

SchARR Equipment Disposal and Reallocation Procedure v1.0

This version (v1.0) Approved by the IG Committee Meeting 2023-05-30

Purpose: MDH-IT (also referred to as The Faculty IT Hub) maintains the hardware inventory register (asset register), per section 2 of the SchARR IG Policy.

The asset register must be kept up to date and any decommissioning or reallocation of equipment must be arranged via MDH-IT in order to facilitate this.

Scope: The scope is limited to PCs and laptops.

Decommissioning and reallocation may be prompted by a number of reasons, including staff leaving. This procedure should be followed in all circumstances where decommissioning and reallocation of a PC or laptop is required.

Other potential data storage devices e.g. mobile phones, encrypted dictaphones should also be considered but the process may differ slightly, and this is not within scope. Equipment which does not have the potential to store data is also outside the scope.

For equipment which is to be reallocated

Where prompted by a 'leaver'

Section Manager*:	Receives the letter of resignation and prompts the leaver and their line manager to work through the leavers' checklist . The Section Manager informs SchARR-DS (email to scharr-ds@sheffield.ac.uk) of the leaver's name, username and leaving date.
SchARR-DS:	Creates a Topdesk job ticket, assigned to MDH-IT, informing them of the name of the leaver, the name of their Section Manager and the date of the leaver.
MDH-IT:	Use the Topdesk job ticket (created above) to send instructions to the leaver (with the Section Manager cc'd). The ticket instructs the leaver to return all equipment to their desk or office and lists the equipment, with asset numbers, per the asset register. The ticket should instruct the leaver to inform the Section Manager of its return. This ticket must be set to 'in progress' to prevent it being automatically closed.
Section Manager*:	The Section Manager will follow up on equipment. (NB escalation procedures to be followed if equipment is not returned is outside the scope of this process). Update the ticket when the equipment is received and state whether they are to be: <ul style="list-style-type: none">- Reimaged (see "For equipment which is to be reallocated")- Decommissioned (See "For equipment which is to be decommissioned")

Where prompted by another circumstance

Section Manager*:	Other than via the leaver's process the Section Manager should be informed of the need to reallocate equipment. In this case the Section Manager sends an email to mdh-it@sheffield.ac.uk (which automatically creates a Topdesk ticket) informing them of the name of the person the equipment was previously allocated to, a description of the equipment, the precise location of the equipment, the need to reimage and the name of the person it will be reallocated to (if known at this stage).
MDH-IT:	Reimage the equipment (if it's discovered that the PC or laptop is too old go to " For equipment which is to be decommissioned "). If reimage is successful: Update the asset register. Close the ticket
Section Manager*:	If required, keep a record of equipment that is available for reallocation (if not directly reallocated), i.e. the type of asset (e.g. PC or laptop), the secure location, any details regarding the asset which may be useful when reallocating. This step is not required if the equipment is directly reallocated to someone, and this information can be supplied previously to MDH-IT via the Topdesk ticket.
Section Manager*:	When equipment is reallocated, inform MDH-IT, via a Topdesk ticket, so the equipment asset can be updated. Remove from the record of equipment available for reallocation.
MDH-IT:	Update the asset register and close the Topdesk ticket.

For equipment which is to be decommissioned

Section Manager:	Identifies the equipment which is to be decommissioned, usually as a result of it being reported by the existing users as no longer fit for purpose or it doesn't pass the PAT test.
Section Manager*:	Sends an email to mdh-it@sheffield.ac.uk informing them who the machine was previously assigned to and the secure location of the machine (usually an office which is kept locked when not occupied) and the need to decommission the equipment. This creates a new Topdesk job ticket.
MDH-IT:	Ideally confirm arrangements for collection and organise WEEE disposal or ask Section Manager to arrange WEEE disposal if necessary, keep the Topdesk ticket open.
Section Manager*:	Either: <ul style="list-style-type: none"> - Allow MDH-IT to collect equipment (if they are organising WEEE, preferred option), OR, - Arrange a WEEE collection (see Our recycling schemes EFM The University of Sheffield)
Section Manager*:	Ensure the equipment is kept in a secure location until it is collected, this will generally be in an office which is kept locked when not occupied. (University campus facilities staff all have ID and branded uniforms.)

	Update the Topdesk ticket to confirm once it has been collected.
MDH-IT:	Update the asset register and close the Topdesk ticket. (NB destruction certificates are available on request from the University's Environment and IMS Manager but are not routinely provided to the departments).

* The Section Manager may delegate this task, to raise tickets and liaise with MDH-IT

Version	Effective Date	Summary of changes
1.0	30/05/2023	n/a first version