

SECURE DESTRUCTION E-WASTE COLLECTION AND CHAIN OF CUSTODY FORM

Instructions (the following should be performed by the person/entity relinquishing items for disposal, before scheduling a pick up date): 1) Entity relinquishing items should fill out the highlighted fields. 2) Items should be placed in sealed box(es). 3) Print out a separate piece of paper with the following for each box: quantity and description of items in the box, date box was sealed, the wording "CONFIDENTIAL MATERIAL FOR SECURE E-WASTE DESTRUCTION" (in large type), and the name of person sealing the box, with their signature. 4) Place the printout across a seam of the box and affix with packing tape. 5) Print out two copies of this filled in form. 6) Call x5889 to schedule a pick up date/time.

Collection Date:	Collection ID #	Location: building rm	
Department		Relinquished to	
	Signature	Signature	
Storage Location:	Quantity (boxes/items):		
General Description:			
Shipping Date:	Shipping to:	Tracking/Shipping	
Readied for Shipping by:	Signature		
Destruction Date:	Destruction TrackingID:		
Notes:			