ITAD Vendor Checklist

Consider the below criteria when selecting your IT Asset Disposition (ITAD) vendor.

Data Destruction

	YES	NO	NOT SURE
Mobile (On-site) Hard Drive Shredding	☐	☐	☐
In-Pant (Off-site) Hard Drive Shredding	☐	☐	☐
Other Media Shredding (Mobile Devices, Tapes, etc.)	☐	☐	☐

IT Recycling

	YES	NO	NOT SURE
Equipment Disassembly	☐	☐	☐
No Landfill Policy	☐	☐	☐
Downstream Transparency	☐	☐	☐

IT Asset Removal

	YES	NO	NOT SURE
Decommissioning and Packing Services	☐	☐	☐
Secure Collection and Transportation	☐	☐	☐
Security Bins or Carts Provided	☐	☐	☐
Professional On-Site Security Technicians	☐	☐	☐

Value Recovery

	YES	NO	NOT SURE
Remarketing/Revenue Share Program	☐	☐	☐
Active Resale Channels (Highest value back)	☐	☐	☐
Asset Reporting	☐	☐	☐
Certificate of Recycling & Destruction	☐	☐	☐
Hard Drive Serial Number Reporting	☐	☐	☐
Equipment Serial Number or Asset Tag Reporting	☐	☐	☐
Detailed Reporting (Type, Make, Model)	☐	☐	☐
Online Customer Report Portal	☐	☐	☐

ARCOA GROUP

REMARKET • RECYCLE • RELOCATE

Certifications

	YES	NO	NOT SURE
NAID AAA Certification (i-Sigma)	☐	☐	☐
R2 Certification (current version is R2v3)	☐	☐	☐
e-Stewards Certification (current version is 4.1)	☐	☐	☐
ISO 14001 Certification (current version is 2015)	☐	☐	☐
RIOS Certification	☐	☐	☐

Industry Compliance

	YES	NO	NOT SURE
Data Security: NIST SP 800-88r1	☐	☐	☐
Healthcare: HIPAA, HITECH	☐	☐	☐
Financial: FACTA, GBLA, SARBOX, PCI DSS	☐	☐	☐
Government: EO 13693, FISMA, NSES, Pub 1075	☐	☐	☐
Retail/Online: PCI DSS, COPPA	☐	☐	☐
Education: FERPA	☐	☐	☐
Environmental: LEED, CERCLA, RCRA, SREA	☐	☐	☐

Secure Facilities

	YES	NO	NOT SURE
24/7 Video Surveillance of Facility	☐	☐	☐
Controlled Security Access	☐	☐	☐
Infrared & Motion Sensor Alarm Systems	☐	☐	☐
Annual Certified Facility Audits	☐	☐	☐

Transparency

	YES	NO	NOT SURE
Facility Inspections Available	☐	☐	☐
Witnessing of Data Destruction Available	☐	☐	☐
Downstream Partner Lists Available	☐	☐	☐
Documented Processes and Policies Available	☐	☐	☐

Staff Training

	YES	NO	NOT SURE
Third Party Audited Policies and Procedures	☐	☐	☐
Employment Pre-screening	☐	☐	☐
Employee Background Checks	☐	☐	☐
Employee Drug Testing	☐	☐	☐
Documented Security Training	☐	☐	☐