

# Waste Disposal of Virginia Tech Property

For information, contact [Ron Barrett](#), 540-231-5660, of [Virginia Tech Surplus Property](#).

## Cell Phones

See [Virginia Tech Policy 3955, Management of Surplus Property](#) for instructions on disposing of university owned cell phones.

## Computers

Computers must be disposed of through [Virginia Tech Surplus Property](#). See [Virginia Tech Policy 3955, Management of Surplus Property](#) for further instructions.

It is the responsibility of the university departments to ensure all computer hard drives are free of all data and software before they are transferred outside of the department. Before requesting to surplus any components that contain a hard drive, be sure the data is completely wiped as a precaution. A final data cleanse and inspection of the equipment will happen in Surplus by trained Information Technology (IT) staff before any equipment is sold or destroyed through the surplus process.