EcoSecure IT GmbH

Secure IT; Green Future

Secure IT Disposal & Recycling

Prepared for: ITL Logistics GmbH
65185, Wiesbaden, Hessen

Prepared by: EcoSecure IT GmbH
34245,Frankford, Hessen

Datum: **Wiesbaden**, 01.01.2025

TABLE OF CONTEXTS

Executive Summary----------Page 1

Company Overview& Technical Mission----------Page 1

Technical Problem Statement----------Page 2

Our Technical Solution & Service Stack----------Page 3

Scope of Work Technical Process Breakdown----------Page 4

Technical Workflow & SOP----------Page 5

Management & Organizational Structure----------Page 6

Implementation Timeline & Technical Roadmap----------Page 7

Pricing Model & Financial Breakdown ($)---------- Page 8

Technical Benefits & Compliance Assurance----------Page 9

Qaulity Assurance & Follow-Up Protocol----------Page 10

Conclusion & Next Step----------Page 10

EXECUTIVE SUMMARY

EcoSecure IT GmbH located in Wiesbaden, Hessen, Germany Facilitated with ISA 150 m² secured processing plant with 24/7 monitoring, access control, and video surveillance. EcoSecure IT GmbH is certified, end-to-end Technical IT Asset Disposition (ITAD) services for enterprises. Our core competency is the secure, compliant, and environmentally sound processing of end-of-life IT equipment. This proposal details a structured technical framework for the collection, sanitization, and recycling of IT assets, ensuring 100% data security adherence to NIST SP 800-88r1 and DIN 66399 standards, and full compliance with the German ElektroG (Electronics Act) and GDPR.

We employ a process-driven methodology, leveraging certified technology (Blancco), GPS-tracked logistics, and a transparent chain-of-custody system. Our service is designed to mitigate data breach risks, reduce environmental liability, and provide auditable proof of compliance for your organization. This document outlines the technical scope, operational procedures, management structure, and financial model for a proposed partnership.

COMPANY OVERVIEW & TECHNICAL MISSION

Our Vision;

To be the leading provider of trusted and sustainable IT lifecycle solution in Germany:

Our Mission;

EcoSecure IT GmbH exits to protect our cleints` data and our planet`s future. We provide certified, secure, and environmentally responsible disposal of IT asset, ensuring compliance, transparency and peace of mind for businesses like yours.

Who We Are;

We are a team of certified specialists in IT security, logistics, and enviromental compliance. Our hand-on experience in enterprise IT environments ensures we understand the critical reliability. We do not just recycle hardware; we safegaurd reputations and promote a circular economy.

TECHNICAL PROBLEM STATEMENT

Improper disposal of IT assets presents critical technical and legal challenges:

- Data Breach Vulnerability: Non-certified data erasure leaves residual data recoverable, creating significant financial and reputational risk under GDPR (fines up to 4% of global turnover).
- Non-Compliance with Environmental Law: Failure to comply with the German ElektroG (transposing WEEE Directive) results in substantial penalties and negates corporate sustainability reporting.
- Lack of Auditable Chain of Custody: Without a verifiable, documented process for each asset from pickup to final recycling, organizations cannot prove due diligence.
- Inefficient Asset Recovery: Lack of a structured refurbishment process leads to lost potential revenue from functional equipment.

OUR TECHNICAL SOLUTION & SERVICE STACK

Our service stack is engineered to address these specific technical problems:

SERVICE PILLAR	TECHNICAL DESCRIPTION	STANDARD / COMPLIANCE
Secure Logistics	GPS-Tracked, unmarket vehicles. Tamper-proof asset containers.	Chain-of-Custody logs, ISO 27001
Certified Data Destruction	Software: Blancco Data Erasure with indivitual certificates per drive. Physical: Industrial shredders (e.g., SSI Shredder) for non-functional media.	NIST 800-88r1, DIN 66399 (Security Level H-3)
Hardware Refurbishment	Technical testing, component replacement and reimaging of eligible devices for resale.	ADISA Standards
Certified Recycling	Downstream processing with certified partners for raw material recovery. Full material breakdown reporting.	ElektroG, ISO 14001
IT Asset Management	Serialized asset reporting throughout the process for full auditability.	Custom Portal Access

