

# IT Inventory Acquisition, Maintenance, and Disposal Policy

---

## Purpose:

The purpose of the CBS IT inventory acquisition, maintenance and disposal policy is to assist CBS IT in the inventory process, ensure that acquired hardware and software is appropriately maintained, and that retired IT equipment is properly disposed.

## Scope:

Currently within the College of Biological Science (CBS) there are multiple types of equipment (desktops, laptops, phones, etc.), using a number of different software packages and operating systems, and many categories of users.

The policy applies to all university-owned IT equipment in CBS. All equipment purchased through research grants, professional development funds or operating funds becomes the property of the University of Guelph and falls under this policy. Inexpensive IT items such as keyboards, USB sticks, etc. are excluded from this policy, but are still expected to be disposed of in a secure manner. Personal computing devices are not covered by this policy.

---

## Policy:

### Ordering Equipment

All orders for computing equipment must be done in consideration of the needs of both the end user and the operating environment of the University. All purchases must include the professional/business version of the operating system and/or software, to ensure compatibility with the campus networks. CBS IT is always available to provide input on appropriate systems for each need. CBS IT will provide recommendations on standard systems that:

- (i) will simplify purchase and setup;
- (ii) can be updated as per the users' needs, and
- (iii) can be properly encrypted and maintained by the college.

These recommendations will be updated regularly to remain compatible with the rapidly changing technology.

### College Notification and IT Inventory

To ensure the college is compliant with University's Information Security Policies (e.g., as pertains to data breaches, etc.), it is imperative that CBS IT be notified of new IT equipment purchases. CBS maintains an inventory of computing equipment in the college, along with its age, operating system, affiliated specialized software, and other details. This inventory also enables focussed support for system upgrades, communication of new software releases, identification of the need for security patches, etc. To provide this level of support, an up-to-date inventory of college IT infrastructure is essential.

Upon receipt of new IT equipment in the college, if the equipment is not setup by CBS IT, the following information should be provided to [cbsit@uoguelph.ca](mailto:cbsit@uoguelph.ca):

- Name of end user, group or department
- Anticipated equipment location (building name and room number)
- Model and serial numbers of IT equipment
- MAC/Physical Address of IT equipment
- Copies of the order or packing slip

Most of this information is on the packing slip, but the computer serial number and MAC address will require IT to visit the location to gather this information. Please make a request using the electronic work order system and IT will verify the setup and document the required information.

Any changes in ownership or location of existing equipment in the college should also be communicated to CBS IT.

### Configuration of New Systems

CBS IT will ensure that all new computer systems are configured to access central file-sharing services and connect to the campus networks, are securely encrypted and comply with the University's data security policies. Once it receives notification of new IT infrastructure in the college, CBS IT will schedule a time to configure the equipment as appropriate.

### Maintenance and Support of IT Equipment

It is understood that computing equipment has a useful life, and that user needs may change during the lifespan of said equipment. During the equipment's useful life, CBS IT will be responsible for supporting and maintaining the equipment. If hardware or software is beyond its useful life, and/or if software is no longer supported by the manufacturer, CBS IT will recommend replacement and will support the user in identifying solutions.

*Note: If upgrades for equipment or software are available and the user chooses not to upgrade, CBS reserves the right to discontinue support for the equipment or software.*

It is recommended that all research equipment be maintained through manufacturer warranties or maintenance agreements whenever possible. Research equipment that has an IT component can be maintained by CBS within reason. For example, CBS IT can assist with a review of the technical interface on equipment and software, but will not interfere with the actual scientific operation of the machine. CBS is not normally responsible for providing support for research equipment. If a user requests CBS IT assistance with research equipment, it will still be provided; however, the college is not liable for any damage to the equipment that may result. Where CBS IT is unable to determine the cause of the problem, it will be up to the researcher to seek support from the manufacturer.

### Disposition

CBS IT must be notified when any college IT equipment requires disposal.

If the equipment contains a storage medium, CBS IT will ensure that the appropriate data security measures are followed. The data will be wiped from the equipment and CBS IT will determine if the item can be reused. (N.B. While it is impossible to guarantee that such a wipe is 100% effective, the wipe will reduce the risk of data restoration to an acceptable level.) Once the wipe is completed, the storage medium will be disposed of via U of G electronic recycling in accordance to rules from the U of G Sustainability Office.

Upon disposal of the equipment, CBS IT will update its asset inventory accordingly.

### Disposal Alternatives

Whenever possible, CBS IT will attempt to recycle old IT equipment for reuse within CBS or elsewhere on campus. When this is not possible, a user may request to transfer the asset to an off-campus location (either to their home, to a charity as a donation, etc.). Such a request must be filed with CBS IT and will be approved by the Dean's Office.

### Transfer of Equipment to Another Unit

If the user is being transferred to a different unit on campus and would like to take their CBS IT equipment, they must first request approval from the appropriate department. Such arrangements would be reviewed and approved on a case-by-case basis. In instances of appeals, final approval for requests to transfer CBS IT equipment to other campus locations or off-campus locations will rest with the CBS Dean's Office. In all cases, CBS IT must be notified when any IT equipment is removed from the college.