

Louisiana Property Assistance Agency Policy

Disposal and Surplus of Electronic Equipment

- **Policy:**

Electronic media, as defined by Office of Technology Services IT-POL-1-04 Data Sanitization Policy, that are subject to surplus, transfer, disposal, or otherwise permanently leave the possession of a state agency or its agents, except for lawful purpose shall be sanitized in accordance with Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements.

- **Scope:**

All entities under the authority of the Louisiana Property Assistance Agency, pursuant to the provisions of R.S. 39:321, et seq., or any political subdivision that desires to utilize LPAA services must comply with this policy.

- **Responsibilities:**

- Agencies shall establish policies and procedures to ensure compliance with this policy.
- Agencies shall attest that they have sanitized all electronic equipment in accordance with the Office of Technology Services IT-POL-1-04 Data Sanitization Policy prior to requesting permission to surplus or dispose of the electronic equipment.
- Attestation shall be evidenced in a manner prescribed by LPAA PPM 11, Data Sanitization.

- **Related Policies, Standards, Guidelines:**

- Office of Technology Services IT-POL-1-04 Data Sanitization Policy
- Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements
- LPAA PPM 11, Data Sanitization

- **Owner:** LPAA

- **Effective Date:** October 17, 2014

- **Version:** 1.0

**LPA
Compliance Section
PPM 11 – Data Sanitization**

Authorization/Date _____

Revision Dates: November 5, 2014: March 3, 2015: April 23, 2015

General Provisions

Electronic media assets are to be sanitized in accordance with the following policies, which can be viewed on the Office of Technology Services and Louisiana Property Assistance Agency websites.

- Office of Technology Services IT POL 1-04 Data Sanitization Policy
- Office of Technology Services IT STD 1-17 Data Sanitization Standards and Requirements
- Louisiana Property Assistance Agency LPA POL 201401 Disposal and Surplus of Electronic Equipment

Procedures

All state agencies' undersecretaries, IT managers, and property managers must undergo training. Training will be offered as webinars through the LEO portal. Existing Undersecretaries and IT Managers are required to take the Electronic Media Security Class before December 31, 2014 and annually thereafter. Newly appointed Undersecretaries and IT managers must take the training within 30 days of their appointment and annually thereafter.

Persons listed as Agency Users in AMS and ERP users with the ability to create surplus/disposal requests shall take the Electronic Media Sanitization and Surplus/Disposal Class and must achieve a passing score. If a person with this level of access to AMS or ERP does not take the class by December 31, 2014, or if they fail to achieve a passing score, access to AMS or ERP will be denied until a passing score is achieved. Newly added persons listed as Agency Users in AMS and ERP users with the ability to create surplus/disposal requests will be required to take and pass the class before access to ERP or AMS is granted. Additionally, all persons with these levels of access must take and pass the class annually thereafter. Live training will be offered to those individuals not having access to LEO.

All electronic media assets must be tagged by the property manager and entered into their agency's official system of recordation for movable property, regardless of its original acquisition cost. Electronic media assets do not include electronic media supplies, such as DVD's, Thumb Drives, Memory Cards or other removable storage media. These items, if utilized to store, process, or transmit Confidential or Restricted Data shall be sanitized; however, they shall not be entered into their agency's official system of recordation, nor shall any surplus or disposal request be entered into their agency's official system of recordation. A Certificate of Data Sanitization must be completed by the agency's IT technician(s) actually performing the sanitization. At a minimum the technician(s) will include the asset number, serial number, asset description, media type, sanitization status code, date of sanitization, and their entire unique personnel or employee identification number (UID)*. The IT technician(s) is/are required to sign for each piece they personally sanitized. The IT technician's immediate

supervisor will then sign affirming the work has been done. The agency's property manager will complete the document by including the transfer number and signing the form. A scanned copy of the fully executed Certificate of Data Sanitization must be electronically attached to the AMS disposal/surplus request before LPAA will consider its approval.

* Technicians shall use their State issued 'Personnel Number' (P#), if the technician has not been issued a P#, the agency may use an alternate UID from their employee management system. In the event the Agency has not issued the technician an approved UID, the technician shall provide the last four digits of their Social Security Number (SSN). Additionally, the agency is responsible for maintaining historical records for alternate UIDs to identify the technician to support any state or federal inquiry or audit.

