



Surplus Forum Minutes February 26, 2008

- When I add notes to the SP-1 the driver is not reading them.
 - Dan is going to talk to the drivers and let them know they need to check the notes on each SP-1 they schedule for pick-up.
 - Dan will also talk to the software developer to have the notes added to the scheduling module.

- Is there a policy on how to wipe cell phones and PDA's?
 - There is currently not a policy on how to wipe a cell phone or a PDA. DTS is working on finding software that will wipe cell phones and/or PDA's. The policy for turning in electronic equipment can be found at <http://fleet.utah.gov/main/resources/surplus/PDFForms/SurplusComputersPolicy.pdf>
 - To wipe cell phones you can use http://www.recellular.com/recycling/data_eraser/default.asp it has a list of cell phone manufacturers and models and gives step by step instructions on how to wipe the cell phone. Also if your model is not listed you can email them at data_eraser@wirelessrecycling.com and they will add the cell phone to the list.

- Is there an easier way to add multiple line items? I have to enter many computers at a time and it is very time consuming to enter them one by one?
 - We can set up an automated interface with your inventory system database to the surplus program. If you would like this done contact Amanda Ronan for set up.
 - Dan will talk to the software developer to see if they can add a “clone” button that will copy the line above so that only the asset number and DTS tag number would need to be entered.

- Can we have an option for a backup contact?
 - Dan will talk to the software developer about creating the field, in the meantime enter alternate contacts in the notes.

- Why are Higher Education agencies not considered a State Agency for surplus but they are for Fleet?
 - There are different statues for Fleet and Surplus. The Fleet Statute includes Higher Education agencies as a State Agency. The Surplus Statute 63A-9-801 and 63A-9-802 does not include Higher Education as a State Agency.