

## Procedure for Equipment Disposal

HIPAA Security Laws require we implement policies and procedures to address the final disposition of electronic protected health information (EPHI), and/or the hardware or electronic media on which it is stored. When covered entities dispose of any electronic media that contains EPHI, they must ensure it is unusable and/or inaccessible.

If you are disposing of any hardware that may contain data, please use the Help Desk Ticket system to notify the IT department. Below is a list of items that do or can contain data:

- Computer
- Laptop
- Multi-function Copier Printer Scanner
- External Hard Drive
- Hard Drive
- Flash Drive/Thumb Drive
- CD/DVD
- Other media

### Submitting a Help Desk Ticket

1. Bring up the New Ticket form [Help Desk System](#)
2. Choose category "Equipment Disposal". Equipment Disposal Information options will appear.
3. You will need to enter your Department Budget Number and select Equipment Type (see example below).

The screenshot shows the SOD W Help Desk Ticket form. The "General Information" section includes fields for Submitted For, Submitted For Phone, Department (Information Techno), Location (Building D (H58)), Manager (Jenny Chambers), Room Number (0215), Computer Name, and IP Address. The "Equipment Disposal" section is expanded, showing a Department Budget Number of 07-1313 and an Equipment Type dropdown menu with the following options: Computer, Laptop, External Hard Drive, Flash/Thumb Drive, Multi-function copier printer scanner, and Other Media.

4. Select Submit Ticket button to complete the process.