OU Process/Procedure

Process/Procedure Owner: Information Technology
Effective Date: August 20, 2008
Supersedes: New

Introduction

Purpose: To prevent disclosure of confidential information as a result of disposal or reuse of computer assets
To provide environmentally-friendly disposal of computing assets

Summary: Departmental Tier 1 submits computing assets for GreenSafe via an online service request form. Moving Services deliver assets to IT recycling facility. IT vendor provides secure wipe, packaging & shipping of assets for environmental disposal.

Scope: This procedure is applicable to all departments of the OU Health Sciences Center (OUHSC)

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tier 1</td>
<td>• Identifies computer assets for reuse and disposal</td>
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<tr>
<td>Moving Services</td>
<td>• Moves equipment from departments to GreenSafe staging area</td>
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<td>• Notifies Financial Office of the requested disposal or reuse of OUHSC inventoried equipment</td>
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<tr>
<td>Service Desk</td>
<td>• Records Tier 1 requests for disposal or reuse of computer assets</td>
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<td>• Builds inventory of computer assets to be cleansed and transferred to the vendor</td>
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<td>• Reconciles inventory against computer assets delivered by Moving Services</td>
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<td>• Notifies vendor when sufficient equipment exists for them to come and perform their services</td>
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## IT Business Office
- Reconciles vendor settlement report against Service Desk inventory of delivered computer hardware and electronic media
- Determines if there are charges to the departments for cleansing and disposal/reuse of their computer hardware and electronic media
- Applies charges to the departments
- Maintains Certificates of Disposal for OUHSC

## Vendor
- Arranges for the reuse of computer assets, if possible
- Arranges for an environmentally friendly disposal of computer assets
- Provides DOD-level data wipe
- Packages and ships computer assets from the OUHSC GreenSafe staging area to the vendor
- Notifies Dell of additional charges to cleanse and ship computer assets
- Produces Certificates of Disposal and Settlement Reports

### Process

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<tr>
<th>Role/Step</th>
<th>Responsibility/Description</th>
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| 1. Tier 1         | - Initiates a web-based request to dispose of computer assets  
                   |   - Compiles the computer assets and marks them for pick up |
| 2. Service Desk   | - Completes a Moving Request for Moving Services |
| 3. Tier 1 / Moving Services | - Sends a copy of the Moving Request to Financial Services for their inventory tracking  
                               |   - Loads the identified computer assets and transports them to the GreenSafe staging area  
                               |   - Unloads the computer assets |
| 4. Service Desk   | - Creates an inventory of computer assets received from Moving Services  
                   |   - Reconciles Inventory against equipment |
submitted for pick up
- Notifies vendor when minimum quantity for cleansing and disposal is achieved
- Wipes data from computer assets in accordance with DOD standards
- Packages and ships computer assets to reclamation center
- Determines asset value
- Produces Certificates of Disposal 30 days after assets are shipped
- Produces Settlement Report 30 days after assets are shipped

6. IT Business Office
- Reconciles Settlement Report to inventory of computer assets for disposal
- Bills departments for extra charges, if applicable
- Stores and retrieves Certificates of Disposal
References

Name

2. HIPAA Final Security Standard
5. 45 CFR 64.310(d)(2)(i) [HIPAA Security rule]
7. 16 CFR Part 314 Standards for Safeguarding Customer Information [section 501(b) of the Gramm-Leach-Bliley Act ("GLB Act")]