I. Overview

DFA provides employees with computer equipment according to the business needs of the unit, and for the employee to be able to effectively perform their job duties. The objectives of this guide are to:

- Disseminate information regarding DFA computer equipment inventory best practices.
- Protect the assets of the University.
- Maintain the integrity of data stored on assigned devices.
- Ensure compliance with the Security Audit.

II. Responsibilities

i. DFA Equipment Committee
   a. Committee Charge
      i. To develop consistent procedures for ordering and tracking equipment across DFA.
      ii. To maintain the inventory list.
      iii. To reconcile the inventory list on an annual basis to the physical inventory of equipment.
   b. Annual Computer Equipment Inventory Verification Exercise
      i. Goal: To review and confirm assigned computer devices with DFA unit staff.
      ii. Process Steps:
         1. A list of DFA-managed computer equipment is shared with all Equipment Managers.
         2. Equipment Managers confirm with their unit employees that the computer equipment information provided is correct or provide updates.
         3. Equipment Managers notify the designated Project Manager when inventory is completed for their unit.

ii. Unit Equipment Manager
   a. Coordinate the following:
      i. Assignment of equipment for new employees,
Re-assignment of equipment for current employees,
iii. Collection of equipment from employees who transfer to other units, retire, or separate from the University,
iv. And recycling of equipment as needed.

b. Maintain an inventory list that reflects the status for all computer equipment that belongs to the unit.
   i. Required to track desktops, laptops, cell phones, and iPads by serial number and assigned employee per policy.¹
   ii. Recommended to track the quantity of docking stations and monitors distributed by person.²

c. Represent their unit on the DFA Equipment Committee.
d. Participate in the Annual Computer Equipment Inventory Verification Exercise (see II.i.b.).

iii. Individual User
   a. Ensure your computer receives all OIT-initiated updates.
      i. These are done automatically on Thursday nights.
      ii. Users should log off their computer but leave it on so that the update can take place.
      iii. If the computer is turned off, it should receive the updates automatically when it is restarted.
   b. Notify your unit’s Equipment Manager, and your supervisor, if there are any changes in your equipment needs.

III. Guidelines

Employees are assigned equipment as needed to perform their job duties, at the discretion of their supervisor. To support the variety of work schedules (e.g., on-campus, hybrid, remote), DFA will provide the necessary computer equipment for the employee’s primary workspace. Employees whose primary workspace is not on-campus will utilize designated shared spaces when they are in the office.

For security purposes, all DFA employees are strongly encouraged to use University managed devices. If you have not been issued a University managed device, please notify your supervisor, and take the necessary security precautions when logging into the UCI campus network. Please note that DFA is in the process of replacing any remaining desktops with laptop and docking station setups through the Future of Work (FOW) Resource Program.

i. OIT Standard Equipment

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer desktop</td>
<td>Dell OptiPlex 7090</td>
</tr>
<tr>
<td>Computer laptop</td>
<td>Dell Latitude 5420</td>
</tr>
<tr>
<td>Docking station</td>
<td>Dell Thunderbolt Dock- WD19TB 130w Power Delivery – 130W AC</td>
</tr>
</tbody>
</table>

¹ These items store data and other technology information, thus posing a high cost and information security risk to the University.
² Per Procurement and OIT consultation, it is not required to track these items. However, as assets of the University, DFA will track these items for budget backup and recordkeeping purposes only.
³ Defined as the location an employee performs their job duties more than 50% of the time.
ii. Assignment of Equipment*
   a. The assignment of equipment is coordinated by the unit’s Equipment Manager.
   b. Employees should be assigned, at most, the following number of items. Excess items should be returned to the Equipment Manager. This does not include items in shared spaces.
      i. Please consult with your unit’s Equipment Manager should an employee need additional standard items beyond the number indicated below or for special request items.

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td></td>
</tr>
<tr>
<td>Computer desktop OR laptop*</td>
<td>1</td>
</tr>
<tr>
<td>Docking station</td>
<td>1</td>
</tr>
<tr>
<td>Monitor</td>
<td>2</td>
</tr>
<tr>
<td><strong>Special Request Only</strong></td>
<td></td>
</tr>
<tr>
<td>Cell phone</td>
<td>1</td>
</tr>
<tr>
<td>iPad</td>
<td>1</td>
</tr>
<tr>
<td>Individual office printer</td>
<td>1</td>
</tr>
<tr>
<td>Webcam</td>
<td>1</td>
</tr>
</tbody>
</table>

iii. Requesting Equipment
   a. Supervisors should submit a DFA Computer Equipment Request Form to their unit’s Equipment Manager if they need equipment for a new hire or an employee requires replacement equipment (e.g., their current device is no longer under warranty).
      i. A copy of the signed form should be retained for recordkeeping purposes and included in backup documentation should new equipment need to be purchased.
      ii. Due to potential supply chain delays, please allow at least five weeks for the Equipment Manager to fulfill your request.
   b. Process Steps:
      i. After receiving a signed DFA Computer Equipment Request Form, the Equipment Manager assesses their unit’s current inventory.
         1. Equipment available in inventory
            a. Submit a ticket with OIT requesting the assignment of the computer to the user and to ensure it has the latest updates.
            b. Include the user’s name, the computer’s identifying information (e.g., serial number, computer name), and the identifying information of the device being replaced (if applicable).
            c. The employee’s current computer can be returned to OIT for proper disposal or maintained in the unit’s inventory for reassignment (if applicable).
         2. Equipment not available in inventory
            a. New equipment will need to be ordered through OIT.
               i. Visit the OIT Service Portal.
ii. Select Order Something > Desktops, Mobile Devices, etc.
iii. Click on the requested item and fill out a request.
iv. OIT will contact the Equipment Manager when it is available and ready for deployment.

iv. Returning Equipment
   a. As an employee prepares to transfer to another unit, retire, or separate from the University, they must return all computer equipment in their possession to their unit’s Equipment Manager.
   b. The Equipment Manager will update the status of the items in the inventory list once they’ve been returned.

v. Recycling Equipment
   a. Computer equipment should be disposed of as e-waste once it is no longer functional or out of warranty.
      i. For devices that store data, submit a ticket with OIT to request the pickup of any e-waste.
         1. OIT will ensure that devices are appropriately wiped of sensitive data.
      ii. For devices that do not store data, a request for pickup may be submitted with either OIT or Peter’s Exchange.

Note: The UC equipment loan procedure and loan agreement form are different from what we are managing and is beyond the scope of this document.