



AERC RECYCLING

SECURE DATA DESTRUCTION AND SURPLUS (SDDS)

VA-040917-DYNT

SDDS PROJECT ADMINISTRATION
GETTING STARTED DOCUMENT 3 OF 3

VERSION 2.0

<https://www.covsdds.com>

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Introduction to Secure Data Destruction and Surplus

AERC.COM, Inc. (AERC Recycling) is proud to have been awarded the Secure Data Destruction and Surplus (SDDS) contract, VA-040917-DYNT by Virginia Information Technologies Agency (VITA) in October 2004. AERC has been working diligently to maintain and grow the program that allows qualified organizations use of the SDDS system to surplus all qualified technology devices within the Commonwealth of Virginia. AERC continues the strategy of the SDDS online system...creating a long-term surplus application that is available to all users of the SDDS contract.

Highlights of the SDDS system are as follows:

- Internet based.
- Secure 128 Bit SSL encrypted site to protect your information.
- Username and Password protected.
- Tiered user authorization for surplus registration and surplus approval.
- Can manage single locations or multiple locations at the same time.
- Dynamic costing model to allow forecasting of SDDS costs.
- Complete tracking capability down to a single unit from initial equipment registration to the final destination of resale, donation or destruction.
- Allows for online creation and archiving of data and unit destruction certifications that comply with electronic signature and VITA ITRM security documentation requirements.
- Reports revenue returns to the Commonwealth from resale.
- Allows for the import and export of data to and from other asset tracking systems.

Note: Use of the SDDS system is mandatory to use the SDDS contract. DynTek must provide a universal surplus tracking system to the Commonwealth. Use of this system is the only means to cover this commitment.

How the SDDS Program Works

Anyone would think that the surplus of a computer or other technology device is fairly simple. But the potential data security and ecology damage that a computer can yield is enormous. For this reason, VITA has assigned responsibility of technology surplus to AERC. Assignment of this responsibility to a 3rd party vendor allows an organization to focus on the forward momentum of its operation and not worry about items that were displaced from use. The responsibility of securing SDDS items falls to AERC and the accountability of meeting the security and ecological requirements the Commonwealth demands will be the sole responsibility of AERC and no longer that of the organization that uses the SDDS program.

The SDDS Lifecycle (Grey rows highlight what is covered in this document.)

Phase	Milestone	Description	Responsible Organization	Outcome
1	SDDS Registration	Organization applies to use SDDS	DGS, Requesting organization, AERC.	Use of SDDS authorized or denied by DGS.
2	Organization Registration	Organization creates a list of locations where surplus equipment exists as well as a list of users authorized to surplus equipment in those locations.	Requesting Organization	Organization is ready to begin surplus.
3	Equipment Registration	Authorized users in local offices begin the process of registering items identified for surplus.	Requesting Organization	Unique "Batch" profile is created for administrative review. Equipment list is entered into SDDS
4	Batch Audit	Organizations Agency Administrator reviews requested surplus equipment batch and modifies, approves or denies. SDDS Cost is listed at this time.	Requesting Organization	Batch is modified to management approval. Quote generated and PO issued to AERC.
5	Collection	AERC coordinates with client to arrange collection based on the final batch list	Requesting Organization, AERC.	Collection schedule reviewed and approved. Items removed from locations.
6	Validation	AERC validates SDDS information of items that are registered and modifies any discrepancies. Organization can review any changes.	AERC	Items moved to evaluation.
6	Evaluation	Items are evaluated according to their registered information and physical review.	AERC	Items will be resold, donated or destroyed. This is based on the item meeting or failing the evaluation criteria.
8	Sanitization	Data and any other markers identifying the organization are removed.	AERC	Item is ready for redistribution or destruction. Item is certified as ready for reuse or is certified as destroyed.
9	Destination	Item is sold, donated or destroyed. Final report is available to organization.	Requesting Organization, AERC.	Billing
10	Administration	Resale revenue is returned to DGS/Organization Organization is billed for batch processing costs.	DGS, Organization, AERC.	Activity Closure

Contract Details

Contract Number: VA-040917-DYNT
Issuing Authority: Virginia Information Technologies Agency
Type of use: Optional
Contract Term: 3 Years with 3 Optional 1-Year Extensions
eVA Supplier Details: AERC.Com, Inc.
116 Sylvania Road
Suite E
Ashland, VA 23005
United States
Phone: +1 (804) 798-9295
Fax: +1 (804) 798-9295
Email: amesser@aercrecycling.com

