



UNC Procedure for Handling Used Computer Equipment

Summary: Computer equipment which has been replaced goes through the process described in this document. The process entails determining viability of equipment, options available to university owners of equipment, options available to campus community, options available to non-profit agencies off campus and the disposal of computer equipment through the State of Colorado Recycling Program.

1.0 Purpose

The process for the transfer or disposal of used computer equipment owned by the University of Northern Colorado is explained and the parties, forms and systems involved in the process are identified. The goal is to ensure that no sensitive data remains on computer/server hard drives leaving the University and to ensure that equipment which is expensive to maintain is removed from campus and not redistributed to other departments.

2.0 Scope

The process covers computer equipment being replaced or equipment no longer needed by a department.

3.0 Guidelines

Information Technology will adhere to the current campus technology standards for network accessibility. CPU models below standards will not be connected to the UNC network either on or off campus.

Information Technology will adhere to general property management procedures established by the University of Northern Colorado in regards to disposal or transfer of computer equipment.

All parties will adhere to the State of Colorado Data Destruction Policy and Computer/ Other Electronic Media End-of-Life Policy.

4.0 Procedures for Equipment which had an original purchase price less than \$5,000

4.1 Equipment Pickup

- A. Old equipment is picked up from a department by a Client Services Desktop Support technician.

NOTE: Departments are allowed to trickle down computers within their own areas as long as one computer leaves their department for every new or reallocated computer brought into their department.

- B. Once a computer is picked up the technician will evaluate the computer and determine whether it will be trickled down elsewhere, stored for later use, recycled off-campus, or donated to a non-profit agency.
- C. The technician will then check the Client Services Inventory database and update the record for the computer, checking all fields for accuracy. The 'pdid' field in the Inventory database will be set to either 'staging.central' or 'staging.west'.
- D. Technician will then ensure that the hard drive is sanitized in accordance with section 8 of this document.

4.2 Trickle Down



- A. Once the computer hard drive is sanitized and the system has been re-built the technician will re-deploy the computer in accordance with standard procedure.
- B. Technician will then update the record in the Client Services Inventory database, checking all fields for accuracy.

4.3 Storage

- A. Once the computer hard drive is sanitized the technician will move the computer to the designated storage area.
- B. Technician will then update the record in the Client Service Inventory database, checking all fields for accuracy.

4.4 Recycle Off-Campus

- A. Once the computer hard drive is sanitized the technician will complete the State of Colorado Declaration of Surplus Property, Form 276. The system serial number, UNC property tag, and a brief description of the computer (i.e. make and model) will be recorded on the form. The technician will place a “y” along with their initials under the sanitized column of the form. Completed forms will be printed out and attached to the group of computers set to be recycled off campus. The technician will update the Inventory database, marking all items on the Form 276 as ‘surplus’ in the database. He/she will then send an electronic copy of the form to surplus@unco.edu.
- B. A green sticker will be placed on the computer by the technician if a computer is in working condition. The technician will sign and date the sticker.
- C. A red sticker will be placed on the computer by the technician if a computer is not in working condition. The technician will sign and date the sticker.
- D. Once there are a significant number of computers ready for pick-up a technician will call Facilities Management to schedule a time for the equipment to be picked up. Once equipment is picked up by Facilities Management it cannot be redistributed to campus and cannot be cannibalized or donated. It must be recycled off-campus using the State of Colorado recycle program.
- E. Information Technology will keep a copy of all forms on file for a period of seven years plus the current year.

5.0 Procedures for Equipment which had an original purchase price of \$5,000 or more.

5.1 Equipment Pickup

- A. Old equipment is picked up from a department by a Client Services Desktop Support technician.
NOTE: Departments are allowed to trickle down computers within their own areas as long as one computer leaves their department for every new or reallocated computer brought into their department.
- B. Once a computer is picked up the technician will evaluate the computer and determine whether it will be trickled down elsewhere, stored for later use, recycled off-campus, or donated to a non-profit agency.
- C. The technician will then check the Client Services Inventory database and update the record for the computer, checking all fields for accuracy. The ‘pdid’ field in the Inventory database will be set to either ‘staging.central’ or ‘staging.west’.
- D. Technician will then ensure that the hard drive is sanitized in accordance with section 8 of this document.



