How to Surplus Computers and Technology Equipment
Anderson, Bloedel and Winkenwerder Halls

Unneeded technology items such as computers, printers, scanners, digital cameras, etc. will be reviewed by SEFS-IT before surplusing. Please use the following procedures:

1. Mark the equipment to be removed clearly so it can be easily identified and separated from all other equipment in the area.
2. Send an email to sefsbldg@uw.edu and sefshelp@uw.edu with a list of the equipment that needs to be taken away. Please include make, model, location, serial number if present, and UW Inventory tag if present.
3. SEFS-IT will pick up the equipment for surplus or re-assignment.
4. Computers require their hard drives be erased before surplusing to prevent data from being stolen until UW Surplus performs full data destruction. The erase procedure will be started when the computer is evaluated by IT. If you need full data destruction (not just an erase) because the hard drive contains confidential data, please let the evaluator know. Full data destruction requires up to 72 hours, sometimes longer.
5. Once SEFS-IT has evaluated the request they will work directly with sefsbldg@uw.edu & send approval to surplus the equipment.

Please allow several weeks from request submission until the equipment is hauled away. If anything will interfere with the equipment remaining in place until pick-up please plan ahead and notify us with plenty of time to let us know about any timelines in advance.