Electronic Waste Guide

Need to dispose of the items below? This guide will help you.

Accepted Items:

- **Monitors**
- **Laptops**
- **Desktops**
- **Printers**
- **Tablets**
- **TVs**
- **Mobile Devices**
- **Cameras**
- **Scanners**
- **Network Gear**
- **Cables**
- **Keyboards**
- **Mice**
- **Speakers**

Not Accepted Items:

- **Toner**
- **Ink Cartridges**
- **Light Bulbs**
- **Batteries**
- **Monitor Mounts**
- **Desk Stands**
- **Furniture**

Item not on the list? Please email us for verification:
dl-universitydatacenter@exchange.fullerton.edu

1 Download the Property Survey Form. If the item contains data, download the Data Destruction Form as well.

Property Survey Form

Data Destruction Form

Request for Property Survey Form

2 Complete the top half of the form to the best of your ability. Make sure that you or a local tech have properly wiped, reset, and unlocked the items (removing all personal data). If you do not have a local tech or are unable to do this yourself, please fill out the E-Data Sanitation Verification Form for those items.

White Tag

CALIFORNIA STATE UNIVERSITY
FULLERTON
123456

Silver Metal Tag

STATE OF CALIFORNIA
CSU, FULLERTON
123456

CSUF | University Services
ADMINISTRATION AND FINANCE

Disposal Number

Property Management- Request for Property Survey

Name of Department: _____ School or Division: _____

Department Head or Administrator Name: _____ Date: _____

Description of Equipment (DESCRIPTION, MODEL NO. AND SERIAL NUMBER)	Tag Number	Date Purchased	Cost	Current Value	Location (Bldg., Room)	Condition (* See Code Below)
Dell Optiplex 7060 - 45AR5W	123456	07-18-01	$500	$10	PLS-082	F
Dell 27" Monitor - 51A6563123444	654321	07-18-01	$500	$10	PLS-082	G

XCELLENT OR NEW, N = NON-WORKING, G = GOOD, F = FAIR, P = POOR, J = JUNK OR BROKEN, O = OTH
-in, 5. Destroyed, 6. Transfer)

Yes: Data has been wiped
No: Complete the E-Data Sanitation Form for those devices

If you have more than one item, please attach a spreadsheet to the PDF.

Has the equipment been **Sanitized**? Yes ☐ No ☐   Has the equipment been **Unlocked?** Yes ☐ No ☐
Completed **Electronic Data Sanitization Verification form** is required for any **equipment that holds/saves data**.
Please note: The Property Management Office will not process your request without the completion of this form.

☐ Check box for acknowledgement/approval to release assets identified above to asset manage

Department Head or Administrator Signature: _____

Yes: Deleted all passwords and accounts linked to the device
No: Not able to unlock.

Asset Management
Asset Management Assessment and Proposed Recommendations:

Name:	Signature:	Date:

For Office Use Only
Survey Board Recommendations:

Survey Board Review and Approval

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:

Asset Management -Rev. 5/2023

E-data Sanitation Verification Form

3 This form is only required for assets that contain data. All assets must be wiped of data before you send them to us. If possible, have a local tech wipe and remove the drives. If you are unable to do this, we will remove the drives and send them to IT-Rollout to be wiped and destroyed. Please fill out the highlighted sections and check the appropriate box for destruction instructions.

CSUF | **University Services**
ADMINISTRATION AND FINANCE

Release For Destruction - Employee Personal Electronic Media

This form is concurrent with the *Request for Property Survey Form*; Documents personal computer and/or media received from current or retired campus employees (Faculty/Staff/Management) for the sole purpose of destruction as per CSU policy. Helpdesk@fullerton.edu

Received From: _____ _____
(NAME OF INDIVIDUAL)   DATE

_____ _____ _____
(ADDRESS)   (PHONE)   (EMAIL ADDRESS)

Authorizing Signature _____

- -

Received By: _____ _____
(IT STAFF MEMBER - PRINT)   (EXTENSION)

IT Staff – Signature: _____

DESCRIPTION Including all components parts (make, model, etc.)	EQUIPMENT SERIAL No.	COMMENTS

Destruction Instructions:

Remove Internal Media for Destruction ☐   Data Wipe and Return Media ☐   Destroy Media ☐

Completely Wipe and Destroy Device ☐   Other ☐ (Instructions)

_____

_____

- -

Destroyed By: _____ _____
(IT ASSETS MANAGEMENT NAME - PRINT)   (EXTENSION)

IT Assets Management Staff Signature _____

Date Destroyed _____

_____

Final Steps

4 After completing the forms with required signatures, email them to [datacenter-req@fullerton.edu] and specify the day and time you would like to drop them off.

The drop-off location is in the library basement at room [PLS-082] on Tuesdays and Fridays during regular business hours.

For large quantities of 10 or more items, email [datacenter-req@fullerton.edu] and we will coordinate a pickup date and time.

Check List

☐ **Signed Signatures**

☐ **Checked boxes**

☐ **Data Wiped**

☐ **Unlocked Devices**

Drop Off Days/Location

Tues + **Fri**

During Regular Business Hours

Library Basement at PLS-082