

City of Brampton

IT Standard Operating Procedure



IT Disposal Equipment Process

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Section 1	
Disposed Hardware Assets	

- Hardware Assets that are deemed end-of-life are disposed through our Corporate E-Waste vendor.
- <https://bramptonca.sharepoint.com/Service-Catalogue/financial-and-procurement-services/purchasing/dd0d8d94-1fd6-4e4f-9a0e-74234c007e6e/cff0238f-eab6-4905-add2-f78559de0005/397545d4-ba7e-46b3-a98f-a9a6a05f47ee/2>

Section 2	Definition
<p>Dispose means the sale, exchange, transfer, destruction or gift of goods owned by the City, which are deemed surplus to its needs, and “disposal” and “disposed” shall have similar meanings (definition # 1.17 from Purchasing Policy). For the purposes of this procedure goods and/or equipment refers to items classified as fixed assets including equipment, computers, furniture, vehicles and etc. This procedure does not apply to buildings or property.</p>	

Section 2	Process Steps and Flow
<ol style="list-style-type: none"> 1. All hardware asset(s) that reach their end of lifecycle deemed for disposal, the Asset Analyst will scan all serial numbers to the Asset Disposal Sheet. 2. Fill out the Purchasing Asset Disposal Form and attached the Asset Disposal Sheet. 3. This is then signed off by the immediate Manager and CIO of Digital Innovation & Information Technology. 4. Forms are then sent to Purchasing Dept. for approval and signature. Upon return of completed form the vendor is then contacted, information is sent and a scheduled date is confirmed for pickup. 5. On the scheduled date the Asset Analyst supervises the transition of all identified IT Disposal Equipment onto the secured vehicle. 6. The secured vehicle transports the IT Disposal Equipment directly back to the disposal facility. (No other stops) 7. Once at location the Data Sanitization and/or onsite Data Destruction begins. 8. The vendor is responsible for providing a report of audit and certificate of destruction for disposed assets. 9. All records are stored and kept by the Asset Analyst for audit purposes. 	