I. PURPOSE:

The purpose of this document is to describe the procedures for properly disposing of University of Michigan School of Dentistry (UMSD) information technology devices.

II. SCOPE:

The scope pertains to any device that may contain sensitive university data and is purchased with University of Michigan funds (including discretionary funds, grants, etc.), or devices gifted or loaned to the school. This also includes devices transferred for use at the school. Personal devices are excluded from this policy. Users are responsible for securing and appropriately maintaining and disposing their personally owned devices when accessing University of Michigan School of Dentistry (UMSD) sensitive data via SPG 601.33.

Examples of devices covered under this policy include, but are not limited to, the following:

- Servers
  - Large computers commonly found in data centers (Dell PowerEdge, EMC, others)
- Desktop Computers
  - Office computers found on desks, or in the research, clinic and preclinic environments such as the Dell Optiplex, HP EliteDesk, Apple iMac, etc.
- Laptop Computers
  - Portable computers such as the Apple MacBook, Dell Latitude, etc.
Device Disposal Procedures

- Tablets and Mobile Phones
  - Thin computer devices consisting primarily of a large touch screen, such as the Apple iPad, Samsung Galaxy, Amazon Fire, etc.
- Printers:
  - Personal
    - Small printers capable of sitting on a desk or small table, such as a HP LaserJet or OfficeJet, Lexmark, etc.
  - Centralized
    - Large multipurpose printers that are networked for multiuser connectivity, such as Konica BizHub, Xerox WorkCentre, etc.
- Scanners
  - Flatbed type, or any other non-dental specific scanning type whose primary purpose is to scan.
- Cameras
  - Digital cameras of any type
  - Film cameras of any type
- Monitors
  - This pertains to any stand-alone computer monitor that is not part of an all-in-one computer (Apple iMac)
- Microscope
- Dentistry-specific
  - 3D printers
  - CAD/CAM Milling and Grinding Devices
    - Ceric
  - Panoramic machines
  - Smart Medical Devices
    - Such as blood pressure monitors, or other devices with the ability to capture and store patient information.
  - Imaging Units:
    - Ultrasounds
    - CBCT
    - MRI
    - Sensors
    - Phosphorus plates
  - Intra-oral Scanners
    - Ceric OmniCam, 3shape Treos, iTero, 3M Lava, etc.

III. PROCEDURES

There are five steps in the process for disposal of Dentistry-managed devices:

1. Recognition that the device requires disposal
2. Transitioning the device to Dental Informatics (DI)
3. Device sanitization
4. Device storage
5. Transitioning the device to U-M Property Disposition for disposal
Following is a description of each step in the process:

**RECOGNITION THAT A DEVICE REQUIRES DISPOSAL**

1. Initiated by the Department
   a. Internal device assessment takes place
      i. Device(s) leftover by staff departure(s)
      ii. Change in the department’s mission
   b. Devices that are no longer under vendor/manufacturer warranty or security updates are no longer provided by vendor/manufacturer due to device age, etc…
   c. Broken device.
2. Initiated by Dental Informatics (DI)
   a. Devices that are no longer under vendor/manufacturer warranty or security updates are no longer provided by vendor/manufacturer due to device age, etc…
   b. Broken device.
   c. Out-of-Warranty device designated for lifecycle replacement

**TRANSITIONING THE DEVICE TO DENTAL INFORMATICS**

1. Initiated by the Department
   a. Department Administrator for the department contacts dds.helpdesk@umich.edu
   b. DI Staff Member creates a ticket for disposal
      i. Device information is recalled from inventory database
   c. Assigned DI person contacts the Department Administrator
2. Initiated by Dental Informatics
   a. DI Staff Member creates a ticket for disposal
      i. Device information is recalled from inventory database
   b. DI Staff Member verifies warranty info to determine if a replacement device is needed
   c. DI Staff Member contacts Department Administrator to arrange the physical transfer of possession.
      i. Transfer date and contact person is noted in ticket

**DEVICE SANITIZATION**

1. DI Staff Member follows U-M Information Assurance (UM-IA) procedures
   a. UM Safe Computing, “Securely Dispose of U-M Data and Devices”
   https://www.safecomputing.umich.edu/protect-the-u/safely-use-sensitive-data/securely-dispose-of-media

**DEVICE STORAGE**

1. DI Staff Member places device into secure storage area
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a. DI Staff Member labels the device accordingly
b. DI Staff Member updates the ticket with the storage time/date/location
c. DI Staff Member follows the Decommission Procedure

TRANSITIONING THE DEVICE TO UM PROPERTY DISPOSITION FOR DISPOSAL

1. Once an equipment disposal-storage threshold has been reached, DI Staff Member completes Property Disposition Declaration of Surplus (DOS)
2. DI Staff member obtains the necessary signatures on the DOS form, then submits the form to Property Disposition.
3. Once approval from Property Disposition has been received, DI Staff Member coordinates U-M Moving and Trucking.
4. DI Staff Member documents all aspects, including but not limited to:
   a. Date threshold was reached
   b. Date form was sent to Property Disposition, and affirmative notification was received from Property Disposition - including contact person.
   c. Date U-M Moving and Trucking was requested, and the affirmative notification date - including contact person.
   d. Date of U-M Moving and Trucking appointment
   e. Date the equipment is actually retrieved by U-M Moving and Trucking
   f. Date Property Disposition provides confirmation of receipt of equipment

IV. REFERENCES/RESOURCES


UM SPG 520.01, “Acquisition, Use and Disposition of Property (Exclusive of Real Property)
http://spg.umich.edu/policy/601.07


UM Procurement Services Property Disposition, “Declaring and Sending Surplus”
http://procurement.umich.edu/property-space-management/property-disposition-u-m-departments/declaring-and-sending-surplus

UM Safe Computing, “Securely Dispose of U-M Data and Devices”
https://www.safecomputing.umich.edu/protect-the-u/safely-use-sensitive-data/securely-dispose-of-media
Device Disposal Procedures

UM Safe Computing Sensitive Data Guide
(https://www.safecomputing.umich.edu/dataguide/?q=home)

NIST SP800-88 Rev.1, “Guidelines for Media Sanitization”
http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r