

Effective Date: January 31, 2008

Retired:

Revised: October 1, 2013

Approved by: A. Cherrie Epps, Ph.D.
President and Chief Executive Officer



Subject: Office of Information and Technology - Disposal of Computer Equipment

SCOPE:

When computers, computer related equipment, or network equipment are taken out of service, such equipment must be properly disposed of to ensure the college is in compliance with all federal, state and local laws and regulations.

PURPOSE:

The College tracks all computer equipment through a fixed asset system from the time the equipment arrives at Meharry Medical College until the time the equipment is deemed no longer useful and is removed from the campus and from the inventory. So that Meharry Medical College makes the best use of the computer assets owned by the College, all unneeded computer equipment must be transferred to the Office of Information Technology for refurbishing, reuse, recycling, scrapping, sale or proper disposal.

POLICY STATEMENT:

Authorized users of Meharry Medical College's computing resources have a responsibility to properly care for company assets. This policy provides guidelines on the proper disposal of computer equipment.

Applicability: This policy applies to all divisions and departments of Meharry Medical College and is required of all faculty and staff of the college.

DEFINITIONS:

MMC: Meharry Medical College

IT: Office of Information Technology

Refurbishing: Upgrade or repair of used computer equipment for the purpose of deployment to the college based on expressed needs by departments.

Reuse: Computer equipment that is in good working condition that meets the Meharry Medical College minimum computing standard will be returned to service based on expressed needs by departments

Sale: The Office of Information Technology may sell equipment that is determined to be

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functional but does not meet the Meharry Medical College minimum standard or is no longer needed at Meharry Medical College. All Meharry property tags and other identifying marks will be removed and all data will be destroyed. Such equipment will be sold primarily to Meharry faculty, staff or students. Occasionally, equipment may be traded in for credit against other merchandise or equipment.

Scraping: Equipment that is deemed unusable and cannot be repaired will be processed as scrap material. Any usable parts will be removed for recycling. All Meharry property tags and other identifying marks will be removed. The equipment will be picked up by, or delivered to, a recycling facility that is compliant with EPA regulations.

POLICY:

- Equipment that is returned to OIT will be inspected to determine its ultimate disposition. Equipment that is determined to be reusable will be tested, repaired, refurbished, or reconfigured as necessary and returned to service via reissue or loan to campus users.
- All equipment that is removed from service and recycled, sold, or scrapped will have Meharry property tags removed. The equipment database will be updated to reflect the status of such equipment. The appropriate person in the Procurement department will be furnished information on the disposition of such equipment, to include the Meharry property tag number, equipment serial number, and description.
- Scrapped equipment will be picked up by, or delivered to, a recycling facility or scrap dealer. All disk drives included in such shipments will be rendered unreadable by one of the following methods: three-pass erasure, magnetic degaussing, or physical destruction such as drilling or crushing.

PROCEDURE:

- To return equipment to IT, complete an Asset Transfer form (available on the Meharry web site), sign the form and obtain signature approval from the department head.
- Contact Campus Services to schedule the pickup of the computer equipment. Campus Services will deliver the equipment, along with the Asset Transfer form to IT. A completed and signed Asset Transfer form must accompany all equipment that is delivered to IT to be retired. If the Asset Transfer form is not available before or at the time of delivery, such deliveries may be refused.
- IT will process the equipment and submit the Asset Transfer form to the Controller's office for processing.

SANCTIONS:

Violations of this policy are subject to disciplinary action leading up to or including termination in accordance with Meharry Medical College personnel policies and procedures.



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EXHIBITS:

- Asset Transfer Form