



## Retail Equipment Disposal Form

Complete

Score	15 / 17 (88.24%)	Flagged items	2	Actions	1
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Name of Manager or Asset Custodian

Maria Lopez

Department

Store Operations – Electronics  
Division

Asset Register ID

RET-45892-ELC

Equipment Name

Point-of-Sale (POS) Terminal

Model Number

219098912421

Serial Number

200087654

Store Location

9931 E Kings Canyon Rd, Sanger,  
CA 93657, USA  
(36.7352981, -119.610407)

Reason for disposal

Irreparable/faulty

Equipment is irreparable after repeated malfunctions; replacement unit already installed. Unit poses risk of downtime and potential data handling issues if not removed.

Photo of the decomissioned equipment



Photo 1

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Retail Equipment Disposal Form / Hazardous Materials Management

Have all hazardous materials (e.g., refrigerants, oils, batteries, e-waste) been identified and segregated?

No

To do | Priority: Medium | Due: 05.09.2025 16:00 PST | Created by: SafetyCulture Staff

Remove lithium-ion backup battery

Hi Norwich, please segregate the lithium-ion backup battery before formal disposal. Thank you

Retail Equipment Disposal Form / Records and Asset Register Updates

Have certificates of disposal or recycling been obtained and filed for audit purposes?

No

To be issued by disposal vendor upon completion

Other actions

0 actions

Retail Equipment Disposal Form		2 flagged, 1 action, 15 / 17 (88.24%)
Equipment Identification and Authorization		3 / 3 (100%)
Has the decommissioning process been initiated in accordance with the Equipment Decommissioning and Disposal Policy?	Yes	
Has the equipment's warranty or service contract been reviewed prior to disposal?	Yes	
Has a risk assessment been completed for the decommissioning activity?	Yes	
Safe Disconnection and Isolation		3 / 3 (100%)
Have lockout/tagout (LOTO) procedures been correctly applied to prevent accidental startup?	Yes	
Have employees in the work area been notified of the decommissioning activity?	Yes	
Have residual energy sources (e.g., hydraulic pressure, compressed air, stored heat) been safely released or controlled?	N/A	
Has personal protective equipment (PPE) been used during disconnection and isolation?	Yes	
Gloves and safety eyewear were used during removal.		
Hazardous Materials Management		1 flagged, 1 action, 3 / 4 (75%)
Have all hazardous materials (e.g., refrigerants, oils, batteries, e-waste) been identified and segregated?	No	
<b>To do</b>   Priority: Medium   Due: 05.09.2025 16:00 PST   Created by: SafetyCulture Staff		
Remove lithium-ion backup battery		
Hi Norwich, please segregate the lithium-ion backup battery before formal disposal. Thank you		
Has disposal of hazardous materials been carried out in compliance with ISO 14001, ISO 45001, EPA, and regional regulations?	Yes	
Have hazardous materials been clearly labeled and securely stored until collection?	Yes	
Has transportation of hazardous waste been arranged with approved carriers?	Yes	

Records and Asset Register Updates		1 flagged, 2 / 3 (66.67%)
Has the asset register been updated to reflect the decommissioning?	Yes	
Have certificates of disposal or recycling been obtained and filed for audit purposes?	No	
To be issued by disposal vendor upon completion		
Has the finance or asset management department been notified of the disposal action?	Yes	
Final Disposal Authorization and Completion		4 / 4 (100%)
Has the chosen disposal method (recycling, resale, donation, or destruction) been approved?	Yes	
Indicate chosen disposal method for the commissioned equipment.	recycling method	
Has the waste contractor's license and certification been verified?	Yes	
Indicate the contractor's license number.	99284	
Indicate the contractor's certification number.	99284909766134	
Has the disposal method been confirmed as minimizing environmental impact and meeting legal obligations?	Yes	
Has the site been inspected to confirm no hazards remain after disposal?	Yes	

**Completion Page**

**Authorizer's Name and Signature**

*James Carter*

James Carter  
29.08.2025 13:47 PST

<b>Authorization Date</b>	29.08.2025
<b>Disposal Vendor (if applicable)</b>	GreenCycle Disposal Ltd.
<b>Disposal Certificate Number</b>	97686446770754

## Media summary



Photo 1