

## **DGS Bureau of Supplies and Surplus Operations**

### **Guidelines for Surplus of IT Equipment: Electronic Devices and Media**

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The specific policies and procedures relative to the sanitization and destruction for electronic devices and electronic media are formally outlined in ITP-SEC015. Given the critical importance of protecting the commonwealth's data, DGS has also established specific protocols for ensuring electronic devices and electronic media presented as surplus is appropriately tracked and accounted for through the disposal process. The procedures below are effective immediately.

- 1) All agencies requesting surplus of electronic devices and electronic media through the online DGS State Surplus Property System (typically accessed by various agency personnel and approved by the agency Property Control Officer) must provide, at minimum, the following information as part of their online request:
  - a. Quantity of each electronic device by make/model presented for surplus (Ex. 55, DELL OptiPlex 760; 72, DELL Optiplex 755; etc.)
  - b. General condition for each item (in quantity) presented
  - c. Quantity of each electronic media by type (Ex. 55, Computer Hard Drives; 12 Blackberry SIM cards; etc.)
- 2) All electronic media **must be removed** from its associated electronic device prior to surplus. This includes PC hard drives, mobile phone SIM cards, multi-function device hard drives, etc. **In accordance with ITP-SEC015, the agency assumes all responsibility for ensuring the electronic media has been wiped or degaused prior to surplus.**
- 3) Once the surplus request has been approved by DGS and delivery/pick-up (if applicable) of electronic devices and/or electronic media scheduled, Agency IT staff should prepare the Chain of Custody (COC) Tracking Form that contains at minimum, the information provided on the sample template attached for each electronic device and electronic media presented. Monitors, keyboards, mice, speakers and other non-data hosting or storing components do not need to be listed on the COC. Agencies should include the corresponding 551 Disposition Report number and/or 552 tag number.
- 4) The agency should package all electronic media separately from other electronic devices presented as surplus equipment. This ensures DGS can quickly identify electronic media and store it securely until it is destroyed.

- 5) The agency attestation section on the COC must be signed by the agency CIO or designee when the electronic devices and/or electronic media are delivered to state surplus. State surplus staff will review only the quantities on the COC form and match to the electronic devices and electronic media presented for delivery. State surplus staff will accept delivery by providing the final signature on the COC.
  
- 6) When electronic media is destroyed by state surplus, DGS will provide a date-stamped copy of the COC to the agency signator in the attestation section of the COC. If DGS arranges for certified eWaste vendor destruction of electronic media, the certified eWaste vendor will provide a Certificate of Destruction in lieu of the COC

We appreciate your assistance in working with your Agency Chief Information Officer, Agency Chief Information Security Officer and Property Control Officers to ensure this process is followed in accordance with ITP-SEC015.