5.2 Trickle Down

- A. Once the computer hard drive is sanitized and the system has been re-built the technician will re-deploy the computer in accordance with standard procedure.
- B. Technician will then update the record in the Client Services Inventory database, again checking all fields for accuracy.
- C. If the computer is to be trickled-down to a department other than the one that it was picked up from then the following additional procedures must be adhered to:
 1. Technician will complete the Declaration of Capital Equipment Surplus (DCES) Form with a method of reuse.
 2. Authorized signatures are required by both the department relinquishing the equipment and by the Information Technology Manager responsible for the support area.
 3. A copy of the form is sent to both UNC Property Control and UNC Facilities Management. A third copy of the form is then sent to the Asset Management team for verification and retention.
 4. Property Control will update UNC property management database by updating the department information.

5.3 Storage

- A. Once the computer hard drive is sanitized the technician will move the computer to the designated storage area.
- B. Technician will then update the record in the Client Service Inventory database, again checking all fields for accuracy.

5.4 Recycle Off-Campus

- A. Once the computer hard drive is sanitized the technician will complete the State of Colorado Declaration of Surplus Property, Form 276. The system serial number, UNC property tag, and a brief description of the computer (i.e. make and model) will be recorded on the form. The technician will place a “y” along with their initials under the sanitized column of the form. Completed forms will be printed out and attached to the group of computers set to be recycled off campus. The technician will update the Inventory database, marking all items on the Form 276 as ‘surplus’ in the database. He/she will then send an electronic copy of the form to surplus@unco.edu.
- B. Technician will complete the Declaration of Capital Equipment Surplus (DCES) Form with a method of recycle off campus.
 1. Authorized signatures are required by both the department relinquishing the equipment and by the Information Technology Manager responsible for the support area.
 2. A copy of the form is sent to both UNC Property Control and UNC Facilities Management. A third copy of the form is then sent to the Asset Manager for verification and retention.
 3. Property Control will update UNC property management database by deleting the system.
- C. A green sticker will be placed on the computer by the technician if a computer is in working condition. The technician will sign and date the sticker.
- D. A red sticker will be placed on the computer by the technician if a computer is not in working condition. The technician will sign and date the sticker.
- E. Once there are a significant number of computers ready for pick-up a technician will call Facilities Management to schedule a time for the equipment to be picked up.



Once equipment is picked up by Facilities Management is cannot be redistributed to campus and cannot be cannibalized or donated. It must be recycled off-campus using the State of Colorado recycle program.

- F. Information Technology will keep a copy of all forms on file for a period of seven years plus the current year.

6.0 Computer Lab Refresh

- 6.1 When refreshing a computer lab use the procedures outlined in sections 4 and 5 as applicable.
- 6.2 Upon completion of lab setup a technician will be designated to update all records in the Client Services Inventory database.
- 6.3 The designated technician will update the records for all old and new computers.
- 6.4 Within one week of a lab being refreshed Information Technology Asset Management will verify all new computers in the lab.

7.0 Donation to Non-Profit Agency

- A. The I.T. Enterprise Support Manager coordinates the donation of surplus equipment to non-profit agencies. All donations must originate from the IT Enterprise Support Office and can be donated once approved by the Enterprise Support Manager.
- B. The technician working with the non-profit agency will ensure that all computer hard drives are sanitized in accordance with section 8 of this document prior to donation. No operating system or software will be loaded on the hard drives.
- C. The technician will then work with the Enterprise Support team to fill out an IT Equipment Donation Form and have a representative from the Non-Profit Agency sign to acknowledge receipt.
- D. The technician will then update the record for the donated computers in the Client Services Inventory database. Records will be marked as surplus and technician will place a note in the 'Comments' field to indicate that the computer was donated.
- E. Upon completion, the IT Equipment Donation form will be sent to the Asset Manager. The Asset Manager will verify the record in the database and keep the form on file for a period of seven years plus the current year.