EcoSecure IT GmbH
Oranien Straße 43, 65185 Wiesbaden
+49 611 12345678/ contact@secure-recycle.de/ www.secure-recycle.de

Services Offered

- Certified Data Wiping: Software-based wiping using Blancco® following DIN 66399 standards.
- Physical Destruction: Crushing, shredding, and degaussing of storage media.
- IT Recycling & Disposal: Certified, environmentally sound (KrWG) recycling of non-reusableequipment.
- IT Asset Refurbishment: Data sanitization and refurbishment for resale or donation.
- Secure Software Disposal: Invalidation and destruction of licensed software media.
- On-Site Services: Collection, destruction, and audit services performed at your location.

SCOPE OF WORK: TECHNICAL PROCESS BREAKDOWN

5.1 Client Responsibilities:

- Provide a preliminary decommissioning list with asset types and quantities.
- Grant access to the designated storage area for scheduled collections.
- Designate a single point of contact for logistics coordination.
- Insure devices are made available for collection at the agreed time.

5.2 EcoSecure IT GmbH responsibilities:

- Provide secure, tracked containers for on-site asset collection.
- Execute certified data destruction for all data-bearing devices.
- Process all materials in compliance with ISO 9001, 14001, and 27001 standards.
- Provide a full Certificate of Destruction and Recycling for each device processed.
- Manage all logistics, including secure transportation.

5.3 Deliverables:

- Certificate of Data Destruction (CoD): Per asset or per batch, citing method and standard.

- Certificate of Recycling (CoR): From our downstream partners, confirming environmentally sound processing.
- Detailed Audit Report: CSV or PDF report listing all processed assets by serial number, date, and method.
- Remarketing Revenue Report: (If applicable) Detail of sold assets and client share.

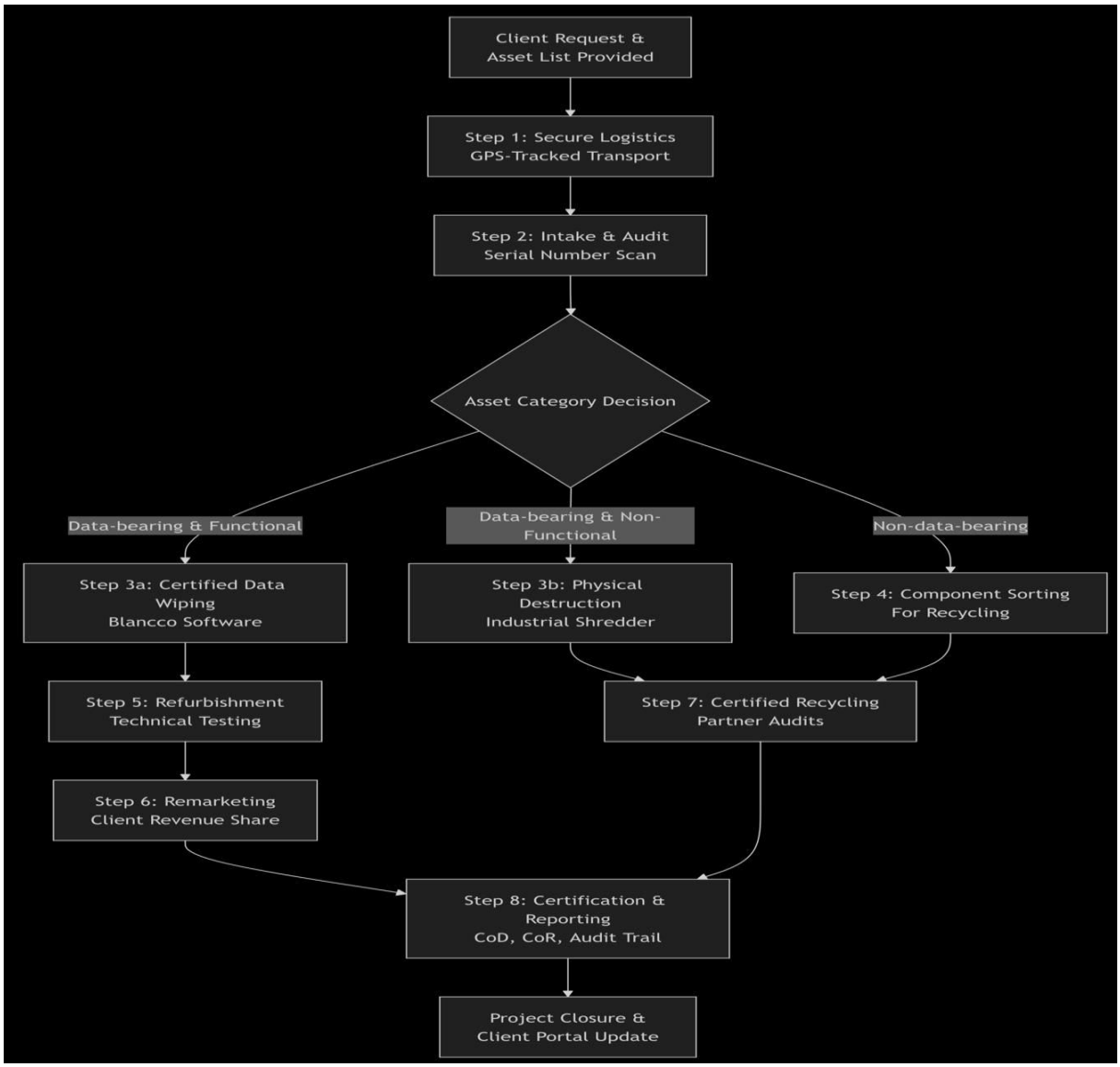
5.4 Timelines:

- Project kick-off within 5 business days of signed agreement.
- Regular, scheduled collections (e.g., quarterly, monthly) or on-demand.
- Final certification and reporting within 48 hours of processing completion.

5.5 Optional/Additional Services:

- On-Site Data Destruction: Witnessed data wiping or physical destruction at your facility.
- Asset Remarketing: Secure data wiping and resale of eligible devices, with revenue sharing.
- IT Asset Management Integration: Providing software and support for full-lifecycle tracking.

The technical scope is defined by the following process flow, ensuring accountability at each stage:



TECHNICAL WORKFLOW & SOP

Standard Operating Procedure (SOP) Checklist: Step Procedure Tool/Standard Responsible Role Output Document:

- ✓ Request & Plan: Customer requests a pickup via our portal or designated contact.
- ✓ Collection: Our certified technician arrives on-site, provides secure containers, and creates a detailed inventory log.
- ✓ Secure Transport: Assets are transported via GPS-tracked vehicles to our secure processing facility.
- ✓ Audit & Sorting: Devices are audited against the inventory log and sorted for processing (reuse, wipe, destroy).

- ✓ Data Destruction: Data-bearing devices undergo certified data wiping or physical destruction.
- ✓ Recycling/Refurbishment: Devices are either prepared for remarketing or disassembled for certified recycling.
- ✓ Certification: Certificates of Destruction and Recycling are generated and uploaded to your client portal.
- ✓ Reporting: A comprehensive report is delivered, closing the loop and providing proof of compliance

STEP	PROCEDURE	TOOL/ STANDARD	RESPONSIBLE ROLE	OUT PUT DOCUMENT
1	Pre-Transport Audit	Asset List, Camera	Logistics Manager	Signed Pickup Manifest
2	Secure Transport	GPS Tracking, Tamper-proof Seals	Certified Driver	GPS Log, Seal IDs
3	Intake & Verification	Barcode Scanner, Chicklist	Warehouse Technician	Verified Inventory Log
4	Data Sanitization	Blancco Drive Eraser	Data Erasure Technician	Blancco Certification (Per Drive)
5	Physical Destruction	Industrial Shredder	Shredder Operator	Destruction Video Clip, Log
6	Component Sorting	Manual Disassembly	Recycling Technician	Material Weight Tickets
7	Downstream Recycling	Partner Audit Certificates	Complaince Officer	Certificate of Recycling (CoR)
9	Reporting & Archiving	Cleint Portal, Secure Server	IT Manager	Final Audit Report, Data Package