A Data Sanitization Label must be affixed to all sanitized electronic media. At a minimum, the label will have the word "Sanitized", the technician(s) initials, and the date of sanitization. A Data Sanitization Label must be physically affixed to every item approved for surplus before LPAA's staff will accept the item into its inventory. If an item on a transfer does not have a fully completed Data Sanitization Label, the entire shipment will be refused. If the request was for a LPAA pickup, the agency may be billed for the second or subsequent trips to retrieve those items.

Property managers shall ensure requests to surplus or dispose of assets deemed to be electronic media do not include assets of any other class. In addition, if the request is for a disposal, such as a request to scrap, dismantle for parts, inventory adjustment, trade in, or for an AS IS WHERE IS sale, the property manager must submit a picture clearly showing each asset's property tag and the fully completed Data Sanitization Label affixed to that asset before approval will be considered.

If a property manager has an Autonomy profile as allowed under the LAGrad Act, they must maintain similar documentation on file and make those files available to LPAA's audit staff for review.

Forms and Labels

The Certificate of Data Sanitization and a sample Data Sanitization Label are included below. If an agency wishes to use another form for their Certificate of Data Sanitization, prior approval must be obtained from LPAA's Compliance Supervisor before attempting to use it.

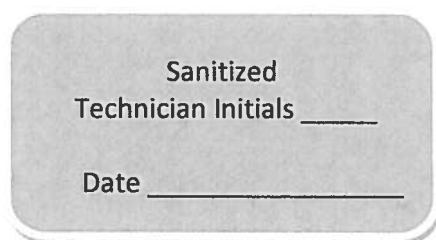
Certificate of Data Sanitization									
Agency #	PM use only Transfer #	Asset #	Asset Desc.	Serial Number	Media Type	Sanitization Status Code	Printed Name / Signature	Personnel UID (last 4 SSN required if UID is not available)	Date

I attest all above electronic equipment has been sanitized in accordance with LPAA POL 20140 and a sanitization label has been affixed to each asset.

IT Supervisor (Print): _____ IT Supervisor (Signature): _____ Date: _____

Property Manager (Print): _____ Property Manager (Signature): _____ Date: _____

Any commercial label may be used, but it must contain the word "Sanitized", Technician Initial's, and Date. A sample Data Sanitization Label is shown below.



Approved Processes (Cont.)

- **DRAM, SRAM, or NOVRAM – (RAM)**
 - For all:
 - Remove power or battery for a minimum of 5 minutes.
 - Create Sanitization Log Record.
 - Sanitization Status Code: **PRS**

- **EAPROM, EEPROM, or EPROM – (ROM)**
 - For all:
 - Destroy media using approved destruction methods (see Sanitization Requirements).
 - Create Sanitization Log Record.
 - Sanitization Status Code: **DS**

Sanitization Status Codes

To ease any review process; below is a mapping of devices or media type to potential code and includes Sanitization Method and Status translation.

Media Type	Code	Method	Status	Condition
Office Equipment	ND	N/A	No Data	Reusable
HDD, SSD	OWS	Overwrite	Success	Reusable
Facsimile, Office Equipment, Network Device, Mobile Device	MRS	Reset	Success	Reusable
RAM	PRS	Removed Power	Success	Reusable
HDD	OWFD	Overwrite	Failure – Marked for Degaussing	Not Reusable
HDD, SSD	OWFMD	Overwrite	Failure – Marked for Destruction	Not Reusable
Network Device, Mobile Device	MRFMD	Reset	Failure – Marked for Destruction	Not Reusable
Facsimile, Office Equipment, Network Device, Mobile Device, Magnetic Tape, ROM	DS	Destruction	Success	Not Reusable
HDD, SSD	OWFDS	Destruction	Success	Not Reusable
HDD, Magnetic Tape	DGS	Degaussed	Success	Not Reusable
Optical Media	OMDS	Destruction	Success	Not Reusable
Removable Media	RMDS	Destruction	Success	Not Reusable

