



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 and forms involved in the process are identified. The goal is to ensure that no sensitive data remains on computer/server hard drives leaving the University, to ensure that equipment which is expensive to maintain is removed from campus and not redistributed to other departments, and to identify who is cannibalizing equipment and how those cannibalized parts are being used.

2.0 Scope

Process covers computer equipment being replaced or equipment no longer needed by a college or 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.

Information Technology and Facilities Management will complete the proper paperwork as directed by UNC Property Control in regards to relocation of equipment. UNC Property Control will handle any departmental funds transfer paperwork.

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

4.0 Practice

4.1 Install Process

- A. New or reallocated equipment is installed by college or department support technician.
 1. College or departments are allowed to trickle down computers within their own department as long as one computer leaves their department for every new or reallocated computer brought into their department.
 2. Information Technology computer technician responsible for support of college or department brings back old equipment to individual equipment storage site.



3. Information Technology technician determines if the computer will be cannibalized or marked for recycle off campus.

4.2 Cannibalization Process

- A. Computer hard drive is sanitized utilizing 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 7.0.)
 1. Technician responsible for sanitizing computer will complete the State of Colorado Declaration of Surplus Property, Form 276. The system serial number, in addition to the UNC property tag, 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 group of computers set to be recycled off campus. An electronic copy of the form will be emailed to Brad.Sharp@unco.edu approval prior to being sent to UNC Property Control. Each technician will keep use an individual form to track systems they have sanitized.
 2. A green sticker will be placed on the computer by the technician if a computer is in working condition, after the computer has been sanitized. The technician will sign and date the sticker.
 3. A red sticker will be placed on the computer by the technician if a computer is not in working condition, after the computer has been sanitized. The technician will sign and date the sticker.
- B. Information Technology technician responsible for support of college or department will complete the Declaration of Capital Equipment Surplus (DCES) Form marking the form with a method of cannibalized.
 1. Technician must indicate on DCES Form all equipment that is removed from computer and placed in their parts caddy.
 2. Authorized signatures are required by both the college or department relinquishing the equipment, and by the Information Technology Manager responsible for support area.
 3. A copy of the form is sent to both UNC Property Control and UNC Facilities Management and a copy is retained by Information Technology.
 4. Property Control will update UNC property management database by deleting the system.
- C. Information technology will call Facilities Management to pick up the equipment marked for recycle off campus. Once equipment is picked up by facilities it cannot be redistributed to campus and cannot be further cannibalized or donated it must be recycled off campus using the State of Colorado recycle program.

4.3 Recycle off Campus Process

- A. Computer hard drive is sanitized utilizing 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 7.0.
 1. Technician responsible for sanitizing computer will complete the State of Colorado Declaration of Surplus Property, Form 276. The system serial number, not the UNC property tag, 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 group of computers set to be recycled off campus. An electronic copy of the form will be emailed to Brad.Sharp@unco.edu approval prior to being sent to UNC Property Control. Each technician will keep use an individual form to track systems they have sanitized.



2. A green sticker will be placed on the computer by the technician if a computer is in working condition, after the computer has been sanitized. The technician will sign and date the sticker.
 3. A red sticker will be placed on the computer by the technician if a computer is not in working condition, after the computer has been sanitized. The technician will sign and date the sticker.
- B. Information Technology technician responsible for support of college or department 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 college or department relinquishing the equipment and by the Information Technology Manager responsible for support area.
 2. A copy of the form is sent to both UNC Property Control and UNC Facilities Management and a copy is retained by Information Technology.
 3. Property Control will update UNC property management database by deleting the system.
- C. Information technology will call Facilities Management to pick up the equipment marked for recycle off campus. Once equipment is picked up by facilities it cannot be redistributed to campus and cannot be further cannibalized or donated it must be recycled off campus using the State of Colorado recycle program.
- 4.4 Donation of Surplus Equipment to Non-Profit Agencies Off Campus
- A. Requesting agencies contact Information Technology.
1. Information Technology completes the Declaration of Capital Equipment Surplus (DCES) Form with a method of donated.
 2. Authorized signatures are required by both the college or department relinquishing the equipment and by the Information Technology Manager responsible for support area.
 3. Authorized signature and contact information of requesting agency is required on the DCES form prior to donation.
 4. A copy of the form is sent to UNC Property Control a copy is retained by Information Technology.
 5. Property Control will update UNC property management database by deleting the system.
- B. Equipment is given to requesting agency with a sanitized hard drive containing no operating system or software.

5.0 Responsibilities

5.1 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 personal.
 2. If a college or department requests Facilities Management to pickup equipment without the approval of Information Technology then Facilities Management will instruct the requesting college or 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, RAM, etc.

5.2 Property Control

- 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.

5.3 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 7.0..
- B. Technicians for each support area will keep an inventory of all cannibalized equipment stored in their parts caddies. This includes external as well as internal equipment. i.e. Monitors, keyboards, mice, video cards, RAM, etc.
- C. Information Technology 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 Personal must authorize the pickup of equipment by submitting a request with Facilities Management.
 - a) Brad Sharp, Paul Sharp, Ryan Rose, Sam Penn, Forrest Swick, Adam Gardner, Phil Wyperd, and Craig McWhirter

6.0 Record Maintenance

6.1 The Declaration of Capital Equipment Surplus (DCES) Form

- A. The form is available from the following link: [Declaration of Capital Equipment Surplus Form](#)
- B. The DCES Form will be used to track UNC Property Tags as well as Bear Logic Service Tags
- C. The DCES Form should be used for the following practices:
 - 1. Cannibalization Process (4.2)
 - 2. Recycle off Campus Process (4.3)
 - 3. Donation of Surplus Equipment to Non-Profit Agencies Off Campus (4.4)

6.2 The Capital Equipment Transfer Form

- A. The form is available from the following link: [Capital Equipment Transfer Form](#)
- B. The Capital Equipment Transfer Form will be used to track transfers of equipment with UNC Property Tags as well as Bear Logic Service Tags



- 6.3 State of Colorado Declaration of Surplus Property, Form 276
 - A. The form is available from the following link: [Form 276](#)
 - B. The State of Colorado Declaration Surplus Property form is used by technicians to track which computers have been properly sanitized. Serial numbers, not UNC property tags or Bear Logic service tags, must be tracked for all CPUs and Monitors marked for Recycle off Campus.
- 6.4 State of Colorado Data Destruction Policy
 - A. The State of Colorado Data Destruction Policy is available from the following link: Data [Destruction Policy](#)
- 7.0 Computer Sanitization Procedure
 - 7.1 Sanitization Approval
 - A. Only Information Technology personnel will sanitize hard drives.
 - B. Prior to sanitizing a hard drive which was used by any faculty, staff, student employee, etc., who has left the university a technician must receive approval from Brad Sharp.
 - 1. Technician will email Brad.Sharp@unco.edu with the UNC tag number of the computer and the previous user of the computer.
 - 2. Brad will reply to email granting or denying approval to sanitize the computer
 - 7.2 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.
 - B. Technician must get approval as indicated in section 7.1 prior to sanitizing a machine.
 - 7.3 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)
 - 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.