



## Equipment Disposal Policy

### Introduction:

Departments normally follow a three or four year equipment life cycle. After the life cycle has expired, departments will dispose of the equipment via the one or more of the following methods:

1. Donation
2. Trash Disposal
3. Recycling
4. Assign to employee for Work At Home (WAH)
5. Issue to employees as gifts
6. Employee Purchase

### Audience:

The target audience for this document is anyone who responsible for managing computer equipment in the Information Technology (IT@Hopkins) as well as the respective department.

### Procedure:

1. **Donated/Trashed/Recycled:** Before the computers are donated, trashed, or recycled, they must be completely erased of all data and software from the system. Should the department have a LAN Service Contract, their respective support person will handle the drive wiping. For uncontracted departments, equipment should be taken to Technical Assistance in the basement of Garland Hall in the Homewood Campus. Technical Assistance will. Turn-around time for this service is 5 to 7 business days.
2. **Work At Home/Personal Purchase/Gift:** Before the computers are taken home, they must be taken to Technical Assistance in the basement of Garland Hall in the Homewood Campus. Technical Assistance will completely erase all data and software from the system and reinstall the Operating System, AntiVirus, VPN Software, and Microsoft Office. Turn around time for this service is 5 to 7 business days. **Please Note: Only JHU owned computers are eligible for the WAH imaging service offered by Technical Assistance. Microsoft Office and Symantec AntiVirus software may only be legally used while employed at Johns Hopkins, and must be removed if employment is terminated. Once computers are wiped for data security and taken home, the LAN Administrator no longer supports the computer. If you need assistance, please call the Help Desk 410-516-HELP. Someone will be assigned to assist you with your issue.**

**Please Note: Technical Assistance does NOT offer pick up service for old equipment. It is the responsibility of the department to get the equipment to technical assistance for processing and to pick up from Technical Assistance once work is completed, unless other arrangements have been made. Due to Federal HIPAA laws, no computer equipment is allowed to be disposed or removed from Johns Hopkins without being wiped of data.**