



Data Center Waste Management Checklist Template

 Show only Checklist

Display Style
Default 

Equipment Inventory & Disposal

Tracking IT assets and ensuring responsible end-of-life management.

Asset Tag Number

Enter a number...

Equipment Description

Write something...



Date of Purchase

Enter date...

Estimated Useful Life (Years)

Enter a number...

Date of Disposal/Recycling

Enter date...

Disposal Method

- Recycling
- Donation
- Landfill
- Other

Notes/Comments on Disposal

Write something...

Upload Disposal Documentation (e.g., Recycling Certificate)

 Upload File

E-Waste Recycling Compliance

Ensuring adherence to regulations and best practices for electronic waste recycling.

Applicable Regulations?

- State E-Waste Law
- Federal Resource Conservation and Recovery Act (RCRA)
- Local Ordinance
- None Applicable

Estimated Annual E-Waste Volume (lbs)

Vendor Recycling Certificate/Manifest

 Upload File

Last Vendor Audit Date

Types of E-Waste Recycled

- Computers
- Monitors
- Printers
- Mobile Devices
- Servers
- Peripherals

Vendor Contact Name

Write something...

Vendor Phone Number

Write something...

Battery Management

Proper storage, handling, and recycling of batteries (Li-ion, NiCad, etc.).

Number of Li-ion Batteries Collected (Monthly)

Enter a number...

Number of NiCad Batteries Collected (Monthly)

Enter a number...

Battery Storage Container Type

- Fire-Resistant Container
- Standard Plastic Bin
- Other (Specify)

Date of Last Battery Storage Area Inspection

Enter date...

Notes from Last Battery Storage Area Inspection

Write something...

Battery Recycling Vendor

- Vendor A
- Vendor B
- Other (Specify)

Upload Battery Recycling Manifest (if applicable)

 Upload File

Universal Waste Handling (Fluorescent Lamps, Mercury)

Managing hazardous materials like fluorescent lamps and mercury-containing devices.

Number of Fluorescent Lamps Stored

Date of Last Fluorescent Lamp Inventory

Lamp Storage Container Type

- Dedicated Container
- Original Packaging
- Other

Description of Mercury-Containing Device Storage Area

Mercury Spill Response Plan Available?

Yes

No

Attach Mercury Spill Response Plan Document

 Upload File

Quantity of Mercury-Containing Devices

Enter a number...

Cardboard and Paper Recycling

Establishing and maintaining a cardboard and paper recycling program.

Estimated Cardboard Volume (cubic yards/week)

Enter a number...

Estimated Paper Volume (pounds/week)

Enter a number...

Recycling Collection Method

- Curbside Collection
- Centralized Bins
- On-Site Shredding
- Third-Party Hauler

Types of Paper Recycled

- Office Paper
- Newspaper
- Magazines
- Cardboard Boxes
- Shredded Paper

Last Recycling Bin/Container Inspection Date

Enter date...

Any specific notes/concerns regarding cardboard/paper recycling process?

Write something...

Plastic Waste Reduction & Recycling

Minimizing plastic waste and maximizing recycling opportunities.

Baseline Plastic Waste Generated (kg/month)

Enter a number...

Current Plastic Waste Sorting System

- No System in Place
- Basic Bins
- Dedicated Sorting Area
- Automated Sorting System

Types of Plastics Currently Recycled

- PET (1)
- HDPE (2)
- PVC (3)
- LDPE (4)
- PP (5)
- PS (6)
- Other

Details of Plastic Reduction Initiatives Implemented

Write something...

Target Reduction in Plastic Waste (Percentage)

Enter a number...

Date of Implementation of New Plastic Reduction Strategy

Enter date...

Data Security & Destruction

Securely wiping and destroying data from storage devices prior to disposal.

Describe the data sanitization method used (e.g., DoD 5220.22-M, NIST 800-88)

Write something...

Number of hard drives/storage media securely wiped:

Enter a number...

Date of last data sanitization event:

Enter date...

Upload certificate of data destruction (if applicable):

 Upload File

Verification method used to confirm data destruction:

- Visual Inspection
- Software Verification
- Third-Party Audit
- Other

If 'Other' selected above, please describe verification method:

Write something...

Vendor Management (Recycling/Disposal)

Auditing and managing vendors involved in waste recycling and disposal.

Vendor Selection Method

- Bid Process
- Existing Contract
- Referral

Vendor Company Name

Write something...

Vendor Contact Person

Write something...

Vendor Phone Number

Write something...

Vendor Email Address

Write something...

Vendor Certification Number (e.g., R2, e-Stewards)

Enter a number...

Contract Start Date

Enter date...

Contract Expiration Date

Enter date...

Vendor Compliance Audit Notes

Write something...

Documentation & Recordkeeping

Maintaining records of waste generation, recycling rates, and disposal methods.

Last Waste Audit Date

Enter date...

Total Weight/Volume of Waste Generated (Monthly)

Enter a number...

Recycling Rate (%)

Enter a number...

Summary of Waste Audit Findings & Recommendations

Write something...

Waste Disposal Manifests (Last 3 Months)

 Upload File

Preferred Waste Disposal Method(s)

- Recycling
- Landfill
- Energy Recovery

Date of Last Vendor Contract Review

Enter date...

Employee Training & Awareness

Educating employees on proper waste management procedures and environmental responsibilities.

Training Module Overview

Write something...

Topics Covered in Training

- E-Waste Recycling Procedures
- Battery Handling
- Data Security & Destruction
- General Waste Segregation
- Emergency Spill Response

Last Training Completion Date

Enter date...

Training Hours Completed

Enter a number...

Training Delivery Method

- Online Module
- In-Person Workshop
- Hybrid

Employee Acknowledgment