

L&I, Office of Information Technology Procedure

Name:	Disposition of IT Equipment and Electronic Waste Products Procedure
Effective Date:	July 2016
Category:	Platform
Version:	1.1

1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners.

2. Procedure

The procedure is implemented by the bureau of Infrastructure and Computing Services (ICS). The procedure for IT equipment surplus is defined by either Workstation Operations & Technical Services (WOTS), or Compute Services Operations (CSO) divisions of ICS within the Office of Information Technology (OIT), in conjunction with the Bureau of Administrative Services (BAS) and the Department of General Services (DGS).

A. WOTS Procedure

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	Program Area	Completes a ServiceNow Change Request (CR).
2.	WOTS	Coordinate the pick-up of all IT equipment, e-waste, and IT surplus. <ul style="list-style-type: none"> • BAS will not pick-up IT equipment, e-waste or IT surplus that has not been coordinated through OIT. • BAS will notify the OIT Equipment team when deliveries arrive at the L&I building. The OIT Equipment team will review the delivery, sign the Chain of Custody Tracking Form and move the equipment to the OIT secure storage area where OIT will inspect and prepare the equipment for proper disposition. • IT equipment surplus is consolidated in Room B56.
3.	WOTS	Sort equipment into IT surplus and e-waste.
4.	WOTS	Search all IT equipment as part of the sorting process for any storage devices or media (hard drive, thumb drives, CD/DVD, etc.).

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5. WOTS Sort and palletize the following equipment:
 - Items capable of containing data in serviceable condition;
 - Items capable of containing data in unserviceable condition;
 - Items not capable of storing data in serviceable condition; and
 - Items not capable of storing data in unserviceable condition.

OIT will stretch wrap each skid to secure the load for travel.
6. WOTS Prepare a DGS Chain of Custody (COC) form. When picked up, the COC form will be signed by both L&I and DGS staff verifying the presence of all items listed on the form.
7. WOTS Prepare and attach a DGS green tag (STD-552) to each skid sorting by the general condition of the items:
 - Items not capable of storing data in unserviceable condition are "e-waste".
 - All other categories are "used surplus".
8. WOTS/BAS/DGS Submit the online STD-551 for approval by BAS to surplus the equipment:
 1. Email a copy of the COC signed by the CIO (or designee) to DGS.
 2. L&I Equipment Control Property Control Officer will review and approve STD-551 and forward to DGS for approval.
 3. DGS will review and approve STD-551.
 4. OIT will receive notice from DGS via a system generated email when STD-551 is approved.
9. WOTS Prepare and submit a DGS Work Request for DGS pickup who will review, approve, and assign a pickup date.
10. WOTS/DGS Pickup procedure:

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1. When DGS staff arrives on site for pickup, OIT will move all skids to the L&I Building loading dock.
2. DGS will load all skids into the DGS truck for transportation.
3. DGS driver and OIT will sign COC forms, as needed.

At this point the custody of the equipment has been transferred from L&I to DGS.

11. WOTS Attach signed COC to CR, update/close the related CR.

B. CSO Procedure

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	CSO	Receives items to surplus per ServiceNow CR. <ul style="list-style-type: none"> • IT equipment surplus is consolidated in the L&I server farm area.
2.	CSO	Verifies all hard drives, RAM and storage devices have been removed.
3.	CSO	Stage servers for packing on a pallet.
4.	CSO	Create a CR for Server Surplus.
5.	CSO	Prepare a DGS COC form. When picked up, the COC will be signed by both L&I and DGS staff verifying the presence of all items listed on the form.
6.	CSO/ESC	Schedule Security Inspection with CSO chief and agency CISO, who will complete the DGS COC.
7.	CSO	Prepare and attach a green tag (STD-552) to each skid identifying the general condition of the sorted items on the DGS green tag as follows: <ul style="list-style-type: none"> • Items not capable of storing data in unserviceable condition are "e-waste". • All other categories are "used surplus".
8.	CSO/BAS/DGS	Submit the online STD-551 for approval by BAS to surplus the equipment.

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1. L&I Equipment Control Property Control Officer will review and approve STD-551 and forward to DGS for approval.
 2. DGS will review and approve STD-551.
 3. OIT will receive notice from DGS via a system generated email when STD-551 is approved.
9. CSO/DGS Prepare and submit a DGS Work Request for DGS pickup who will review, approve, and assign a pickup date.
10. CSO/DGS Pickup procedure:
1. OIT will move all skids to the L&I Building loading dock at the date and time DGS staff arrives on site for pickup.
 2. DGS driver and OIT will sign COC forms, as needed.
 3. OIT will stretch wrap each skid to secure the load for travel.
 4. DGS will load all skids into the DGS truck for transportation.
- At this point the custody of the equipment has been transferred from L&I to DGS.
11. CSO Attach signed COC to CR, update/close the related CR.

3. References:

[L&I OIT Policy and Procedure Definitions](#)

[STD-551](#) Property Disposition Report

4. Version Control:

Version	Date	Purpose
1.0	01/2006	Base Document
1.1	07/2016	Merged documents, formatted, revised content