

**Department of Water Resources
Enterprise Process Guide
Facilities 9: Surplus IT Property
Revised: December 15, 2014**

Policy: In accordance with SAM Chapter 3500, Surplus Property Section, the Department of Water Resources (Department) shall properly identify which State-owned property to surplus because it is no longer undergoing normal and continuous usage or is outdated. The Department is responsible for realizing any value in the surplus property and will seek alternatives for its usage rather than its disposal.

Reference:	<ul style="list-style-type: none"> • SAM 3520- Disposal of Surplus Personal Property • SAM 3520.2- Property Survey Board • SAM 3520.5- Donation of State Property • SAM 5900 – Information Technology Disposal of IT Equipment • SAM 5902- Basic Policy • SAM 5903- Agency Responsibility • SAM 8600- Purpose and Objective of Property Accounting • SAM 8640- Accounting for Property Dispositions • DAM 8270-Property Survey • DAM 8271- Property Survey Board • DAM 8272- Disposal of Equipment • DAM 8294- Equipment Surplus • DAM 10540 – Surplus Equipment
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Responsibility:	<ul style="list-style-type: none"> • Equipment Custodian • Client Support Analyst (CSA) • Division/Office Facilities/Telecommunications (Telecom) Coordinator • Division of Technology Services, Customer Services Branch • Supervisor • Administrative Officer (AO) • Division/Region/Office Chief • Facilities and Property Branch (FPB) • DWR Property Survey Board
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Forms:	<ul style="list-style-type: none"> • Request for Building Services (DWR 4194) • Surplus or Transfer of IT Property (DWR 162) • Property Survey Report (STD 152) • Property Transfer Report (STD 158)
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General Information:

Each Field Division, Region or Headquarters Office shall report to the appropriate Client Support Analyst (CSA) any State-owned IT property believed to be surplus. The disposition of the item(s) depends on whether it is deemed to have reutilization value or not. The CSA in coordination with the Division of Technology Services, determines if another unit within the Department is able to utilize the IT property and will arrange for an intra-departmental transfer. If there is not a Department use for the property, then FPB coordinates with the DWR Property Survey Board to determine if another State agency is able to utilize the item(s) or if the property shall be donated, recycled or disposed of through DGS.

Definition of Surplus IT Property

Surplus IT property includes, but is not limited to, the following: copiers, fax machines, multi-function office machines, plotters, printers, scanners, desktop and laptop computers and computer monitors.

Note: Personal digital assistants (such as cell phones, Palm Pilots, iPAQs, and TREOs) are not handled by the FPB. Contact the Department of Technology Services, Enterprise Telecommunication and Messaging for information on the disposal of surplus PDAs.

Surplus IT Property with State Reutilization Value

The CSA determines if the item(s) have reutilization value within the Department. FPB will arrange for transfer of surplus IT property within the Department, arrange for transfer to another State agency in need, or have the item placed in a designated warehouse for future placement within the Department.

Surplus IT Property with No State Reutilization Value

If the CSA determines that the item(s) have no reutilization value within the Department or within other State agencies, the CSA takes the necessary steps to dispose of the surplus IT property. The DWR Property Survey Board will determine if the item(s) should be donated, recycled or disposed of through the Department of General Services (DGS), in accordance with State mandated guidelines.

Surplus IT property must be disposed of appropriately; no individual should take it upon themselves to dispose of surplus IT property by means of a trash receptacle or to remove surplus IT property for personal use outside of the workplace.

Note: The CSA should remove all DWR property identification tags or decals from the IT equipment prior to it leaving the Department.

Erasing Information and Disposal of Media

When Department equipment with data storage capabilities is decommissioned or retired, **the appropriate CSA must purge all data from the device and “sanitize” the equipment.** The Department is responsible for ensuring that any residual value in surplus IT equipment is realized. Equipment that is still in good condition should be sanitized using methods that do not compromise the functionality of equipment; executing a “Secure Erase” command or overwriting system hard drives should be considered over destroying the equipment. For the purposes of this document, data will be defined as any information that is stored on any device with data storage capabilities, which if it were to become available to unintended persons, a cost would be incurred by the State, or a federal or State law would be violated such as those protecting private information of individuals.

DWR Property Survey Board

To maintain accountability for State property, the DWR Property Survey Board is responsible for ensuring the best interests of the State are served in disposing of State property (i.e. donation, recycle, salvage, DGS Property Reuse Program).

Click on the appropriate link for procedures on:

- [Surplus IT Property with State Reutilization Value](#)
- [Surplus IT Property with No State Reutilization Value](#)

