

INTERIM PROCEDURES FOR SURPLUSING COMPUTERS/ELECTRONICS

Effectively immediately, the Bureau of Special Services (B.O.S.S.) First Ave. warehouse will begin accepting surplus computers, computer related parts & equipment, and other electronic devices with the following restrictions:

- Hard drives, removable storage devices, and any other data storage media must be REMOVED prior to delivery to the warehouse.
- NO hard drives or other data storage devices (removable disks, flash drives, etc.) will be accepted.
- Agencies MUST use the attached form for preapproval before shipping surplus CPU's, laptops, copiers, or any other devices that contained a hard drive or other type of data storage medium.
- The signed original form must then accompany the shipment to the warehouse. No shipment will be accepted without a properly completed, signed form.
- B.O.S.S. personnel will verify the unit count at time of receipt. No shipment will be accepted if the physical count does not match the form count.
- Discovery of a data storage device in a shipment will result in refusal or return of the entire shipment.

Because of these interim procedures, all surplus computer and related equipment must be segregated into 2 distinct lots: 1 lot containing desktop CPU's, laptops and other data storage capable devices; and the other lot containing all other equipment (keyboards, mice, monitors, printers, wires, cables, modems, switches, etc.). The attached form is to be used only for the first class of equipment. Peripherals and other devices without data storage capability are not to be included on the form.

Data storage devices will remain the responsibility of the owning Agency and must be sanitized and disposed of in full compliance with the Office of Information Technology Policy Standard [09-10-NJOIT, Information Disposal and Media Sanitization](#). Other devices capable of storing data on non-removable media (cell phones, PDA's and other small, handheld devices) will also remain the responsibility of the owning agency, and will not be accepted at this time.

We understand that there is a backlog of surplus computers and equipment awaiting turn-in. We expect that it may take several weeks to clear the pipeline. Please be patient as we work through this backlog.

For questions on scheduling a pick-up or turn-in at the B.O.S.S. warehouse, please contact Jasen Rodriguez, Division of Property Management and Construction at (609) 588-2015 or Boss.Warehouse@Treas.NJ.Gov

Thank you,
Guy C. Bocage
Acting Director
Division of Purchase and Property