

# Electronic Device Disposal Technician Authorization

In concert with the Chico Information Security Office, User Support Services, Property Management, and Environmental Health and Safety, specific procedures have been designed to allow self-supported departments to fulfill EPA requirements and protect our most sensitive assets: confidential data.

Departmental approval is required to authorize an area technician to perform the stated procedures on behalf of the department. For specific information, please visit <http://www.csuchico.edu/usrv/security/edd>

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The technician named below has departmental authority to process electronic waste and perform secure data wiping of devices and media according to the Electronic Device Disposal procedural guidelines as defined for CSU, Chico.

The technician below agrees to follow the documented procedures to properly dispose of equipment categorized as electronic waste and to ensure that confidential data is not passed along inappropriately to individuals both on and off campus. Random audits will be performed to ensure that the procedures and tools are both effective and efficient.

Once the form is returned to the Chico Information Security Office, a data wiping kit will be sent that includes the tools and instructions needed to perform the data wiping component of the disposal procedures.

\_\_\_\_\_  
Technician Name (Print)

\_\_\_\_\_  
Domain/Portal UID (e.g. jdoe)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Technician Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Contact Phone#

\_\_\_\_\_  
Campus Zip

\_\_\_\_\_  
Department Head Signature

(required signature signifies approval)

\_\_\_\_\_  
Director/Dean Signature

(required signature signifies approval)

\_\_\_\_\_  
Chico Information Security Office Signature

(required signature signifies approval)

**Copy 1 to Chico Information Security Office—ZIP 290**

Copy 2 to Department

Copy 3 to Technician