

**Justice Tech Solutions LLC**  
Laptop Recycling

**MEMORANDUM**

**To:** Whom It May Concern

**Purpose:**

This memo outlines our standard procedures for disassembling and recycling laptops to ensure safe, efficient, and environmentally responsible practices.

**Safety Precautions:**

- **Personal Protective Equipment (PPE):** Wear safety glasses, gloves, and proper attire when handling laptop components.
- **Battery Removal:** Remove and store the battery separately according to hazardous materials guidelines.
- **Discharge:** Always discharge any capacitors before handling internal components.

**Disassembly Procedure:**

1. **Casing Removal:** Use appropriate tools to remove panels and casing, exposing internal components.
2. **Component Removal:** Systematically remove components in the following order:
  - Hard drive
  - Motherboard
  - Display screen
3. **Data Sanitization:** Securely erase all data from hard drives using approved software or physical destruction methods.

**Recycling and Disposal:**

- **Segregation:** Sort components into the following categories:
  - Recyclable plastics
  - Motherboards
  - LCD screens
  - Batteries (hazardous materials - follow disposal guidelines)
- **Authorized Recyclers:** Work only with authorized e-waste recycling facilities. Maintain records of recycling certificates or disposal documentation.

**Commitment to Environmental Responsibility:**

Our company is committed to minimizing e-waste and promoting sustainable practices. By following these procedures, we ensure laptops are recycled responsibly, protecting both the environment and data security.

Please contact me if you have any questions or require further instructions.

– Jeremy Schwartz, President