# E-Waste Management Playbook

This playbook outlines the steps necessary to dispose of electronic waste (e-waste) safely and responsibly. The procedure is designed to minimize environmental impact and ensure compliance with relevant regulations.

### Step 1: Inventory

Create an inventory of all electronic devices and components that need to be disposed of. This should include item description, quantity, and condition.

### Step 2: Data Erasure

Ensure that all the data on electronic storage devices is permanently erased. Use certified data destruction methods to safeguard against data breaches.

### Step 3: Sort E-Waste

Separate e-waste into categories such as batteries, screens, cables, and plastics. Each type of material will be processed differently in accordance with recycling guidelines.

### Step 4: Recycle

Identify local recycling facilities that accept e-waste. Contact them to understand the materials they accept and the procedures for drop-off or collection.

### Step 5: Safe Transport

Pack the sorted e-waste carefully for transport. Ensure that the transport method complies with local laws and that it is safe for people and the environment.

### Step 6: Documentation

Keep a detailed record of the e-waste disposal process, including data destruction certification, inventory lists, and receipts from the recycling facility. These documents will provide proof of compliance.

## General Notes

### Regulation Compliance

Make sure to stay informed about and comply with any local, state, or federal e-waste disposal regulations.

### Responsible Recycler

Choose a recycler who is certified in e-waste management to ensure that the e-waste is disposed of in an environmentally responsible way.