

**Office of Facilities and Administrative Services (OFAS)
Standard Operating Procedure - #PP1**

COMPUTER EQUIPMENT DISPOSAL AND SANITIZATION REQUIREMENTS

Described in the table below are the roles and responsibilities regarding computer equipment sanitization:

ROLES AND RESPONSIBILITIES	
Stakeholder	Responsibility
OS Offices Under OFAS Personal Property Management / Control	<ol style="list-style-type: none"> 1. Must comply with these procedures and contact the OFAS, Personal Property and Mail Management Branch, on 202.208-3225 (Michael Crowley), 202.208.3995 (DeMinche Boyd), or 202.208.3307 (Ronald Roberts), Monday - Friday, 7:30 a.m. to 4:00 p.m. (government workdays), before planning to dispose (surplus or recycle) of computer equipment. 2. Coordinate with their appropriate Information Technology (IT) Office to sanitize data from all computer equipment and certify sanitation completion along with a DI-103A (signed/dated and record maintained by IT). 3. Must complete the DI-103A (signed by the Accountable or Custodial Property Officer) and submit this form before OFAS will accept any computer equipment for disposal. 4. Are responsible for maintaining copies of paperwork related to personal property in accordance with the Department's Records Disposition Schedule.
OFAS Personal Property Team	<ol style="list-style-type: none"> 5. Will only remove computer equipment after verification that each computer item is listed on the DI-103A (both documents signed appropriately). 6. Will sign the DI-103A and provide the Office /Custodial Property Officer with a copy for their records. 7. Will review the paperwork, process the equipment appropriately on the Accountable Officer's inventory, and maintain documentation in accordance with the Service's Records Disposition Schedule. 8. OFAS Property Manager(s) will disseminate procedures and coordinate with OS Office Designated Property Managers and Accountable or Custodial Officers as necessary. 9. OFAS will perform Management Control Reviews for auditing and compliance with these standard operating procedures on the OS Offices (see #10. below) with designated property management responsibilities.
OS Offices – SOL, ONRR, IBC and OST	<ol style="list-style-type: none"> 10. Must comply with and implement these procedures to organizations under their Personal Property Program control.
Policy References	<ol style="list-style-type: none"> 11. Refer to Office of the Secretary, Chief Information Officer Memo dated July 8, 2010, Implementation of OIG Recommendation Two, "Evaluation of the Department of the Interior's Accountability of Desktop and Laptop Computers and their Sensitive Data (Report No. WR-EV-MOI-0006—2008), April 2009". Refer to DOI Directive 114-60 Personal Property Management Program.