

RETIRE TO OT E-recycle – REGARDLESS OF CONDITION

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| Computers – Towers, Laptops | Floppy Discs* |
| Cell Phones (unlocked or password provided) - Retire as 1 Lot* | All Cameras/Video Equip. (inc. # parts) |
| Tablets & I-Pads (unlocked or password provided) | All Phones* & Phone Switches |
| Monitors – LCD* | Magnetic Tape Devices - Any type |
| Servers | Mag Tapes |
| Copiers – Standalone & Network | Cords & Cables for computers* |
| Medical Equipment - No BIO-hazards & w/internal memory | Credit Card Machines |
| Printers – Desktop, Multi-Function and Network | Bar Code Readers/Scanners |
| Mailing Equipment/Scanners w/internal memory | Laptop Batteries* |
| Fax Machines | Plotters or Map Printers |
| Keyboards*, Mice* | Firewalls |
| Scanning Devices | Network Routers |
| Network Switches | Hard Drives* - Any Size |
| Internal DVR/DVD Readers/Writers - with hard drives | GPS |
| Internal CD Readers/Writers/Players | Polycom |
| Security Cameras with Recorder | Docking Stations* |

***Retire as a “lot” and specify the # of EACH (Ex: 1 box of 12 keyboards & 3 mice)**

All items need to be sent in with the power cord that enables it to operate unless it is the normal 3-prong that is used on desktops. Cell phones, printers, or anything that requires a “special cord” should also have that cord sent with it. All assets need a serial and tag number. Exceptions – keyboards, mice, monitors, docking stations, cords, batteries and phones.

RETIRE TO SURPLUS PROPERTY – FAIR TO GOOD OR WORKING CONDITION

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| Smartboards | Mailing Equipment – No memory |
| Medical Equipment - No internal memory | Flat Screen Televisions Only |
| Projectors | Dictaphones |
| Microfiche | DVD/VCR Players – Attaches to TV |
| Typewriters and Calculators | Ink & Toner Cartridges – Unopened |
| Shredders | Batteries, car, etc. (not laptops) |
| UPS/APC Battery Backups | Laptop Cases |
| Cords & Cables – Not for computers | Label Makers (Hand-Held) |
| Time Stamp Machines | |

The items above are not a complete list for Surplus Property.

Retire all items that are in poor condition or do not work as Recycle/Dispose as Waste (not OT assets). EXCEPTION: We accept metal filing cabinets (or any metal that can be scrapped), machinery and vehicles regardless of condition. If unsure, please call.

All assets need a condition. Type the condition on the Header page, Disposition Information tab, Disposition Authority tab.

Poor = does not work

Fair = easily fixed, outdated but works, old

Good = works

CRT Monitors (Not LCD) – Retire as Recycle/Dispose as Waste.

*Retire as 1 Lot = 1 Lot of 13 Cell or Cisco Phones.

Retiring Equipment to OT E-recycle

When retiring equipment to the Office of Technology, you will need to fill out the correct documentation. The "OT Pickup Form Ver. 6" in Excel will be used to document all the details of each asset. Above is a list of what items are retired to OT E-recycle and what items go to Surplus Properties (NOT OT.)

Once you have determined that your items go to OT, begin filling out the spreadsheet described earlier. You will need to put in an agency tag number. **If there is none, leave this field blank.** There will be a drop-down box in the "Type of Equipment" column. Please select from one of the items on the list. If it is not one of the items, select "other." Do not put anything else in this column that does not exist in the drop downs. Same goes for the other columns with "drop-downs" on this sheet. This sheet is locked by the OT Office to prevent too many errors. The brand, model #, and Serial# of each item will also need to be added to the sheet for each item as well. **If there is none, or you cannot find the info, please leave this field blank.** Items must have either a tag or serial number to be accepted, unless they are a "lot" or "box" of items, listed above. In that case, leave the serial number field blank, and put ex: "1 lot of 13 monitors" in the "model" field.

There is also a drop-down box to be selected for the condition of the item. In the column "OASIS FD# or WV-103 #" you will need to have created a retirement number. This number will also be used on the WV-103 sheet, which will be discussed later. If the item is in the OASIS system, it needs to be retired in OASIS and a retirement number "FD #" will need to be created. You will list the FD # instead of the retirement number for that item only. If all your items are in OASIS, (unless you are with the DHHR,) you will not need to fill out a WV-103. Otherwise, one will always be needed.

Please do not enter any information in the "Received," or "Worksheet Number" columns. That is for OT to fill out. The OT barcode column will be filled in later (once you received the OT tags, discussed later, also,) go on to fill out the Agency Name, Address, City, Zip, County, Agency Contact name, and Contact number. This needs to be at the actual location of where the items will be picked up, and the person who will need to be contacted to arrange the pick-up.

You will need to save this sheet as the retirement number you gave it and send it along with the WV-103 (that is going to be explained shortly) to Sherry Fewell at Surplus Properties for approval. They will then send you an approval and send it to OT for you. OT will then assign OT tags for it, for the correct number of items you have, after they have checked it for mistakes. The tags will be mailed, or hand delivered to you. Once you receive them, you will need to apply each tag to each item that is listed on the sheet and put the matching tag numbers to the items on the sheet and send this sheet back to OT to confirm they have been tagged and ready for pick up. This will be in a few days or so because you will have had to get them from OT, to complete this step. This is after the form has already been approved, and submitted, etc.

You will need to fill out a WV-103 to send with the excel spreadsheet. The retirement number at the top right corner will need to match the retirement number used in the OT pick-up form. Please fill in the date, along with all the details in the upper left-hand boxes, with your agency's information. Mark the box in the "Recommended Disposition Method" box that says, "Retire to Office of Technology (14)." There is no need to duplicate and fill in the description information. Please leave this portion blank.

Sign, title, and date the sheet, and send it along with the OT pick-up sheet to Surplus for approval. You will get an approved signed sheet back from Surplus. Once you send the sheet back with the tag info to OT in the upcoming days, they will later be in contact with you to set up a date and time for your actual pick-up. Once everything is picked up, our staff takes a few days to check in and approve everything in our systems. You will soon get an email with a "Completed Signed Approval" from me to confirm this.