Contract Contacts

VITA

Gregory Searce
Tel: (804) 416-6166
Email: gregory.searce@vita.virginia.gov

DGS

Joseph Thomas
Tel: (804) 236-3662
Email: joe.thomas@dgs.virginia.gov

AERC Program Management

Arron Messer
Tel: (804) 798-9295
Email: amesser@aercrecycling.com

<https://www.covsdds.com>

You are about to begin phase 4, 9 and 10 of the SDDS process as defined in table 1 on page 4 in this document. If you have not looked at the table, please do so now and familiarize yourself with the areas that you and your organization are responsible for. This document focuses on how to successfully administer ongoing SDDS projects for your organization. Please refer to the other documents on the SDDS web-site for other activities. Each section in this document will have a phase number, a percentage of completion and identification of responsibility. This will show you where in the process you are and how close you are to completing the SDDS process for your organization.

Example: **1** this means you are now at phase 1

Example: **1 10%** this means you have completed 10% of phase 1.

Example: **AA** Agency Administrator responsibility

Example: **RA** Region Administrator responsibility

Example: **M** Surplus Equipment Member responsibility

System Requirements

The SDDS system has been designed and tested on the following software platforms and conforms to VITA minimum performance specifications.

Microsoft© Windows 98 SR2
Microsoft© Windows 2000
Microsoft© Windows XP Professional
Microsoft© Windows Vista

Microsoft© Internet Explorer 5 or higher

To be able to administer the SDDS system you must have already completed the following steps.

- Requested a Delegation of Authority to surplus from Department of General Services (DGS).
- Received approval to surplus from DGS.
- Created a list of facilities that will surplus.
- Created a list of users who will administer and use the SDDS system.
- Started to register devices in SDDS.

Instructions to complete these tasks can be found in the first and second SDDS documents, “Agency Registration Instructions” and “Equipment Registration Instructions.” These documents can be downloaded from the “Getting Started” section at <https://www.covsdds.com>

Who can administer an SDDS project?

AA

Agency Administrator: Only an AA can approve or reject units requested for surplus and administer the SDDS system as a whole for their organization.

The SDDS project is underway. The Region Administrators and Members are actively working on registering surplus devices. A batch is open and devices are filling the batch as they are registered. As devices are registered, the SDDS system calculates a forecasted cost of the project that is based on information entered during the device registration phase. A batch may contain 1 device, 1000 devices or even more. It is the responsibility of the Agency Administrator to audit and control a batch and its contents. AERC has no interaction with a batch until it is approved. Certain factors may influence the Agency Administrator in the decision to approve and close a batch. Examples are:

Batch Milestone	Description	Result	Output
Budget	Projected SDDS costs reach allocated budget.	AA closes batch to stay within surplus cost estimate displayed in SDDS system.	Unit collection occurs. Outstanding units wait for further funding.
Geography	Region is complete with SDDS activity.	Region can be cleared of surplus units.	Surplus activity is closed for that specific region. Next region can be processed.
Logistics	Organization members have limited time to work on surplus registration.	Surplus work is staggered to meet other employee priorities.	Batch closes to work complete. Each batch reflects employee time available.
Timeline	Time constraints on clearing areas of units that cannot wait on other regions/facilities completing their activity.	Time management of batches according to schedule priority.	AERC works with organization to streamline collection of batches with time constraints.
Capacity	Physical limitation of surplus unit storage.	Batch is closed when location meets capacity.	Collection occurs to clear location as soon as possible.

Other factors may make the AA close a batch. Either way, AERC will not begin its operation until the organization has approved a batch for collection.

This section covers the following:

- Accessing a batch
- Review of the batch
- Modification of the batch
- Denial of a batch or a batch component
- Approval of a batch or a batch component
- Cost estimation
- Quote generation for the organizations procurement to issue a Purchase Order against the batch.

The example batch reflected in this document is for units previously registered in the Equipment Registration Document.

