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I. Policy Statement

The Imperial Valley Telecommunications Authority (“IVTA”) was created to provide a high speed network infrastructure to facilitate the usage of technology in Imperial County. It is the intent of this policy to provide a clear understanding of the procedures for the declaration and disposal of equipment considered functionally obsolete for the IVTA network.

II. Definitions

- **Surplus equipment** – Refers to items that are functionally obsolete, damaged, unusable, or in excess of need.
- **Functionally obsolete** – Refers to equipment with the following characteristics:
 - Too old to maintain cost-effectively
 - Cannot be upgraded to functional status
 - Contains technologies which conflict with network standards or requirements
 - Has other characteristics that warrant its elimination or replacement

III. General Information

In order to maintain a reliable and functional network, the network administrator, as part of its regular maintenance and equipment refresh schedule, replaces technology equipment because of functional obsolescence. Equipment may become functionally obsolete yet still be in reasonably good operating order and be useful in some context other than that originally assigned. The Network Administrator will be responsible to manage the procedures through which such equipment is identified, is replaced, is redeployed, and is removed from service. All equipment that is declared as surplus will no longer be supported by The Network Administrator or covered under IVTA’s maintenance agreements. The overall goal of this policy is to ensure the reliability of current equipment and the environmentally appropriate and equitable disposition of obsolete equipment.

IV. Network Administrator Responsibility

During the first half of the fiscal year, the Network Administrator will provide the IVTA Board with a report showing all equipment that needs to be declared as surplus. No equipment shall be considered surplus until it receives the approval from the IVTA Board. Equipment purchased with federal grant funds may have specific federal guidelines that will need to be observed. It is the responsibility of the Network Administrator to ensure any federal guidelines are observed when disposing of surplus equipment purchase with federal grant funds.

The following procedure should be followed for the proper disposal of surplus equipment.

- Remove surplus equipment from the IVTA inventory.
- Inventory tags need to be removed from equipment.

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- Surplus equipment should be labeled “SURPLUS”.
- Data on hard drives or other media need to be erased by the Network Administrator.
- Networking devices (switches, routers, etc) need to be cleared of any configuration lines.
- Transfer of ownership for declared surplus equipment will be offered first to the agency in which the equipment was assigned originally.
- If the agency housing the declared surplus equipment does not have a need for it, the surplus equipment will be offered to other member agencies.
- If none of the IVTA member agencies express interest in reusing the surplus equipment, the Network Administrator may try to reallocate it in the used equipment market and try to recover any possible value.
- Last resort disposal of unwanted surplus equipment will be done according to approved local, state and federal hazardous materials guidelines.
- The Network Administrator will update the equipment inventory and keep a record of the disposal method of surplus equipment.