
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: DISPOSAL OF TECHNICAL EQUIPMENT

NUMBER: PRO 7-11

REFERENCE:

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I. PURPOSE

This procedure covers the proper disposal of LSSC technical equipment that is either broken or has reached the end of its useful life (obsolete) . It includes, but is not limited to, equipment such as laptops, desktops, servers, switches, and AV equipment.

II. INTRODUCTION

- a. The College annually reviews its inventory of technical equipment and assess it for continued viability and use. Three primary factors taken into consideration during this assessment are:
 1. Obsolescence;
 2. Supportability;
 3. Reliability.
- b. Computer equipment determined to have reached the end of its useful life will have its data backed up and archived, its hard drives securely erased, and any salvageable components removed. Similar processes are used for every other piece of disposed technical equipment.
- c. Since refurbishment costs always exceed the equipment's value, it is typically disposed of through a specialized recycler, instead of donating it to another non-profit organization. Occasionally small amounts of equipment are donated to the college's computer hardware classes, and used for training purposes only, when requested.

III. PROCEDURE

Under no circumstances shall an item of college technical equipment be moved, discarded or stored until proper approval to do so has been obtained from all parties concerned.

- a. Computers.
 - 1. If it has a Property Control number , PC Support emails the Inventory Clerk informing them of the location change of the computer, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. PC Support removes the computer from its own database, and removes the IT asset tag sticker, if appropriate .
 - 3. Any salvageable components are removed.
 - 4. Hard drive is backed up (if necessary) and then securely erased or severely damaged to make it unreadable.
 - 5. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.

- b. Routers, Switches, Firewall appliances, etc.
 - 1. If it has a Property Control number, PC Support emails the Inventory Clerk informing them of the location change of the unit, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. PC Support removes the device from its own database, and removes the IT asset tag sticker, if appropriate.
 - 3. All data is wiped from the device.
 - 4. Any salvageable components are removed.
 - 5. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.

- c. AV Equipment
 - 1. If it has a Property Control number, the Master AV Technician emails the Inventory Clerk informing them of the location change of the equipment, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. Master AV Technician removes the equipment from their own database, if appropriate.
 - 3. Any salvageable components are removed.
 - 4. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.

- d. ALL Other Equipment
 - 1. If it has a Property Control number, an Information Technology (IT) Department employee emails the Inventory Clerk informing them of the location change of the equipment, a Property Relocation/Storage/Disposal Request Form is completed, and the Property Control number sticker removed.
 - 2. IT employees removes the equipment from their database, if appropriate.
 - 3. Any salvageable components are removed.
 - 4. Unit is disposed of with a recycling company, temporarily stored in a secured area on campus until retrieval.

IV. REPURPOSING OF OBSOLETE EQUIPMENT

Faculty, Staff, and Students are strictly prohibited from salvaging or repurposing equipment designated as obsolete. Violation of this restriction may lead to punitive action taken by the college.

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