CLASS CODE	CLASS CODE	CLASS CODE
ADAPTER, COMPUTER	COMPUTER, ROUTER	PRINTER
ADDRESSOGRAPH	COMPUTER, SCANNER	PRINTER, ACCESSORY
ANALYZER, COMPUTER	COMPUTER, SERVER	PRINTER, BLUEPRINT
ANALYZER, MEDICAL	COMPUTER, SWITCHER	PRINTING EQUIPMENT
ASPIRATOR	COMPUTER, TAPE DRIVE	READER, MEDICAL
AUDIO VISUAL EQUIPMENT	CONTROLLER, COMPUTER	RECORDER, AUDIO / TV
BLOOD PRESSURE MONITOR	CONTROLLER, MEDICAL	RECORDER, BLOOD PRESSURE
BLOOD TESTING EQUIPMENT	COPIER	RECORDER, CARTRIDGE
BOOK, CHECK UNIT	COUNTER, MEDICAL	RECORDER, DIGITAL
BRAILLE EQUIPMENT	DIAGNOSTIC, LABORATORY	RECORDER, ELECTRONIC
BRAILLE WRITER	DIAGNOSTIC, MEDICAL	RECORDER, LABORATORY
BREATH, TESTING	DIALYSIS EQUIPMENT	RECORDER, MEDICAL
CAMERA	DISPENSER, MEDICAL	RECORDER, PHYSIOLOGICAL
CAMERA, CCTV	DISPLAY UNIT, COMPUTER DATA	RECORDER, TELEPHONE
CAMERA, MEDICAL	DUPLICATING, OFFICE EQUIP.	ROBOT EQUIPMENT
CAMERA, SECURITY	DUPLICATING, PRINTING EQUIP.	SCANNER, COMPUTER
CAMERA, TV	EKG/ELECTROCARDIOGRAPH EQUIP.	SCANNER, COMPUTER
CAMERA, VIDEO	EEG/ELECTROENCEPHALOGRAPH	SCANNER, MEDICAL
CARDIAC MONITOR	ELECTROSHOCK THERAPY MACHINE	SPEECH TESTING EQUIPMENT
CARDIOGRAPH	EMG/ELECTROMYOGRAPH	SPHYGMOMANOMETER
CARDIOSCOPE	ENCODER	SPIROMETER
CART, MEDICAL	EYE TESTING EQUIPMENT	STIMULATOR, MEDICAL
CHECK, WRITER	FAT PERCENTAGE INDICATOR	SURVEILLANCE EQUIPMENT
COMMUNICATION EQUIPMENT	FAX MACHINE	TELECOMMUNICATIONS EQUIPMENT
COMPUTER	FINGERPRINTING EQUIPMENT	TELEPHONE
COMPUTER SOFTWARE	GLUCOMETER	TELEPHONE ANSWERING EQUIPMENT
COMPUTER TRAINING EQUIPMENT	HEARING TESTING EQUIPMENT	TELEPHONE EQUIPMENT
COMPUTER, ACCESSORY	HEMOGLOBINOMETER	TELEPHONE, INTERCOM / PAGING
COMPUTER, BRAILLE	IDENTIFICATION SYSTEM	TELEVISION PRODUCTION EQUIP.
COMPUTER, COMPACT DISC	IMAGING EQUIPMENT, MEDICAL	TESTING EQUIPMENT, MEDICAL
COMPUTER, COMPONENTS	IMAGING EQUIPMENT, OFFICE	TONOMETER
COMPUTER, DATA PROCESSING	INCUBATOR, MEDICAL	TRACKING SYSTEM
COMPUTER, DISK DRIVE	INTOXIMETER	TRACKING SYSTEM, INMATE
COMPUTER, DISK STORAGE	IV PUMP	TRANSMITTER, MEDICAL
COMPUTER, DOCUMENT FEEDER	LABELLING EQUIPMENT	TRANSCRIBER
COMPUTER, DRIVE	LABORATORY EQUIPMENT	TYMPANOMETER
COMPUTER, EQUIPMENT	MEDICAL EQUIPMENT	TYPEWRITER
COMPUTER, HANDHELD	METER, MEDICAL	ULTRA SOUND, CARDIAC
COMPUTER, LAPTOP	MICROFICHE READER	ULTRASOUND EQUIPMENT
COMPUTER, LASER DISC	MONITOR, MEDICAL	X-RAY EQUIPMENT
COMPUTER, LCD PROJECTOR	NAVIGATION EQUIPMENT	X-RAY EQUIPMENT ACCESSORY
COMPUTER, MAINFRAME	PHYSIOGRAPH	
COMPUTER, MEDICAL	PLOTTER	
COMPUTER, MOBILE DATA UNIT	POLYGRAPH EQUIPMENT	