



ITAD SERVICES



STEP 1: ASSESSMENT

We request a list of equipment (make and model and any specs that may be available) from the customer. If there is not a list of assets available, then we may request a rough estimate of piece count and description of equipment. Photographs are also acceptable. Once we have an idea of the equipment, we can begin to estimate the value of the equipment.



STEP 2: PICKUP OF GEAR

If the equipment is located in New York State, our in-house drivers can handle the pickup and any necessary packaging required. For any other pickups, we utilize national carriers and coordinate all the freight on our end. We have the capabilities to send a team in to package the equipment prior to shipping if needed, however this is an additional cost.



STEP 3: IN-HOUSE PROCESSING

Once the equipment arrives at our facility our team will first audit the material and record the make, model, and a serial number of every asset. Any asset tags or other company information will be removed as well. All disk drives are removed and brought over to our sanitization cage where the serial number is recorded, and the drive is wiped and/or destroyed. CCNY utilizes a 3rd party drive wiping software known as XErasure (specs attached) to handle the wiping phase. A certificate of sanitization will be provided for this step in the process along with a spreadsheet of the wiped hard drive serial numbers. The drives are then sampled to confirm the wipe was successful and no blocks failed to wipe. This service is offered at a cost of \$4 dollars a drive. CCNY also offers a drive degaussing service as well at a cost of \$2 dollars a drive. The drive is spun on a degausser several times and the high-powered magnet



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renders the drives inoperable. The drives are then sent to our certified downstream vendors to be shredded for end of life commodity recovery.

After the data is removed, all the equipment is then tested for functionality and our team will determine if it has resale value or is deemed end of life. Equipment deemed end of life will be dismantled for commodities to be recovered in an environmentally responsible manner. Any equipment that is determined to still have value will then be resold to a list of preferred buyers.



STEP 4: REPORTING

Now that the process has been completed, all records are gathered and sent over to the customer. A report of the received equipment, certificate of sanitization, and the certificate of recycling will be provided in these records.