

## Excess IT Equipment – What to Do

- 1) Before disposal: Make sure equipment is wiped of all data, password and department specific settings.
- 2) Contact the Food Chain IT Manager, Jennifer Ruhe [jruhe@ucdavis.edu](mailto:jruhe@ucdavis.edu) to have the equipment wiped of all sensitive data.
- 3) IT support will handle the wiping and all other associated decommissioning tasks, as well as sending the equipment to Aggie Surplus.
- 4) Any questions please contact Leslie Oberholtzer [loberholtzer@ucdavis.edu](mailto:loberholtzer@ucdavis.edu) or Jennifer Ruhe [jruhe@ucdavis.edu](mailto:jruhe@ucdavis.edu).