

Secure Disposal of University

- 3.) Once packing has been completed, CSU Property Control will verify the list of equipment readied for shipment.
- 4.) The disposal company and CSU Property Control will sign the list.
- 5.) The disposal company is responsible for the destruction and disposal in an EPA approved method.
- 6.) Once the machines and storage devices have been destroyed, the disposal company will issue to IS&T a certification of destruction listing the serial numbers of all units destroyed.
- 7.) IS&T will verify that the units removed by the contracted company are listed on the certificates of destruction.

All student lab computers and student lab equipment will be evaluated, by the CIO or W K H L U designee, to determine if it is appropriate for the equipment to be auctioned. If approved, the equipment will be made available to other CSU departments and if unclaimed, wiped and auctioned. If not approved, the equipment will be made available to other CSU departments and, if unclaimed for months, put into storage until a