

Number:	02.1.3	Page:	1 of 2
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Revised By:	Laquetta Russell	Review Cycle/Date:	Annual
Reviewed By:	Laquetta Russell	Reviewing Unit:	Facilities/Operations
Title:	Raised Floor Asset Tracking SOP		
Description of Document:	This document is the operating standard for the tracking of assets as they enter, exit, or move within the Raised Floor area of the OMES Data Center.		

Raised Floor Asset Tracking Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this standard is to outline the process of tracking assets as they enter, exit, or move within the Raised Floor area of the OMES Data Center.
2. Scope
 - 2.1. This operating standard applies to all assets within the OMES Data Center's Raised Floor area.
3. Discipline
 - 3.1. Administrative Standards
4. Terms and Definitions
 - 4.1. Raised Floor – The room on the first floor of the OMES Data Center where the data processing equipment is located.
 - 4.2. Electronic Storage Media – Any electronic device that can be used to store data. For further details, refer to the Information Security Policy, Procedures and Guidelines located at http://www.ok.gov/cio/Policy_and_Standards/.
5. Instructions
 - 5.1. All requests to move assets within, into or out of the Raised Floor area, as well as requests to surplus assets, must come from an OMES IS employee that supports hardware located in the Raised Floor. Next, those requests must be approved by the respective Service Owner. The appropriate Service Provider Group is then responsible for the actual movement/transfer of assets.
 - 5.2. Facilities/Data Center management must be notified of all asset additions, subtractions, and movements/transfers within the Raised Floor at the OMES Whitespace Inventory email (OMESWhitespace.Inventory@omes.ok.gov). This includes unassigned assets taken from storage locations. When notifying the Facilities/Data Center management, please provide the following information:
 - Model number/type of asset
 - Purpose of asset
 - Serial Number
 - OMES barcode number
 - Current location
 - Employee/unit the asset is being transferred/exchanged from (name & location)
 - Future location
 - Which accessories (if any) will be transferred/exchanged with the asset

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- 5.2.1. Notification of an asset transaction is preferred before the transaction takes place. However, in emergency situations, notification within 24 hours after the transaction is acceptable.
- 5.3. Facilities/Data Center management validates the provided information on the transferred/exchanged assets and updates their inventory tracking documents.
- 5.4. Asset ownership transfer/surplus out of the Raised Floor
 - 5.4.1. A **DCAM-FORM-SS-001A** transfer form must be completed for all assets having ownership transferred or surplus out of the Raised Floor to other agencies or State Surplus.
 - 5.4.2. The form is only valid if approved by authorized employees of the DCAR Asset Management team. Forms are located on the OMES State Surplus website: http://ok.gov/DCS/State_Surplus/index.html
 - 5.4.3. The approved form must be submitted to Facilities/Data Center management.
- 5.5. Surplus of Electronic Storage Media – in accordance with the **Information Security Policy, Procedures and Guidelines** located at http://www.ok.gov/cio/Policy_and_Standards/
 - 5.5.1. DCAM destroys all electronic storage media when received at State Surplus.
 - 5.5.2. To obtain a “Certificate of Destruction” from DCAM, the media must be listed by asset and/or serial number on the **DCAM-FORM-SS-001A** transfer form.
 - 5.5.3. All electronic storage media is removed from equipment and degaussed before it is destroyed.
6. Roles and Responsibilities
 - 6.1. Infrastructure Team
 - 6.1.1. Requests asset movement.
 - 6.1.2. Notifies Facilities/Data Center management of asset movement.
 - 6.1.3. Performs asset movement.
 - 6.2. Service Owner
 - 6.2.1. Approves asset movement.
 - 6.3. Facilities/Data Center management
 - 6.3.1. Validates the information provided for transferred assets and updates inventory tracking documents.
 - 6.3.2. Completes the **DCAM-FORM-SS-001A** transfer form.
7. References
 - 7.1. **DCAM-FORM-SS-001A** form – http://ok.gov/DCS/State_Surplus/index.html
 - 7.2. OMES Whitespace Inventory Email – OMESWhitespace.Inventory@omes.ok.gov
 - 7.3. Information Security Policy, Procedures and Guidelines – http://www.ok.gov/cio/Policy_and_Standards/