



TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer (Interim)

DATE: 2021 November 11

IT HARDWARE: PREFERRED RECYCLING PROCESS

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 23-21FFC re: “IT Hardware: Preferred Recycling Process” for information.

Key Points

- Information Technology (IT) requires a safe and secure path to dispose of unused electronic assets and media that have reached end of life.
- A vendor, Greentec was selected to dispose of expired and unused IT assets, using either specialized encryption or physical destruction of the devices.
- Services also include the auctioning of assets that may have value past their useful life at MLHU. Proceeds from the auction process will be returned to MLHU in the form of reduced recycling fees or payment if the proceeds exceed the recycling costs.

Background

This report provides an update on the status of expired and unused assets transported to Citi Plaza from the 50 King Street location, focusing particularly on the magnetic media located currently in the mezzanine storage area and 30 desktops currently located in the IT storage room. Information Technology (IT) requires a safe and secure path to dispose of unused electronic assets and media that have reached end of life. This includes, but is not exclusive to, laptops/desktops, mobile phones, and magnetic/solid state drive (SSD) media.

Current Status

Working with MLHU Procurement, the vendor Greentec was selected to provide the required service of recycling old hardware. Where applicable, Greentec will provide Certified Data Erasure utilizing specialized encryption technology to ensure data deletion. Where secure deletion is not possible, physical destruction of the device will be carried out using a Certified Shredding process. These paths are required to verify data sanitation and provide MLHU the required Certificate of Destruction. Inventory of assets and media to be processed were provided to Greentec, and the assets will be processed and securely disposed of in the coming weeks.

Next Steps

The IT Team will create a yearly hardware review and disposal process to ensure that MLHU electronic assets are safely recycled and, where possible, to recover the residual value from unused MLHU assets. This will prevent a buildup of assets for disposal in the future.

This report was prepared by IT Team, Healthy Organization Division.

A handwritten signature in black ink that reads "E. Williams". The signature is written in a cursive style with a large, prominent "E" at the beginning.

Emily Williams, BScN, RN, MBA
Chief Executive Officer (Interim)