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Effective Date:	03/25/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Linda Grigsby	Reviewing Unit:	IT Asset Management Team
Title:	IT Equipment Surplus SOP		
Description:	This document is the operating standard for surplusing IT equipment.		

IT Equipment Surplus Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to define the process of surplusing IT equipment.
2. Scope
 - 2.1. This document applies to the technical services teams for the surplus of IT equipment.
3. Discipline
 - 3.1. Administrative Standards
4. Terms and Definitions
 - 4.1. Electronic Storage Media – Any electronic device that can be used to store data. Refer to the **Information Security Policy, Procedures and Guidelines** located at http://www.ok.gov/cio/Policy_and_Standards/.
5. Instructions
 - 5.1. The IT Asset Management Team determines when equipment is no longer serviceable to the State of Oklahoma. When this is determined, the IT Asset Management Team prepares the **DCAM-FORM-SS-001A** and submits it to State Surplus for approval to transfer the equipment to State Surplus.
 - 5.2. When the approval is received, the IT Asset Management Team removes the equipment from their inventory, removes the asset tag and makes the arrangements for pickup or delivery of the equipment to State Surplus.
 - 5.2.1. All media must be securely wiped before it is sent to State Surplus.
 - 5.3. All Electronic Storage Media is destroyed when received by State Surplus. The Electronic Storage Media is removed from IT equipment, when applicable, before destruction.
 - 5.4. State Surplus provides proof of receipt and a Certificate of Destruction for any item that can store data. The IT Asset Manager will email a copy of the proof of receipt and the Certificate of Destruction to a division/department designee requesting the destruction. The IT Asset Manager will also email a copy of the proof of receipt to the OMES Asset Manager for removal from the PeopleSoft Asset Management Inventory.
 - 5.4.1. A Certificate of Destruction from DCAM is required on all Electronic Storage Media sent from OMES. This includes equipment OMES may be processing for another state agency.

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6. Roles and Responsibilities

- 6.1. IT Asset Management Team
 - 6.1.1. Determines when equipment is no longer serviceable to the State of Oklahoma.
 - 6.1.2. Prepares and submits the **DCAM-FORM-SS-001A** to State Surplus for approval.
 - 6.1.3. Removes equipment from their inventory, removes the asset tag and makes the arrangements for delivery or pickup of the equipment.
- 6.2. State Surplus
 - 6.2.1. Approves **DCAM-FORM-SS-001A** for transfer of surplus equipment.
 - 6.2.2. Destroys all Electronic Storage Media and provides a proof of receipt and a Certificate of Destruction.
- 6.3. IT Asset Manager
 - 6.3.1. Emails a copy of the proof of receipt and Certificate of Destruction to the designee requesting the destruction.
 - 6.3.2. Emails a copy of the proof of receipt to the OMES Asset Manager for removal from the PeopleSoft Asset Management Inventory.

7. Limitation or Implementation Notes

- 7.1. A Certificate of Destruction from DCAM is required on all Electronic Storage Media sent from OMES.
- 7.2. To obtain a Certificate of Destruction from DCAM, the Electronic Storage Media must be listed by asset number and/or serial number on the **DCAM-FORM-SS-001A**.

8. References

- 8.1. **DCAM-FORM-SS-001A** – http://ok.gov/DCS/State_Surplus/index.html
- 8.2. Information Security Policy, Procedures and Guidelines - http://www.ok.gov/cio/Policy_and_Standards/