Computer & Equipment Disposal Policy and Procedures

Applies to: All College Staff and Faculty

Effective Date: February 17, 2014

Policy

Any department possessing equipment that is no longer useable:

- Lifespan has been exceeded
- Item has been replaced with newer product
- Obsolescence
- No longer used
- Damage and or wear
- Maintenance cost is excessive

Means of Disposal

Transfer/Redistribution

An effort will be made to redistribute surplus computer equipment within the College to a location that may make use of the equipment whenever possible.

Recycling

Product will be looked over to see if it can be reused for parts or supplies.

Disposal

If the product has been looked at and has been determined it is neither usable nor recyclable then it will be disposed of properly. Computers will be deemed unusable if they have exceeded their lifespan or are unable to provide the user a basic level of service.

Computer Disposal Procedures

1. User/department will first notify the IT Helpdesk of issues
2. IT Helpdesk will assess the condition of the product and will determine the means of disposal or if able to salvage and recycle any parts.
3. Inventory forms **must** be filled out and signed by the department head prior to transfer or disposal.
4. The CFO must also approve IT'S assessment of disposal and sign off on computer disposal form.
5. Based on IT Helpdesks recommendation, the department will
   a. Turn into inventory control a transfer of equipment form if transferring to IT department or a different department.
   b. Arrange for product to be transferred to IT or a different department.
   c. It will turn in a computer disposal form to inventory control with all three signatures required.

Equipment Transfer/Disposal

For all transfer/disposal of equipment it is critical to:

- Remove any and all traces of college data and licensed software from all devices that contain data such as hard drives, USB flash drives, CD's etc.
- Fill out proper forms prior to any and all removals and transfers.
- Two signatures will be required to verify equipment condition.