

SS1 Form Instructions

Missouri Western State University is obligated to remove confidential data from surplused computer equipment and/or equipment storing confidential data in order to maintain data security and be in compliance with state regulations. The SS1 form is a “State Mandated” form that must be completed for all surplused computer equipment and/or equipment storing confidential data and must accompany the MWSU Surplus Inventory Disposal Form.

- ❑ Complete the Missouri Western State University Surplus Inventory Disposal form
 - See MWSU Surplus Inventory Disposal Form for instructions
- ❑ Complete the SS1 Form--
 - **Date**---Date of disposal.
 - **Department Name** --- Department disposing of computer equipment &/or equipment containing confidential data.
 - **Inventory Number**---this is the MWSU 5-digit metal and/or barcode tag number that is on the computer’s CPU &/or asset.
 - At this time there maybe some computers &/or equipment without MWSU tag numbers due to the tags coming off or due to the asset being very old & not tagged. In this case contact the Fixed Asset Accountant.
 - **Description Section**---A detailed description must be completed.
 - The description must include Brand name and Model number.
 - **Example:** Dell Optiplex GX3040
 - **Serial Number**---**All computer CPUs have a Serial Number.** For Dell products use the Service Tag#.
 - **Quantity**---will always be 1.
 - **Condition Code**---will always be (C) for condemned
 - **Departmental Signature & Date**---This should be the Department Director/Chairperson
- ❑ Contact Information Technology Services (ITS) (***Prior to sending paperwork to Physical Plant***)
 - ITS will sign and date the SS1 form in the “Sanitizer Signature” box and put the date in the “Date Sanitized” box. This all needs completed prior to Physical Plant picking up the computers &/or equipment. **The signature & date from ITS must appear in the “Sanitizers Signature” box & “Date Sanitized” box or the State will not accept this form.**
 - ITS will pull the hard drive and write on the form “Hard Drive Pulled”. They will also mark “YES” in both boxes, sign with a full signature in the “Sanitizer Signature” box.
 - ITS will put the date that the hard drive was pulled in the “Date Sanitized” box.
 - ITS will place an orange sticker on the computer case that is signed & dated by ITS.
- ❑ **Make a copy for departmental records**
- ❑ Attach the original SS1 form to the MWSU Surplus Inventory Disposal Form
- ❑ Attach all completed forms to the Maintenance Request and send to Physical Plant
- ❑ Physical Plant will be responsible for forwarding all forms to the Capital Asset Accountant in Popplewell Hall 220

******Please note that the SS1 form is a state mandated form that must be completed for the removal of confidential data from all computer equipment &/or equipment storing confidential data being surplused. Therefore, Physical Plant will not physically dispose of such equipment without a fully completed SS1 form.**

Please call Capital Asset Accountant, X5917 for questions regarding this form or instructions.