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## OU Process/Procedure

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**Process/Procedure Owner:** Information Technology

**Effective Date:** August 20, 2008

**Supersedes:** New

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### Introduction

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**Purpose:** To prevent disclosure of confidential information as a result of disposal or reuse of computer assets

**Summary:** To provide environmentally-friendly disposal of computing assets  
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)

<b>Role</b>	<b>Description</b>
Tier 1	<ul style="list-style-type: none"><li>• Identifies computer assets for reuse and disposal</li></ul>
Moving Services	<ul style="list-style-type: none"><li>• Moves equipment from departments to GreenSafe staging area</li><li>• Notifies Financial Office of the requested disposal or reuse of OUHSC inventoried equipment</li></ul>
Service Desk	<ul style="list-style-type: none"><li>• Records Tier 1 requests for disposal or reuse of computer assets</li><li>• Builds inventory of computer assets to be cleansed and transferred to the vendor</li><li>• Reconciles inventory against computer assets delivered by Moving Services</li><li>• Notifies vendor when sufficient equipment exists for them to come and perform their services</li></ul>

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IT Business Office	<ul style="list-style-type: none"> <li>• Reconciles vendor settlement report against Service Desk inventory of delivered computer hardware and electronic media</li> <li>• Determines if there are charges to the departments for cleansing and disposal/reuse of their computer hardware and electronic media</li> <li>• Applies charges to the departments</li> <li>• Maintains Certificates of Disposal for OUHSC</li> </ul>
Vendor	<ul style="list-style-type: none"> <li>• Arranges for the reuse of computer assets, if possible</li> <li>• Arranges for an environmentally friendly disposal of computer assets</li> <li>• Provides DOD-level data wipe</li> <li>• Packages and ships computer assets from the OUHSC GreenSafe staging area to the vendor</li> <li>• Notifies Dell of additional charges to cleanse and ship computer assets</li> <li>• Produces Certificates of Disposal and Settlement Reports</li> </ul>

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**Process**

<b>Role/Step</b>	<b>Responsibility/Description</b>
1. Tier 1	<ul style="list-style-type: none"> <li>• Initiates a web-based request to dispose of computer assets</li> <li>• Compiles the computer assets and marks them for pick up</li> </ul>
2. Service Desk	<ul style="list-style-type: none"> <li>• Completes a Moving Request for Moving Services</li> </ul>
3. Tier 1 / Moving Services	<ul style="list-style-type: none"> <li>• Sends a copy of the Moving Request to Financial Services for their inventory tracking</li> <li>• Loads the identified computer assets and transports them to the GreenSafe staging area</li> <li>• Unloads the computer assets</li> </ul>
4. Service Desk	<ul style="list-style-type: none"> <li>• Creates an inventory of computer assets received from Moving Services</li> <li>• Reconciles Inventory against equipment</li> </ul>