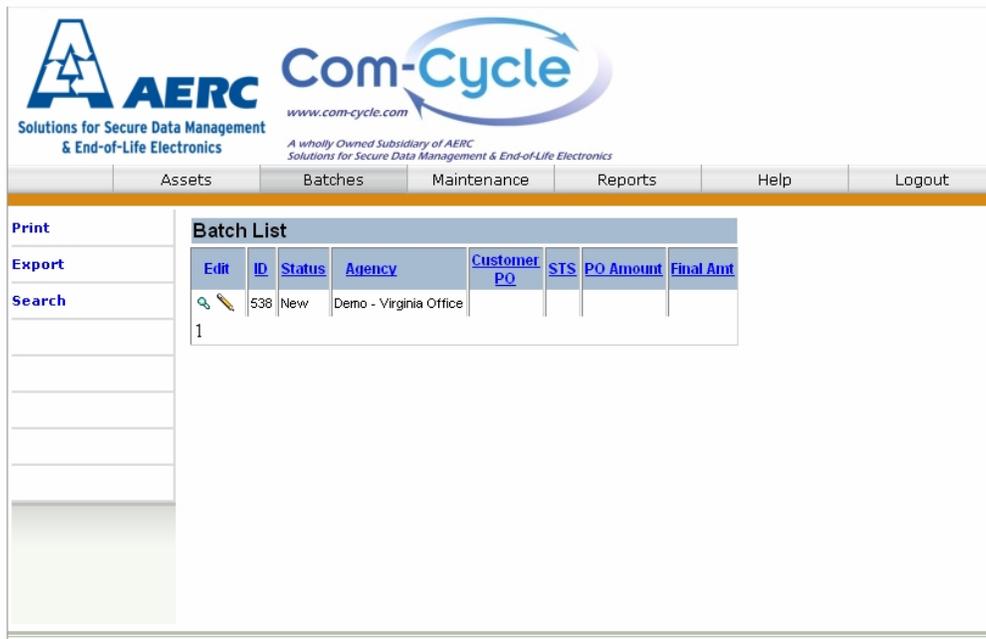
To access the batch:

- Go to <https://www.covsdds.com>.
- Login with your username and password.



Remember only the Agency Administrator can access and control a batch.

Batch Overview Page



The Batch Overview page is the default page for the AA after login.

When you initially login to SDDS, you will see the same page that you saw when you first registered. In this case, Batch 536 is the only batch listed. However, now that your members have registered units into SDDS, the content of the batch is no longer empty.

Editing a Batch

Using one of the two icons in the “Edit” field, you can:

-  View a summary of the batch but cannot edit any details.
-  Begin processing the batch.

Additional Batch List Fields

Description	Function
Edit	Use to view or process a batch
ID	Unique batch ID
Status	Shows in which stage the batch has been managed
Agency	Your organization
Created	When the SDDS system created the batch
Customer PO#	Reflects your PO to AERC once the batch is approved and a PO is issued to AERC
Fcst Batch Amt.	SDDS System forecasted cost of the project after batch approval
Actual Batch Amt.	Actual cost of the project once a device has been processed by AERC
Cust. Labor	Forecasted labor costs to complete the project after a batch is approved

The easiest way to see the ongoing progress of your surplus project is to view the batch.

In the batch overview page, click the  icon next to the batch you want to view.

Note: You cannot make any changes to the batch in this area.

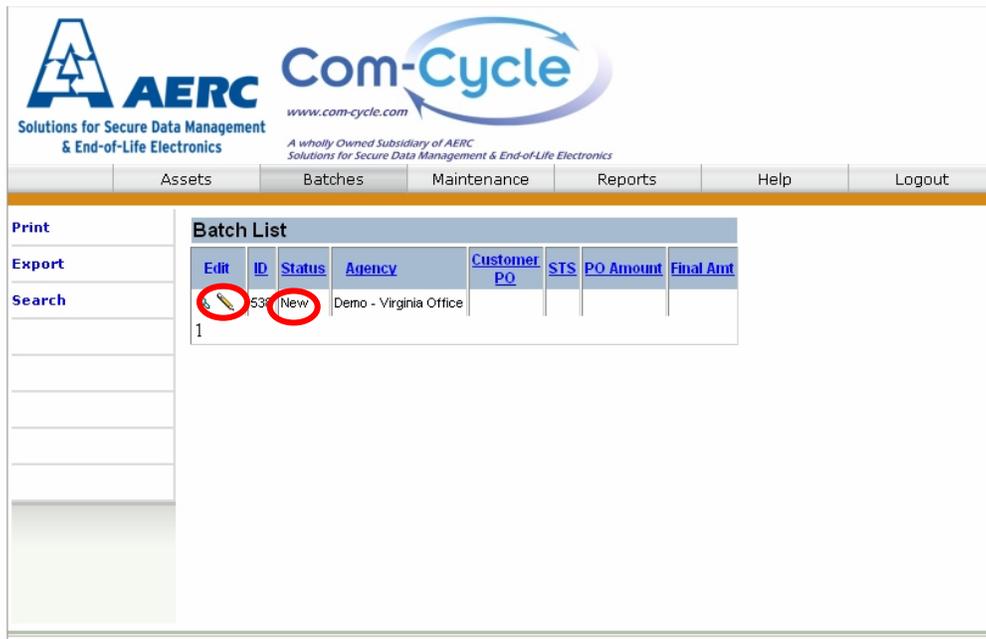
Print	Batch ID:555								
Back	Status	Agency	Create Date	Approved		Rejected		Requested	
				Units	Amount	Units	Amount	Units	Amount
	New	Demo - Virginia Office	6/4/2008 10:30:08 AM	0	\$0.00	0	\$0.00	1	\$13.97
				Projected Labor Charges ---					
	Asset Information								
	Serial Number	Manufacturer	Asset Type	Asset Subtype	Condition	Status	Entered by	Disp.	
	987654321	Dell	Handheld Computer	None	Fair	Requested	ArronMesser		
	1								