Standard Operating Procedure (SOP) Checklist:

I. Asset Inventory Logged ISO 9001 Technician

II. Secure Chain of Custody Documented ISO 27001 Operations Manager

III. Data Destruction Method Executed DIN 66399 Technician

IV. Destruction Verified & Logged ISO 27001 IT Security Officer

V. Components separated for recycling KrWG, ISO 14001 Technician

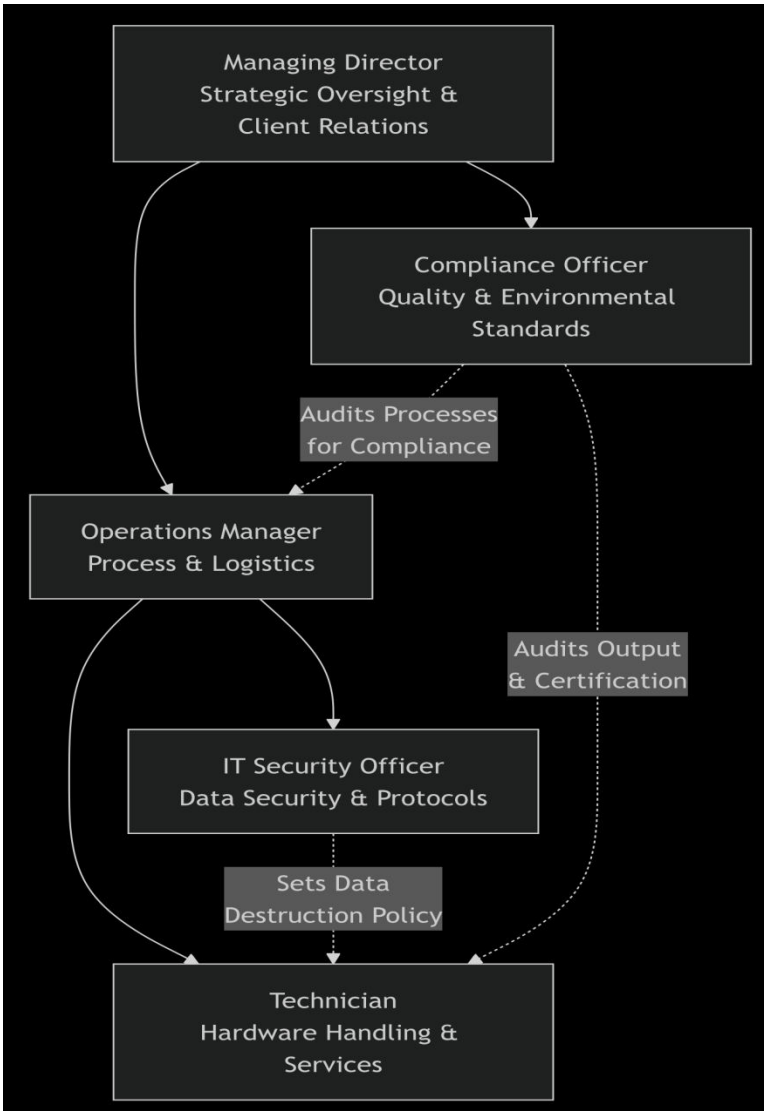
VI. Recycled by Certified Partner Operations Manager

VII. Final Certification Issued Compliance Officer

MANAGEMENT & ORGANIYATIONAL STRUCTURE

At EcoSecure IT GmbH, our strength lies in our dedicated team of specialists. We operate with a lean, efficient, and highly qualified structure where each member plays a critical role in ensuring the security, compliance, and reliability you expect:

Organizational Chart:



Team Specialties:

Operations Manager: 8+ years in ITAD logistics and process

Management.Compliance Officer: Certified ISO 27001 Lead Auditor; responsible for maintaining standards and partner audits.

