

Bradley University - Information Resources and Technology Computer Retirement Policy

Purpose

The purpose of this policy is twofold; to document the issues and recommendations regarding the disposition of computer equipment, and to ensure those guidelines are known to the campus community. Computer systems and peripherals such as printers, scanners, and other electronic devices are included in the term “computer equipment” in this document.

Introduction

As computer equipment reaches the end of its useful life at the University, it is either donated to local non-profit organizations or recycled. Systems are disposed of via recycling at a considerable expense to the University, so computers with some residual usefulness are donated if possible.

There are campus and governmental issues to consider when retiring computer equipment from use by the institution. These pertain not only to the hardware, but also data and software on the machine. The Customer Support Services (CSS) department of Information Resources and Technology (IRT) has procedures in place to ensure the donation, recycling, and other disposition of computers is done according to both legal and campus regulations. This document outlines the procedures for machine retirement.

Policy

1. Computer equipment owned by a business cannot simply be thrown away. There are Environmental Protection Agency (EPA) regulations that require certain types of electronic equipment to be disposed of according to the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The purpose of these regulations is to ensure the environmentally responsible disposal of computers and other used electronic equipment.

Customer Support Services works closely with the Bradley’s Fieldhouse Operations Office to properly dispose of computer and other electronic equipment regulated by the EPA.

2. Other legislation must also be considered when donating, reallocating, or disposing of University-owned computers. To ensure compliance with FERPA, HIPAA, and potentially other privacy-protecting legislation, the University must make every reasonable effort to remove data from computers before they leave the campus for any reason.

Customer Support Services has tools and procedures to ensure the removal of potentially sensitive University and/or personal data before systems are retired off-campus. Departments should take care to ensure systems used for University business are appropriately configured before reallocating them elsewhere on campus (for instance, a system redeployed from primary use by an employee to a student worker).

3. Computers and peripherals which have a Bradley asset tag (BUtag) affixed to the CPU are considered University assets. When a computer or peripheral is no longer in use on campus, it must be removed from the appropriate asset management systems.

Before a computer with a BUtag is removed from campus for any reason, the tag must be removed and provided to CSS. This serves two purposes – the system is removed from the CSS asset management database of computer equipment, and the tag is provided to the Controller's Office so they may retire the asset.

Procedures

Retirement

- When an asset has been slated for retirement by a University department, a service request should be opened with the Technology HelpDesk, x2964. The HelpDesk will obtain the location of the machine, a contact for the disposal and the user's wishes for the machine. A representative of CSS will contact the service request initiator and/or pick up the retired items and prepare them for disposition.
- Equipment that has the potential for productive use on campus will be retained. The final decision for whether a system is to be donated, recycled, or retained for redistribution on campus is made by IRT after considering campus needs. Computer equipment owned by the University may not be resold to other departments, employees, or to external organizations.
- A list of possible recipient organizations in the community is maintained by CSS. In order to add an organization to the donation list, send electronic mail to computerdonations@bradley.edu. The supply of equipment is not predictable, and only out-of-date equipment is available for donation, so it is not always possible to satisfy every request.
- For systems designated for donation, only the operating system that originally came with the machine will be reinstalled after cleaning. Due to vendor licensing restrictions, Microsoft Office, Norton AntiVirus, and other applications will not be reinstalled on machines slated for donation.
- No support or warranty is offered or available for computer equipment donated by the University.
When possible, CSS recommends the donation of one or two systems more than requested for the recipient organization to use for repair/replacement of failed parts and systems.

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