

	STANDARD OPERATING PROCEDURE: ELECTRONIC WASTE RECYCLING SERVICES	Doc ID:
		Effective Date:
		Version:

1. Purpose

2. Scope

3. Roles & Responsibilities

- :
- :
- :

4. Personal Protective Equipment (PPE) & Safety

-
-
-
-

5. Procedure

5.1 Receiving and Intake

- 1.
- 2.
- 3.

5.2 Sorting and Classification

- 1.
- 2.
- 3.

5.3 Data Destruction (Media Sanitization)

- 1.
- 2.

3.

5.4 Dismantling and Component Recovery

1.

2.

3.

5.5 Hazardous Waste Handling

1.

2.

3.

6. Quality Control & Documentation

-
-
-

7. References & Compliance Standards

-
-

_____	_____
Prepared By (Name / Title)	Date
_____	_____
Approved By (Name / Title)	Date