Data Destruction Technicians: Blancco Certified Erasure Specialists.

Logistics Team: Trained in secure handling and chain-of-custody protocols.

IMPLEMENTATION TIMELINE & TECHNICAL ROADMAP

Phase 1: Onboarding & Integration (Week 1)

- Kick-off Meeting: Technical alignment on data types and reporting needs.
- Portal Setup: Client access credentials provided for the asset tracking portal.
- Logistical Planning: Schedule first collection.
- Milestone: Go-Live for First Collection.

Phase 2: First Collection & Processing (Week 2-3)

- Execution: First on-site collection performed.
- Processing: Assets processed through technical workflow.
- Milestone: First Set of Certificates (CoD, CoR) Delivered via Portal.

Phase 3: Ongoing Service & Quarterly Reviews (Ongoing)

- Scheduled Collections: Regular pickups as defined.
- Transparent Reporting: All certificates and reports uploaded to portal.
- QBR: Quarterly Business Review to report on volumes, compliance, and continuous improvement.
- Milestone: Established, Efficient ITAD Lifecycle.

Pricing Model & Financial Breakdown (€)

Our pricing is based on current German ITAD market rates (2023) and is structured to scale with volume. All prices are exclusive of 19% MwSt.

Standard Processing Fees **(Per Unit)**:

ASSET TYPE	Standard Fee $	Volume Discount (Plus100 units)	Remarks
Laptop/ Desktop	12.00$	9.50$	Includes data wipe & recycling
Server	45.00$	35.00$	Tower/1U;rack-mount priced separately
Hard Drive (2.5“/3.5“)	8.00$	6.00$	Physical destruction included
SSD Drive	9.00$	7.00$	Physical destruction included
Monitor (LCD)	7.00$	5.50$	No data risk; processing fee only
On-Site Service Fee	150.00$/Day	Waived (Plus 50 unites	For witnessed destruction or large projects

Revenue Share Model (Refurbishment & Resale):

- Functional devices that pass testing are data-wiped, refurbished, and resold.
- Client receives 40% of the net revenue from the sale of each asset.
- A detailed report and payment are issued quarterly.

Technical Benefits & Compliance Assurance

- ✓ Elimination of Data Breach Risk: Certified data destruction provides a legal defensible position under GDPR.
- ✓ Full Regulatory Compliance: Guaranteed compliance with ElektroG, avoiding penalties and enabling positive ESG reporting.
- ✓ Operational Efficiency: Outsourcing a complex process to specialists reduces internal overhead and liability.
- ✓ Cost Recovery: Revenue share model turns a cost center into a potential source of income.
- ✓ Transparency & Auditability: Web portal provides real-time access to the status and certificates for every asset.

Quality Assurance & Follow-Up Protocol

- ✓ QA Checks: 10% random audit of wiped drives by the Compliance Officer.
- ✓ Downstream Audits: Annual audits of all recycling partners to ensure ethical and environmental compliance.
- ✓ Annual Review: A full review of processes, pricing, and service levels with the client.
- ✓ Continuous Improvement: Implementation of client feedback into SOP updates.

Conclusion & Next Steps

SecureRecycle GmbH is positioned to become your technical partner for secure and compliant IT Asset Disposition. Our process-driven approach ensures risk mitigation, regulatory compliance, and environmental responsibility.

Next Steps to Implement a Secure Process:

1. Schedule a Technical Briefing: A 30-minute call to review asset types and volumes.
2. Receive a Firm Quote: We will provide a finalized price based on your specific inventory.
3. Sign the Service Level Agreement (SLA): Execute the contract outlining all responsibilities and guarantees.
4. Schedule First Collection: We begin the onboarding process.

Sincerely,
Sayed Sadat
Managing Director
EcoSecure IT GmbH
Secure IT, Green Future

EcoSecure IT GmbH
Oranien Straße 43, 65185 Wiesbaden
+49 611 12345678/ contact@secure-recycle.de/ www.secure-recycle.de