

**EDUCATIONAL TECHNOLOGY LAB (ETL)**  
**DISPOSAL AUTHORIZATION FORM**

**NOTE: DISPOSAL REQUEST WILL WIPE ALL THE DATA IN THE DEVICE, WITH NO CHANCE OF RECOVERY**

User Last Name: \_\_\_\_\_  
Building: ETMSW \_\_\_\_\_ DHSP \_\_\_\_\_  
Phone: \_\_\_\_\_

User First Name: \_\_\_\_\_  
Status: \_\_ Faculty \_\_ Staff \_\_ Student  
Email: \_\_\_\_\_

---

Device Type	Model Number	Serial Number	Ptag
-------------	--------------	---------------	------

**Equipment 1:**

**Equipment 2:**

**Equipment 3:**

**Equipment 4:**

**Equipment 5:**

**Equipment 6:**

**Equipment 7:**

**Equipment 8:**

**Equipment 9:**

**Equipment 10:**

---

**I UNDERSTAND THAT ETL AND ITS STAFF'S SOLE OBLIGATION UNDER THIS AGREEMENT WILL BE TO PROVIDE BASIC COMPUTER/EQUIPMENT (INCLUDING RESIDENT DATA) DISPOSAL SERVICE.**

**I fully understand the following consequences of my consent authorizing the disposal:**

- ETL and its staff presume that the **user assumes full responsibility with respect to their data. This includes, but not limited to, backing up their entire data, deleting critical/private/sensitive information before handing over the equipment, etc.**
- The equipment shall be recycled appropriately either by disposing it for good or by assigning it to a different user. Necessary steps like formatting the system, etc will be taken before any further action.
- The various information storage media will be ERASED/FORMATTED with NO possibility of retrieval whatsoever.
- ETL staff or authorized third parties shall have no liability or obligation under this Agreement with respect to any kind of **intellectual property, data, information or computer programs, whether or not stored on the equipment.**
- ETL and its Staff shall not be responsible in any way for any loss incurred subsequently once I authorize them for the disposal.

**I HAVE CAREFULLY READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

**Client Signature** \_\_\_\_\_

**ETL Staff Name** \_\_\_\_\_

**Accepted on (date) :** \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_ **(MM/DD/YY)**