

TBR TRADE GROUP / SAMPLE DOCUMENTATION

ITAD Project Document Pack

FICTIONAL EXAMPLE - NOT A CERTIFICATE OF ACTUAL PROCESSING

Project SAMPLE-2026-001 | Example Business A | Tampa, Florida

A worked example showing how asset identifiers connect collection, data processing, exceptions, disposition and financial reporting. All project names, serials, dates, approvals, tools, processing sites and dollar values are invented.

Project scope	Illustrative result
Eight tracked inventory records	Two workstations, one GPU, two monitors and three storage devices. Two SSDs were removed from the workstations; eight records do not mean eight complete systems.
Three storage media records	One sanitized for reuse; two physically destroyed.
Final disposition	Five records released for reuse or resale; three sent for recycling.
Financial example	Gross recovery \$1,415.00 less \$260.00 charges = \$1,155.00 net.

How to read this pack

1. Summary · 2. Inventory · 3. Custody · 4. Media processing and exception · 5. Illustrative certificates · 6. Disposition and settlement

Real projects define records, methods, evidence and commercial terms before work starts. This pack demonstrates traceability; it does not promise a tool, price, turnaround or certification.

02 / SERIALIZED INVENTORY

Eight records. One project.

Intake date: 2026-09-01 (fictional). Record IDs stay consistent throughout this pack. Parent-child links avoid double-counting complete systems.

ID	Equipment / serial	Data treatment	Final route
A001	Workstation DEMO-WS-001	Storage removed	Resold
A002	Workstation DEMO-WS-002	Storage removed	Resold
A003	GPU DEMO-GPU-003	No user storage identified	Resold
A004	Monitor DEMO-MON-004	No user storage identified	Resold
M001	SSD (from A001) DEMO-SSD-001	Purge / block erase	Reuse
M002	SSD (from A002) DEMO-SSD-002	Failed attempt; destroyed	Recycled
M003	Loose HDD DEMO-HDD-003	Physical destruction	Recycled
A005	Damaged monitor DEMO-MON-005	No user storage identified	Recycled

Reconciliation

Six physical pieces arrived: two workstations with installed SSDs, one loose GPU, one loose HDD and two monitors. Separately tracking the two removed SSDs produced eight records. Intake matched the fictional release list; no missing or extra equipment was recorded.

A001 and A002: reusable after media removal. A003: functional test passed. A004: display test passed. A005: failed display test; no reuse route. Real reports retain test details and operator records.

Trace the handoffs.

Date / time	Transfer and location	Record / reconciliation
09-01, 09:00	Example Business A releases six pieces to DEMO-CARRIER-01 at the fictional pickup site.	COC-001. Demo Client Contact approves release. Seals DEMO-S01 and S02 recorded.
09-01, 11:00	DEMO-CARRIER-01 delivers to Demo Processing Site A.	COC-002. Seals intact; six pieces received by Demo Operator A.
09-01, 13:30	M001 and M002 removed from A001 and A002 into controlled media handling.	COC-003. Parent-child links recorded; eight inventory records.
09-02, 10:00	M002 and M003 transferred to Demo Destruction Partner B.	COC-004. Two media items reconciled; sealed container DEMO-S03.
09-03, 15:00	Destroyed media residue and A005 transferred to Demo Recycler C.	REC-001. Three source records reconciled; batch receipt retained.

What the real record should preserve

Sending and receiving parties, actual sites, time stamps, asset or container references, counts, transport details, exceptions and authentic acknowledgments. A courier receipt alone is not the complete project record.

No real signatures appear here. Named carriers, processors and reviewers are fictional and do not identify TBR contractors.

Results and an exception.

Media / link	Process and evidence	Final decision
M001 / A001 DEMO-SSD-001	09-02. Purge using a supported block-erase command in this fictional scenario. Demo Tool 1.0; LOG-001. Completion status and evidence checked.	Demo Reviewer B validates success against fictional requirements. Reuse approved.
M002 / A002 DEMO-SSD-002	09-02. Initial sanitize attempt failed; LOG-002. Held for approved destruction under EX-001. DEST-001 records destruction on 09-03.	Failed attempt retained in history. Destruction validated by Demo Reviewer B; recycling approved.
M003 / loose DEMO-HDD-003	09-03. Destruction required by fictional instructions. DEST-002 records serial reconciliation, destruction and inspection evidence.	Demo Reviewer B validates destruction; recycling approved.

Exception EX-001

Opened 09-02 by Demo Operator A after failed sanitization of M002. No reuse release issued. Demo Client Contact approved destruction under AUTH-002. Closed 09-03 after review of DEST-001 and reconciliation of the media ID.

Method selection

This does not prescribe a technique for an actual device. A real record names the make/model, media type, technique, tool/version, instructions, checks, personnel and validation decision. NIST SP 800-88 Rev. 2 is guidance, not provider certification.

Make the outcome explicit.

SAMPLE SANITIZATION RECORD - NOT VALID FOR ACTUAL ASSETS

Field	Fictional entry
Certificate / media	SAN-SAMPLE-001 / M001 / DEMO-SSD-001
Project / date / site	SAMPLE-2026-001 / 2026-09-02 / Demo Processing Site A
Method / evidence	Purge / supported block erase / Demo Tool 1.0, LOG-001
Verification / validation	Command completed; evidence reviewed. Fictional reuse requirements accepted by Demo Reviewer B.
Operator / approval	Demo Operator A / Demo Reviewer B. No actual signature.

SAMPLE PHYSICAL DESTRUCTION RECORD - NOT VALID FOR ACTUAL ASSETS

Field	Fictional entry
Certificate / media	DEST-SAMPLE-001 / M002 and M003 / DEMO-SSD-002 and DEMO-HDD-003
Date / processor	2026-09-03 / Demo Destruction Partner B
Technique / evidence	Media-specific shredding in this example. DEST-001 and DEST-002 retain process specifications, serial reconciliation and inspection evidence.
Result / reviewer	Storage unusable; evidence accepted by Demo Reviewer B. Residue linked to REC-001.
Exception / approval	M002: failed sanitize attempt and approved route change EX-001 / AUTH-002. No real signature.

06 / DISPOSITION & SETTLEMENT

Close the loop.

Record	Fictional outcome	Recovery USD
A001	Resold	\$420.00
A002	Resold	\$380.00
A003	Resold	\$500.00
A004	Resold	\$80.00
M001	Reuse	\$35.00
M002	Recycled	\$0.00
M003	Recycled	\$0.00
A005	Recycled	\$0.00
	Gross recovery	\$1,415.00
	Collection / logistics	-\$120.00
	Processing / reporting	-\$100.00
	Media destruction	-\$40.00
	Net settlement	\$1,155.00

Recycling and settlement notes

M002 and M003: destroyed media residue. A005: failed monitor. These link to REC-001, transferred 09-03 to Demo Recycler C. Real records identify the receiver, material quantities and required evidence. No carbon or landfill-diversion claim is made.

Fictional realized proceeds; taxes excluded. Costs and payment terms are examples only. Marked SETTLED for this scenario, PAY-DEMO-001 dated 2026-09-08. This is not an offer, invoice or payment confirmation.