In the batch view page, a summary of items are listed with the forecasted cost of all items registered. Because the units have a status of “Requested”, they are waiting on your decision to either approve or reject them for processing by AERC. The “Approved” and “Rejected” fields show no units in this example and the projected Labor charge is blank. When you begin the actual audit of the devices listed and make an approval or reject decision, this page will change automatically to reflect your decision. This will be shown later in the document.

Processing a Batch

The time has come for you to audit the batch and begin the approval process.

In the batch overview page, click the  icon next to the batch that has the status “New”



The screenshot displays the AERC Com-Cycle web application interface. At the top, there are logos for AERC (Solutions for Secure Data Management & End-of-Life Electronics) and Com-Cycle (www.com-cycle.com). Below the logos is a navigation menu with tabs for Assets, Batches, Maintenance, Reports, Help, and Logout. The main content area shows a 'Batch List' table with the following columns: Edit, ID, Status, Agency, Customer PO, STS, PO Amount, and Final Amt. A single row is visible in the table with the following data: Edit (pencil icon), ID (53), Status (New), Agency (Demo - Virginia Office), Customer PO, STS, PO Amount, and Final Amt. The pencil icon and the 'New' status are circled in red.

Edit	ID	Status	Agency	Customer PO	STS	PO Amount	Final Amt
	53	New	Demo - Virginia Office				

Tip

When you have more batches in the Batch Overview, you will only have one batch with a status of “New” at any time. All other batches listed will be closed. You will not be able to modify any batch that closed. You will be able to view the batch. This will be shown later in this document.

Batch Audit Page

Batch Actions	Batch ID:555									
Approve Batch	Status	Agency	Create Date	Approved		Rejected		Requested		
				Units	Amount	Units	Amount	Units	Amount	
Reject Batch	New	Demo - Virginia Office	6/4/2008 10:30:08 AM	0	\$0.00	0	\$0.00	1	\$13.97	
View Details	Projected Labor Charges ---									
Page Actions	Asset Information									
Approve All	Edit	Asset Id	Serial Number	Manufacturer	Asset Type	Asset Subtype	Condition	Status	Expense	Disp.
		57513	987654321	Dell	Handheld Computer	None	Fair	Requested	\$13.97	
Reject All	1									
Back										

This area of the SDDS system is the primary focus of the AA for completing a batch.

As in the view area, a summary of units registered for surplus is listed. The difference is that the AA can now review, approve, reject or reset any individual unit, page or complete batch as a whole. Also the individual device cost to process a device is listed. There are also Batch Action commands and Page Action commands.

Asset Information Commands

Icon	Unit Status	Function
	NA	View unit information and audit trail if applicable.
	Approved	Approve this device individually for SDDS processing. Device is now approved.
	Rejected	Reject this device individually for SDDS processing. Device is now rejected.
	Requested	Reset this Device. Device is now pending approval or denial again and becomes requested.

Batch Action Commands

Action	Function
Approve Batch	Batch is approved. Approved and requested devices are approved in the batch. Rejected devices stay rejected. Batch is closed and cannot be modified. New batch created
Reject Batch	Batch is rejected. Approved and requested devices are changed to Rejected. Batch is closed and cannot be modified. New batch is created.
View Details	View more batch details. Designed for use after batch is approved to see how the batch is being processed by AERC.

