



UNIVERSITY OF MARYLAND

Terrapin Trader Surplus Property

The Severn Building
5245 Greenbelt Road
College Park, MD 20740
301-405-5267 Phone
301-314-7947 FAX

SENSITIVE EQUIPMENT CLEANING FORM

To ensure compliance with federal and state statutes associated with confidential information, such as the Health Information Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) and University software licensing agreements. The Terrapin Trader requires the removal of all data on computers or electronic storage devices* prior to surplusing. The Sensitive Equipment Cleaning Form (SECF) is required to accompany all sensitive equipment that contains personal or University information & software. Terrapin Trader staff must audit all working computers to verify if software and data files have been removed. **If any computer*** surplused is found to contain data, the surplusing department will be charged for the audit and special handling costs which equal \$100.00 per unit**

All software and data files have been removed from all computers/electronic storage devices by using the recommended software or by using a tool that conforms to the Department of Defense (DOD) standards for erasing computer. Check the process used

- Kill Disk – www.killdisk.com (DOD standards)
- DBAN tool – www.sourceforge.net/projects/dban/ (DOD standards)
- Norton utilities – www.symantec.com
- Burn for Mac – www.thenextwave.com/burnHP.html

I have used the following method and/or software that includes at least a three-pass binary overwrite (specify in detail):

[Redacted]

Manufactures instructions/software for resetting devices such as; handhelds/PDAs, cellphones & copiers.

I certify the sensitive equipment listed on the attached Terrapin Trader Surplus Property Release Form has been completely cleaned in accordance with the above guidelines.

Please destroy all computer/electronic storage devices listed on the attached Terrapin Trader Surplus Property Release Form [Redacted]. (All items will be sent to an Electronics Recycler and destroyed in compliance with Environmental Guidelines & Regulations for the disposal of Electronic Waste).

Name (please print): [Redacted]

Signature: _____

Date: [Redacted]

Department: [Redacted]

Phone: [Redacted]

*Computer or electronic storage device including but not limited to hard drive, laptop, server, main frame, or handhelds/PDAs, cellphones and copiers.

**If additional labor time and/or expertise from an outside vendor are required to properly prepare equipment for sale or disposal, additional costs will be charged to the surplusing department above the base fee of \$100.00.