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Information Technology Department

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1.0 Revision History

Version	Date	Author(s)	Change Description
1.0	10/16/20174	Lane Blanchard	Initial Document creation
1.1	12/15/2018	Lane Blanchard	NONE
1.2	11/05/2019	Lane Blanchard	NONE
1.3	01/15/2021	Lane Blanchard	Added Link to Media Sanitation
1.4	03/31/2023	Lane Blanchard	NONE

2.0 Policy Approval

Name of Approver: Shaima Coffey

Title of Approver: ISA Executive Director

Approval Date: ?

3.0 Purpose

Technology equipment often contains parts, which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of College of Pharmacy data, some of which is considered sensitive.

In order to protect our constituent's data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered sufficient. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Therefore, special tools must be used to securely erase data prior to equipment disposal.

The purpose of this policy is to define the guidelines for the disposal of technology equipment and components owned by the College of Pharmacy.

4.0 Policy Details

4.1 When Technology assets have reached the end of their useful life they should be sent to the College of Pharmacy IT (COPIT) office for proper disposal.

4.2 The COPIT team will securely erase all storage mediums in accordance with ***IT-SEC-0006 Media Sanitization Policy***.

4.3 All data including, all files and licensed software shall be removed from equipment using disk sanitizing software that cleans the media overwriting each and every disk sector of the machine with zero-filled blocks, in conformance with ***IT-SEC-0006 Media Sanitization Policy***. https://it.ufl.edu/policies/information-security/media-sanitization-standard/

4.4 No computer or technology equipment may be sold to any individual other than through the processes outlined by the University of Florida's Asset Management Department.

4.5 No computer equipment should be disposed of via skips, dumps, landfill etc. Electronic recycling bins may be periodically placed in locations around the College of Pharmacy premises. These can be used to dispose of equipment. The COPIT team will properly remove all data prior to final disposal.

4.6 All electronic drives must be degaussed or overwritten with a commercially available disk-cleaning program. Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).

4.7 Computer Equipment refers to desktop, laptop, tablet or netbook computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or any storage device, network switches, routers, wireless access points, batteries, backup tapes, etc.

4.8 The COPIT team will place a sticker on the equipment case indicating the disk wipe has been performed. The sticker will include the date and the initials of the technician who performed the disk wipe.

4.9 Technology equipment with non-functioning memory or storage technology will have the memory or storage device removed and it will be physically destroyed.

5.0 Policy Compliance

5.1 Compliance Management

The Pharmacy Information Security Manager (ISM), or their designee, will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru inspections, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner and privacy committee.

5.2 Exceptions

The Pharmacy Information Security Manager (ISM), or their designee must approve any exception to the policy in advance.

5.3 Non-Compliance

An employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

6.0 Policy Scope

This policy applies to any computer/technology equipment or peripheral devices that are no longer needed within the College of Pharmacy including, but not limited to the following: personal computers, servers, hard drives, laptops, mainframes, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, typewriters, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes, printed materials.

All College of Pharmacy employees and affiliates must comply with this policy.

7.0 Related Policies

- ***IT-SEC-0006 Media Sanitization Policy*** https://it.ufl.edu/policies/information-security/media-sanitization-standard/

8.0 Definitions

No definitions were required for this policy.

9.0 Supporting Information

No additional supporting information was provided.