8.0 Hard Drive Sanitization Procedure

- 8.1 Computer hard drives are sanitized utilizing software which meets Department of Defense (DOD) Standard (5220.22-M) for the removal of data from hard drives.
- 8.2 Only Information Technology personnel will sanitize hard drives.
- 8.3 Trickle-down and department transfer sanitization
 - A. All computers that are being trickle-down or transferred to another user must be sanitized and have a fresh install of the operating system prior to reallocation.
- 8.4 Sanitization Tools
 - A. According to the manufacturer's claims, the following software meets Department of Defense (DOD) Standard (5220.22-M) for the removal of data from hard drives and are, as examples, suggested for use:
 - 1. Active@KillDisk by L Soft Technologies, Inc. (Free)

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2. Wiperaser XP by LIVEye, SDC (Shareware)
3. Eraser by Heidi Computers, LTD (Free)
4. GDISK by Symantec, Inc.
5. BC-WIPE (shareware) – can be downloaded from www.jetico.com BC-WIPE by Tucows, Inc.
6. Darik's Boot and Nuke (DBAN)

9.0 Responsibilities

9.1 Facilities Management

- A. Facilities Management will pick up all equipment and store it in a secure location by not allowing unauthorized personnel access to the equipment.
 1. Facilities Management can only pick up equipment once requested by an authorized list of Information Technology personnel.
 2. If a college or department requests Facilities Management to pick up equipment without the approval of Information Technology then Facilities Management will instruct the requesting department to contact Information Technology so they can evaluate the equipment and verify that any data stored on the system is destroyed.
- B. Facilities Management will handle all equipment marked for recycle off campus by recycling the equipment through the State of Colorado recycle program. Authorized IT Personnel must schedule the pickup of any computer related equipment.
- C. **Equipment stored at Facilities Management may not be cannibalized or redistributed to campus; it must be recycled off campus.** This includes external as well as internal equipment (i.e. Monitors, keyboards, mice, video cards, etc.).

9.2 Property Control (for items over \$5000)

- A. Property Control will maintain the UNC property management database.
- B. Property Control will coordinate with the State of Colorado with all required paperwork required for the recycle program.
- C. Property Control will notify Information Technology if any computer equipment which has been marked as recycle off campus is requested to be redistributed to campus.
- D. Property Control will be the primary point of contact for the State of Colorado.

9.3 Information Technology

- A. Information Technology will ensure that all sensitive data on all hard drives is formatted using software which meets Department of Defense (DOD) Standard (5220.22-M) for the removal of data from hard drives. Possible tools are identified in section 7.4.
- B. Information Technology will track all computers and all computer peripheral devices (printers, scanners, etc.) valued at over \$1000 in a central database.
- C. Information Technology Enterprise Support Team will coordinate the donation of equipment to non-profit agencies and verify that all of the proper paperwork is completed.
- D. Information Technology will not deliver any equipment to Facilities Management. All equipment must be picked up by facilities management.
 1. Information Technology will not be permitted to further cannibalize any equipment stored at Facilities Management.
 2. One of the following IT Personnel must authorize the pickup of equipment by submitting a request with Facilities Management:



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9.4 Information Technology Asset Manager

- A. Asset Manager will keep all forms associated with equipment transfer, surplus and donation on file for a period of 5 years.
- B. All records in the Client Services Inventory database will be verified by the Asset Manager upon receipt of any of the forms listed in this document.

10.0 Other Documents

- 10.1 [State of Colorado Data Destruction Policy](#)
- 10.2 [Declaration of Capital Equipment Surplus Form](#) (Equipment Value \$5,000 or more)
- 10.3 [Capital Equipment Transfer Form](#) (Equipment Value \$5,000 or more)
- 10.4 [State of Colorado Declaration of Surplus Property, Form 276](#)