Asset Actions

Action	Function
Approve All	All Devices are approved on the page. Batch is not closed until Batch is approved.
Reject All	Devices are rejected on the page. Batch is not closed until Batch is rejected.
Back	Returns to the Batch Overview Page.

Denial of a Batch or a Batch Component

WARNING Rejection of a batch will mean that the batch will not be accepted for processing and that the batch is closed from further use. Only use this option if you are sure that you will not assign the batch to the SDDS contract. Rejecting a batch does not delete the batch. This option just makes the batch unavailable. AERC can make the batch available again if requested but this will require special intervention. Contact AERC for assistance if this is the case.

Circumstances may occur where an item entered into SDDS is not compliant to the contract or an item was inadvertently registered that should not have been. Also, forecasted costs may need to be adjusted to fit a budget. The SDDS system has the ability to allow the AA to streamline the SDDS operation before approving a batch for processing.

When an individual item is identified to be removed from the batch list, the AA can click the red button in the “Edit” field of the Batch overview. This will change a unit’s status from “Requested” to “Rejected.” This will not affect the other items in the batch. The cost of the unit that is rejected will be removed from the displayed cost estimate when the batch is approved. If the AA needs to reset the unit back to “Requested” again, the blue button can be clicked and the unit is reset. The AA can continue to review units registered for as long as the batch is in the Requested stage.

Normally, the AA will approve a batch as a whole or remove only a small amount of units. Administration of hundreds of units in this manner can be time consuming.

In the next example, the device with Unit ID 423 will be changed.

Default or returned to this status after the blue button is selected.

			423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	NF	Requested \$16.09
---	---	---	-----	---------	---------------------------	---------------------	--------	----	--------------------------

Batch detail shows 100% of the batch as requested.

Batch ID: 123									
Status	Agency	Create Date	Approved		Rejected		Requested		Projected Labor Charges
			Units	Amount	Units	Amount	Units	Amount	
New	Virginia Department of Test	7/1/2005 10:46:06 PM	0	\$0.00	0	\$0.00	14	\$256.92	

Red button is selected and the device is now rejected from the batch.

			423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	NF	Rejected \$16.09
---	---	---	-----	---------	---------------------------	---------------------	--------	----	-------------------------

Batch detail now shows one device rejected. Device has been subtracted from the summary of requested devices with its associated cost.

Batch ID: 123									
Status	Agency	Create Date	Approved		Rejected		Requested		Projected Labor Charges
			Units	Amount	Units	Amount	Units	Amount	
New	Virginia Department of Test	7/1/2005 10:46:06 PM	0	\$0.00	1	\$16.09	13	\$240.83	---

Green button is selected and the device is now approved for processing.

			423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	NF	Approved \$16.09
---	---	---	-----	---------	---------------------------	---------------------	--------	----	-------------------------

Batch detail now shows the device as approved. Additionally, the SDDS system has applied a Projected Labor Charge.

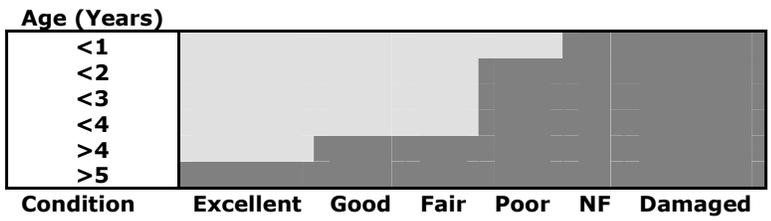
Batch ID: 123								
Status	Agency	Create Date	Approved		Rejected		Requested	
			Units	Amount	Units	Amount	Units	Amount
New	Virginia Department of Test	7/1/2005 10:46:06 PM	1	\$16.09	0	\$0.00	13	\$240.83
Projected Labor Charges								\$65.00

4 60% AA Cost Estimation

The SDDS system uses an intelligent evaluation method to estimate the approximate costs to your organization when using SDDS.

When a member registers a device with SDDS, the system looks at the registration information and attaches a cost to the unit that is based on the probability of the unit being resold or recycled.

Device Probability



Resale/Donation
 Recycle/Destroy

Cost Example

An example of charge estimation for a desktop computer that is evaluated to be resold:

Collection and Transport	Validation/Evaluation	Sanitization	Total SDDS Cost
3.06	14.70	3.68	21.44

There are other charges that can be applied if the organization requests them. Refer to the SDDS Administrative Procedures Manual (APM) for a complete list of charges. The APM can be downloaded from the SDDS homepage. These charges are calculated and applied in the form of a Change Order.

