GreenSafe Background

HSC Campus Service for secure data disposal and environmentally-friendly asset removal

GreenSafe Program

Information Technology (IT) will begin providing a new service for environmentally responsible and data-secure disposal of computing assets on the Oklahoma City campus. The GreenSafe program is a centralized campus service to securely erase data from used computing assets according to university policy and dispose of used technology in an environmentally friendly manner.

This service would be required for OKC-based organizations of the OU Health Sciences Center in compliance with new procedures for the existing OUHSC Electronic Data Disposal policy and standard.

The Green Safe program includes the pick-up, tracking, data cleaning and proper disposal of computing assets.

GreenSafe Operations

Policy & Procedure

The existing Electronic Data Disposal policy will remain intact; however, a procedure for complying with the policy will be added to describe a centralized, campus approach to be coordinated by IT. The primary impact of the new procedures will be the distributed "tier 1" community and, potentially, business managers. Secondarily affected are EHSO, Moving Services and the warehouse.

Service Request Process

1. Customer contacts *GreenSafe* program via web form to establish service request ticket
2. Assets are scheduled for pick-up
3. Asset is documented and transported to secure location
4. Asset is reviewed for value assessment
5. Asset data is cleaned according to DOD standard
6. Asset is transported to (a) re-sale process, or (b) environmentally-friendly disposal

GreenSafe Financials

The goal of the GreenSafe program is to break-even by balancing asset wipe, delivery and transportation costs with resale value. All expenses required to operate the GreenSafe program will be paid by IT; all value recovered from used assets will be paid to IT. The only fees proposed to campus customers are a one-time $70 charge per asset *if and only if the asset has no asset value:*

- Greater than 5 years old
- Missing value components, such as a hard drive
- Damaged with severe cosmetic damage

UPDATE: SEPTEMBER, 2008

Information Technology has agreed to extend the introductory period for free submission of assets to the GreenSafe program, regardless of the age of the asset, to the end of the current fiscal year (June 30, 2009). IT *strongly* recommends departments begin planning now, as necessary, to provide computer replacement according to industry best practices and to avoid paying disposal fees in the FY2009-10 year.