal vendor verified and recorded
- ESG impact report generated
- Loose drives and removable media logged before disposal
- Environmental disposal certificate issued

06 Final Disposition & Client Reporting

- Full chain-of-custody report generated per client
- Every device accounted for from receiving to final disposition
- Certificate of Destruction delivered to client
- Audit trail complete and accessible
- No ghost assets remaining in system
- Client sign-off obtained on final disposition report
- Multi-site reconciliation completed if applicable
- Records archived and accessible for future audits

This checklist covers the minimum chain-of-custody requirements for ITAD processing facilities operating under R2v3, NAID AAA, ADISA, GDPR, and HIPAA compliance frameworks. Scanflow automates capture and documentation across every checkpoint in this checklist.

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