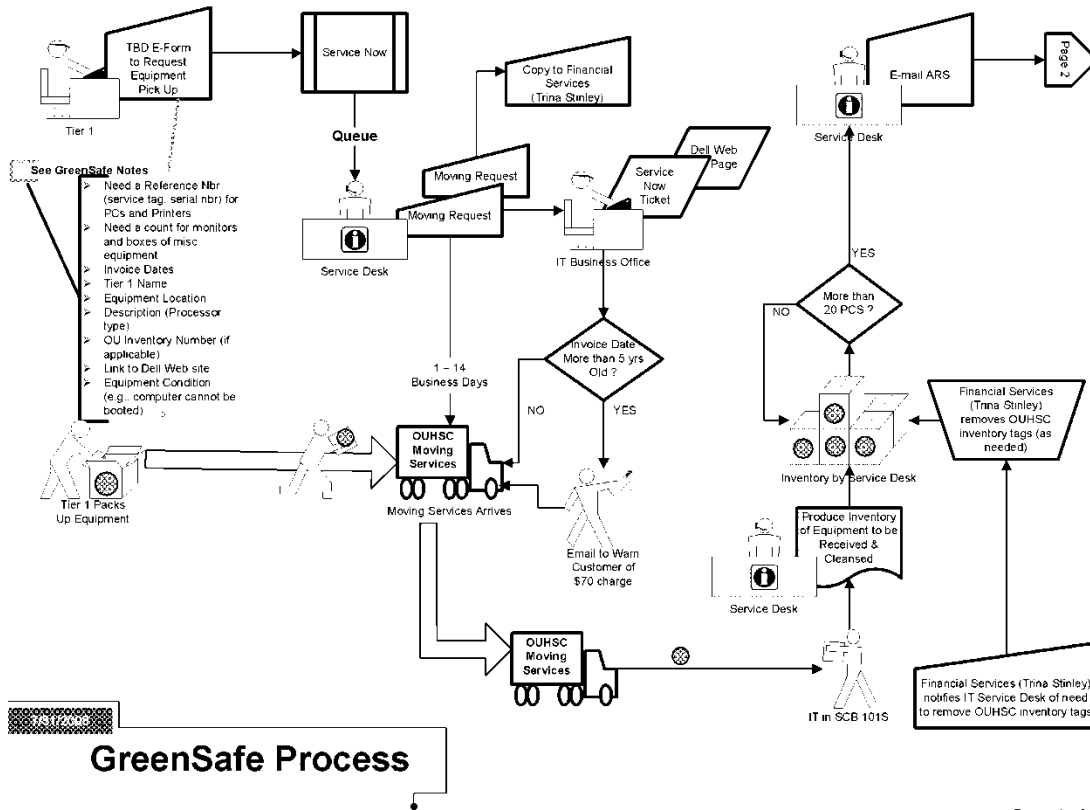
5. Vendor

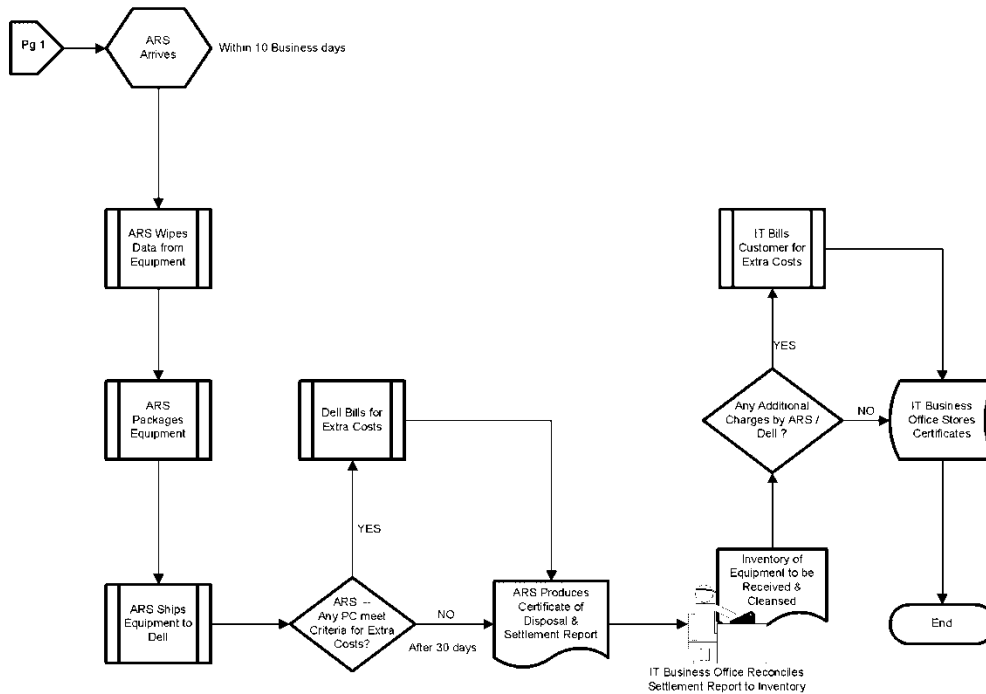
- submitted for pick up
- Notifies vendor when minimum quantity for cleansing and disposal is achieved
- Wipes data from computer assets in accordance with DOD standards
- Packages and ships computer assets to reclamation center
- Determines asset value
- Produces Certificates of Disposal 30 days after 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

**Internal (IT) Process Diagram**





## References

### Name

1. Information technology Code of practice for information security management: BS ISO/IEC 17799:2000 BS 7799-1:2000
2. HIPAA Final Security Standard
3. Information Security Policies Made Easy: Charles Cresson Woods
4. Department of Defense Disk Sanitization Standard: DOD 5220.22-M
5. 45 CFR 64.310(d)(2)(i) [HIPAA Security rule]
6. 34 CFR Part 99 [Family Educational Rights and Privacy Act]
7. 16 CFR Part 314 Standards for Safeguarding Customer Information [section 501(b) of the Gramm-Leach-Bliley Act ("GLB Act")]
8. State of Oklahoma Information Security Policies, Procedures, Guidelines: Disposal of media