

OVERCOMING THE CHALLENGES OF ITAD TRANSPORTATION

During the process of retiring your end-of-life IT assets, the last thing you want to worry about is how you're going to transport your assets securely and economically from your building, to an IT Asset Disposition (ITAD) certified service provider facility. For an ITAD service provider this is an everyday occurrence, but for you, this may be a challenge.

Your ITAD service provider has the responsibility to understand your needs and expectations for the transportation of the assets and work with you to define the transportation process, while giving suggestions on how to best execute the pick-up based on your specific needs. Your ITAD service provider is also there to advise and support you through the transportation process.

Each on-site pick-up scenario has its own background, context, and necessary elements to control. Some of the variables include:

- Quantity and type of assets
- Client data security requirements on data bearing assets
- Building requirements, including elevator usage and availability
- Union labor requirements
- Certificates of insurance

What typically makes a pick-up successful is having a clear understanding of the pick-up location, the assets that will be picked up, and overall good communication between the client, the transportation carrier and the ITAD service provider.



A successful asset transportation stems from several goals:

- Timely execution
- Limited disruption to your environment
- Proper inventory, packaging and security of assets

Those three actions, taken together, ensure a successful pick-up of assets.



The Carrier Responsibilities

Step 1: Provide proper paperwork for the pick-up including a bill of lading to sign-off on.

Step 2: Be aware of the client's requirements and prepare for the type of pick-up that will be executed:

- Dock-to-dock
- Inside pick-up, pack and transport
- Secure transport

Step 4: Pack and shrink wrap all equipment on to pallets as required.

Step 5: Transport the pick-up safely to the designated ITAD processing center facility.

An Asset Transport Checklist

To make the pick-up as successful as possible, we recommend the following course of action.

The Client Responsibilities

Step 1: Find an ITAD company that you can trust, that is certified both environmentally and legally to handle your IT asset disposition needs.

Step 2: Complete a pick-up request form with as much information as possible, including:

- Details regarding the assets slated for pick-up
- Location details pertaining to where the assets are located on the premises.
- Identifying a secondary site contact in case the main contact is not available, communicate all details of the pick-up.

Step 3: Centralize the assets at your site, to reduce the amount of time the carrier is moving equipment around in your environment. At the same time, determine the type of inventory you would like the carrier to execute:

- Scan and/or document each asset including serial number
- Document product family counts
- Document high level piece count (boxes and pallets already packed)

Step 4: Provide an escort to meet and remain with the carrier during the pick-up process.

- Ensure only the assets deemed for disposition are picked up
- Sign off on the bill of lading.



Alternatives to Traditional Freight Truck Transportation

Because each asset transportation need is different, some thought needs to be given to the type of vehicle that is needed for your particular situation.

It is important to know the specific needs of the data security for your company prior to requesting a pick-up. Low data security risks allow for more flexibility when it comes to selecting the type and size of vehicle that is used. When data security is more stringent, a sealed truck delivery may be in order, ensuring that the freight is not disturbed until it reaches the destination. The most secure and most costly transportation is the armored car, escorted with security personnel.

As transportation security increases, so does the cost. To keep costs down, consider on-site wipe or hard drive destruction services prior to transporting the assets.



The ITAD Company Responsibilities

Step 1: Confirm, with the client, that an IT asset pick-up has been requested.

Step 2: Work with the client on all specifics that are required for the pick-up.

Step 3: Contact a trusted freight carrier that has expertise in the process of retrieving assets. Communicate the specifics regarding the date, number of assets and location of the assets on the premises.

Step 4: Be prepared to provide answers for any questions that could arise.

Final Step: Make sure to follow up with the client after the asset transport. Confirm that everything was handled properly and that all assets were reliably transported from the client's site.

By following these steps and with the assistance of a trusted, certified ITAD service provider, your IT asset transportation needs should run smoothly and no longer pose a challenge.

Contact Us regarding your ITAD transportation needs. At Sipi Asset Recovery we strive to help companies with their IT asset disposition challenges.

Sipi Asset Recovery
1300 Thorndale Ave
Elk Grove Village, IL 60007
Phone: (847) 750-9350

Visit us on the web at www.sipiar.com