



## SURPLUS SHREDDING SERVICES

### SURPLUS PROPERTY MANAGEMENT SYSTEM (SPMS)

If your department doesn't have an authorized person to enter Disposal Requests (DR), or you would like to become authorized to submit DR's complete the training and request access through the following links:

Take Required Training Link [SPMS Online Training](#)

Request Access Link [SPMS Access Request Form](#)

If your department is not set up in the Surplus Property Management System to enter Disposal Requests, a department setup form will need submitted using the following link:

Department Setup Form Link [Department Setup Form](#)

### DISPOSAL REQUEST CATEGORIES

The following item descriptions have been created in SPMS to be selected for shredding services. Each item description below requires a separate entry into the DR. The Surplus department provides a free secure pick up service. Certificates of Destruction will be emailed to the person submitting the DR.

#### **HARD DRIVES - SPMS ITEM DESCRIPTION:**

##### Shredder Service – Extracted Hard Drives Including Server and External HD's

Hard Drives that have been removed from the computer to be shredded will have the serial number recorded and a Certificate of Destruction generated by the Surplus Department. If you have recorded the hard drive serial numbers for reconciliation purposes please email the data to Surplus in an Excel spreadsheet with the serial numbers in a single column. Send the file to surplus@osu.edu. **The charge for shredding extracted hard drives is \$4.00 ea.**

#### **COMPUTERS CONTAINING HARD DRIVES - SPMS ITEM DESCRIPTION:**

##### Shredder Service – Equipment Containing Hard Drives (computers / servers)

Desktops and laptops containing Hard Drives to be shredded will have the asset tag number recorded on the COD and if there is no tag #, the serial number of the hard drive will be recorded once it is removed from the computer. **There is no charge for shredding drives removed from the computer by Surplus employees if the rest of the computer is intact.**

#### **TAPE DRIVES - SPMS ITEM DESCRIPTION:**

##### Shredder Service – Tape Drives

Drives must fit in an opening 2" X 5 1/8". **The charge for tape drive shredding is \$4.00 ea.**

#### **MISCELLANEOUS ITEMS - SPMS ITEM DESCRIPTION:**

##### Shredder Service – Misc. (cell phones, flash drives, CD/DVD, floppy discs).

These items will not have serial numbers recorded on the Certificate of Destruction. This includes tape drives, cell phones, flash drives, CD/DVD's, floppy disks, and other media storage devices to be shredded. Please use a separate line for each sub category and insert the total in the Qty. field. **The charge for shredding bulk storage media is \$.45 per pound.**