



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



Silver Metal Tag



If there is no asset tag please provide the equipment serial number.



Asset Management - Request for Property Survey Form

The Campus unit below requests the following be "surveyed" (removed from inventory records)

Department Name: _____ School or Division: _____

Property Asset Tag Number	Description of Equipment (Model No. and Serial Number)	Value	Location (Bldg. Room)	Condition Code
123456	Dell Optiplex 7060 - 45AR5W	\$10	PLS-082	F
123457	Dell 27" Monitor - 51A6563123444	\$10	PLS-082	G
123458	HP Laserjet Pro 4500 - CN0421FD421	\$10	PLS-082	G

*CONDITION CODES: E = EXCELLENT, N = NON-WORKING, G = GOOD, F = FAIR, P = POOR, J = JUNK OR BROKEN

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

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

Electronic storage media. The Asset Management Office will not process your request without the completion of the form.

Has the equipment been Sanitized? Yes No Has the equipment been Unlocked? Yes No

Authorization

Department Property Coordinator Name:	Signature:	
Department Administrator Approver Name:	Signature:	Date:

Required Signatures

Office Use Only

Asset Management Assessment and Proposed Recommendations:		
Name:	Signature:	Date:

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 check the appropriate box for destruction instructions.



Asset Management - Electronic Data/Media Sanitization Release for Destruction Form

This form is required to be attached to a **Request for Property Survey Form** or a **Property Transfer Request Form** for any equipment containing storage media. As per CSU policy.

Received From: _____ (Department Administrator Name) _____ (Date)

_____ (Department) _____ (Extension) _____ (Email Address)

Signature: _____ Asset Management Notified: Yes No

Property Asset Tag or (Equipment Serial No.)	Description (Makes/Model/Type)	Reason

Check one of the boxes

Received By: _____ (IT Staff Member - Name) _____ (Extension)

Signature: _____

Sanitation/Destruction Method:

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

Completely Wipe and Destroy Device: Other (Instructions):

Additional Comments: _____

IT Asset Management Approval: _____ (Name) _____ (Extension)

IT Approval Signature: _____

Destruction Date: _____

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



During Regular Business Hours
Library Basement at PLS-082