Procedure: Surplus IT Property with State Reutilization Value

Action		Responsible Party	Procedure
1	Report IT Property Deemed Surplus	Equipment Custodian	Reports to the appropriate Client Support Analyst (CSA) any State-owned IT property believed to be surplus. The CSA will verify with the Division of Technology Services, Customer Services Branch, the equipment's surplus status. The Customer Services Branch will determine if the IT equipment has reutilization value for the Department or another State agency.
2	Complete Forms and Submit for Review	CSA	<p>Completes the required forms as follows:</p> <ul style="list-style-type: none"> • Request for Building Services (DWR 4194) • Surplus or Transfer of IT Property (DWR 162) • Property Transfer Report (STD 158) <p>Note: Equipment with data storage capabilities must be sanitized prior to leaving the Department. The CSA will perform the appropriate sanitization method or verify the appropriate sanitization method has been performed.</p> <p>Forwards completed forms as a package to the Division/Office Facilities/Telecom Coordinator.</p>
3	Review, Sign and Forward for Processing	<p>Division/Office Facilities Telecom Coordinator</p> <p>First Level Supervisor</p> <p>Equipment Custodian</p> <p>Administrative Officer (AO)</p> <p>Division/Region/Office Chief</p>	<p>The Division/Office Facilities Telecom Coordinator routes the package for review and approval as follows:</p> <ol style="list-style-type: none"> 1. <u>First Level Supervisor</u> DWR 4194 – Sign for approval DWR 162 Section 4 – Sign for approval STD 158 – Review form 2. <u>Equipment Custodian</u> DWR 162 Section 4 – Sign for approval STD 158 - Review form 3. <u>AO</u> DWR 4194 – Sign for approval DWR 162 Section 4 – Sign for approval STD 158 – Review form 4. <u>Division/Region/Office Chief</u> DWR 4194 – Sign for approval STD 158 – Review form <p>Returns completed/signed package to the Division/Office Facilities/Telecom Coordinator for further processing.</p>

4	Review Package and Forward for Approval	Division/Office Facilities/Telecom Coordinator	Reviews the package to ensure all appropriate levels of approval have been obtained. Routes the package to Facilities and Property Branch (FPB) for further review and approval.
5	Review and Forward for Approval	FPB	Prepares Property Survey Report (STD 152) and includes into package. FPB reviews the package for completeness and routes to the DWR Property Survey Board for approval. FPB contacts the CSA or Equipment Custodian and arranges for the transfer of the IT property to the warehouse. Note: If new IT equipment is purchased as a replacement for the surplus IT equipment, it is the CSA/Equipment Custodian's responsibility to notify the FPB with enough lead time to coordinate the pick-up of surplus with the delivery date of the new equipment.
6	Review and Approve	DWR Property Survey Board	Reviews the package and determines if the requested transfer is appropriate. Upon approval, appropriate DWR Property Survey Board members sign and return the package to FPB for further processing.
7	Obtain DGS Approval and Complete Transfer of Property	FPB	Forwards the STD 152 to the DGS Property Reutilization Unit for final approval. Upon approval, FPB completes the transfer of property as approved.

Procedure: Surplus IT Property with No State Reutilization Value

Action		Responsible Party	Procedure
1	Report IT Property Deemed Surplus	Equipment Custodian	Report to the appropriate Client Support Analyst (CSA) any State-owned IT property believed to be surplus.
2	Complete Forms and Submit for Review	CSA	Completes the required forms as follows: <ul style="list-style-type: none"> Request for Building Services (DWR 4194) Surplus or Transfer of IT Property (DWR 162) Property Transfer Report (STD 158) <p>Note: Equipment with data storage capabilities must be sanitized prior to leaving the Department.</p>

			<p>The Client Support Analyst will perform the appropriate sanitization method or verify the appropriate sanitization method has been performed.</p> <p>Forwards completed forms as a package, along with any necessary documentation and attachments to the Division/Office Facilities/Telecom Coordinator.</p>
3	Review, Sign and Forward for Processing	<p>Division/Office Facilities/Telecom Coordinator</p> <p>First Level Supervisor</p> <p>Equipment Custodian</p> <p>Administrative Officer</p> <p>Division/Region/Office Chief</p>	<p>The Division/Office Facilities Telecom Coordinator routes the package for review and approval as follows:</p> <ol style="list-style-type: none"> 1. <u>First Level Supervisor</u> DWR 4194 -- Sign for approval DWR 162 Section 4 -- Sign for approval STD 158 – Review form 2. <u>Equipment Custodian</u> DWR 162 Section 4 -- Sign for approval. STD 158 – Review form 3. <u>Administrative Officer</u> DWR 4194 -- Sign for approval DWR 162 Section 4 -- Sign for approval STD 158 – Review form 4. <u>Division/Region/Office Chief</u> DWR 4194 - Sign for approval STD 158 – Review form <p>Routes completed/signed package to the Division/Office Facilities/Telecom Coordinator for further processing.</p>
4	Review Package and Forward for Approval	Division/Office Facilities/Telecom Coordinator	Reviews the package to ensure all appropriate levels of approval have been obtained. Routes package to the Facilities and Property Branch (FPB) for further review and approval.
5	Review and Forward for Approval	FPB	<p>Prepares Property Survey Report (STD 152) and includes into package.</p> <p>Reviews the package for completeness and routes to the DWR Property Survey Board for disposition determination.</p> <p>Contacts the CSA or Equipment Custodian and arranges for the transfer of the IT property to the warehouse.</p>

			<p>Note: If new IT equipment is purchased as a replacement for the surplus IT equipment, it is the CSA/Equipment Custodian's responsibility to notify the FPB with enough lead time to coordinate the pick-up of surplus with the delivery date of the new equipment.</p>
6	Determine Disposition	DWR Property Survey Board	<p>Reviews the package and determines the appropriate disposition method (donation, recycle, DGS Property Reuse Program).</p> <p>Routes package to FPB for further processing.</p>
7	Obtain DGS Approval and Complete the Disposition of Property	FPB	<p>Forwards STD 152 to the DGS Property Reutilization Unit for final approval.</p> <p>Upon approval, FPB completes the disposition of property as approved.</p>

Enterprise Process Guides are maintained by the Management Analysis Office.