

## Memorandum

February 22, 2006

**To:** Division and Section Heads

**From:** David Carlson, Head of Business Services 

**Subject:** New Guidelines for Decommissioning of Automated Data Processing Equipment (ADPE)

I need to bring to your attention some new guidelines that must be followed for disposition of ADPE, including personal computers.

By way of background, Business Services is responsible for conducting a DOE-approved Property Management Program that provides for the proper utilization and control of all government-owned personal property in the custody of Fermilab. Personal property in this context includes Sensitive Items and tagged equipment items with acquisition value  $\geq$ \$5K.

You are no doubt aware of the increased interest within DOE lately on the matter of High Risk property. Although High Risk property is generally defined as that which is nuclear proliferation sensitive and the Laboratory suffers very little exposure in this area, the subject has brought attention to other related DOE rules that affect our day-to-day operations. One such area is the disposition and sanitization of computers and other ADPE.

To ensure compliance with the DOE rules, we are providing new guidance on this subject. Please see that all files and proprietary software are removed from hard drives prior to sending ADPE to Property Management for excess or scrap. It is no longer necessary to format the hard drives, as they will be sanitized via a controlled process using a recycling vendor. This change will improve the effectiveness and efficiency of our disposition operation, reduce the amount of effort by your employees, and save the Laboratory money.

Please see that the appropriate employees in your organization are aware of these new guidelines. They must be adhered to for all ADPE sent to Property Management as excess or scrap. Note in particular that employees must indicate on the Material Move Request forms that the data and applications have been removed, to avoid any extra delays in the disposition process. We appreciate your cooperation in observance of these new guidelines.

### Attachment

cc: P. Oddone  
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B. Chrisman  
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H. Montgomery



## **Guidelines for Decommissioning All Automated Data Processing Equipment (ADPE)**

02-22-2006

The following step by step instructions apply to all ADPE, but are written primarily to fulfill requirements of processing excess and scrap personal computers.

1. Purging and sanitizing ADPE.
  - A. Remove all files and proprietary software from the hard drive.
  - B. In the case of Personal Desk Assistants (PDA's), remove all files and data.
2. A Material Move Request (MMR) must be completed for all materials shipped. Forward the completed MMR to the Property Office. They will notify the Dispatch Office and arrange for pick up of the material.
  - A. Every item sent to Property for processing must be specified on the MMR.
  - B. Each item documented must show that item's Serial Number, as well as Sensitive Item number or FNAL tag number. Please do not list more than seven (7) items per MMR.
  - C. VERY IMPORTANT. Please note the condition of each item. Excellent, good, fair, poor, scrap, etc. Is the item functional? This information is used to determine if an item is placed in excess or scrap.
  - D. Indicate on the MMR form that all files and software have been removed.
3. Dismantling and packing for shipment to the Property Office.
  - A. Disconnect all accessories: mouse, keyboard, cables and power cords.
  - B. Neatly coil the cables and power cords along with the accessories and place them in a large envelope. Attach the envelope to the computer to which the accessories belong.
  - C. Monitors can be shipped separately from the computers but be sure to bag the corresponding cables and attach the bag to the monitor.
  - D. Operation Manuals, when available, should be attached to respective items.
  - E. Excess software with operation manuals should be boxed, identified and returned.

It will not be necessary to format the hard drives of personal computers sent to excess or scrap. Proprietary files and software should be removed because the computer may be re-utilized within the Laboratory. Personal computers sent to scrap will be sanitized by the vendor receiving the equipment.