Projected Labor Charges

The system allocates one labor hour for every 25 units registered as a contingency for time on-site at your facility taking longer than forecasted for unforeseen events. This time is only charged if used.

- 1-25 Units = \$65.00
- 26-100 Units = \$130.00
- 101-150 Units = \$195.00

This will continue incrementing for every 25 units registered.

Revenue Return

AERC makes every effort to resale surplus equipment that has been evaluated for redistribution at the highest amount that the market offers. Resale revenues are returned to the Department of General Services or to the organization directly. Revenue receipts are always reported to the Agency Administrator. Generally Funded Commonwealth organizations must petition DGS directly for funds to be returned to them. AERC will not return funds to these organizations directly as mandated by Commonwealth surplus law.

Special Considerations

When a device is resold that was originally funded from other sources than Commonwealth funds, revenue may be returned directly to the organization. It is the responsibility of the organization to notify AERC that this is the case BEFORE starting surplus activities. A batch will be assigned to handle these devices exclusively so that revenue return can be tracked away from generally funded devices.

4 70% AA Approval of a Batch or a Batch Component

Normally, an SDDS operation will have 95-100% of requested units approved for processing. The ability of the AA to perform a fast review in the Batch Audit page of the forecasted costs and to approve units registered in one go means faster completion of the Organization's SDDS audit before authorizing AERC to begin collection.

Before approving a batch and beginning the purchase order process, the AA must consider other factors outside of SDDS and make appropriate arrangements.

- Donations – It is the responsibility of each organization to arrange any donation of their units to a qualified recipient. AERC must know about these arrangements and receive proper documentation that the recipient meets DGS and IRS code. Once the operation of processing equipment occurs, AERC cannot divert units to donation if prior arrangements were not made. Contact DGS for further details.
- Any other factors that may hinder AERC from performing its role on schedule.

Once you have completed your review of the batch, you can approve the batch.

Tip Remember that rejected devices will not change to approved once you approve a batch. They will be excluded from processing.

IMPORTANT

Approval of a batch means you cannot reverse the decision and the batch is closed. Make sure you are certain that you have reviewed fully the contents of the batch before approving. If edits/changes are required after batch approval, please contact the AERC Program Manager.

Batch Audit Page

Batch Actions		Batch ID:555									
Approve Batch		Status	Agency	Create Date	Approved		Rejected		Requested		
Reject Batch					Units	Amount	Units	Amount	Units	Amount	
View Details		New	Demo - Virginia Office	6/4/2008 10:30:08 AM	0	\$0.00	0	\$0.00	1	\$13.97	
		Projected Labor Charges ---									
Page Actions		Asset Information									
Approve All		Edit	Asset Id	Serial Number	Manufacturer	Asset Type	Asset Subtype	Condition	Status	Expense	Disp.
Reject All			57513	987654321	Dell	Handheld Computer	None	Fair	Requested	\$13.97	
Back		1									

You have audited the pages and have determined final approval/rejection of the Requested devices. You are ready to approve the batch, knowing that requested devices will automatically go to approved status and rejected devices will be excluded.

Click on the “Approve Batch” button on the left.

Batch Approval Summary

Batch Actions		Batch ID:555									
Approve Batch		Status	Agency	Create Date	Approved		Rejected		Requested		
Reject Batch					Units	Amount	Units	Amount	Units	Amount	
View Details		Approved	Demo - Virginia Office	6/4/2008 10:30:08 AM	1	\$13.97	0	\$0.00	0	\$0.00	
		Projected Labor Charges \$65.00									
Page Actions		Asset Information									
Approve All		Edit	Asset Id	Serial Number	Manufacturer	Asset Type	Asset Subtype	Condition	Status	Expense	Disp.
Reject All			57513	987654321	Dell	Handheld Computer	None	Fair	Approved	\$13.97	
Back		1									

Once you approve the batch, the Batch Audit Page will change and is no longer editable. Only “View Details” in the Batch Actions area and the “Back” command in the Page Actions area are functional. The option to approve, reject or reset a device is also removed but you can still view a device individually. The batch summary now only shows approved and rejected devices. Costs are broken down.

Approved	1 Unit	\$13.97
Labor	1 Hour	\$65.00
Rejected	0 Units	\$0.00
Forecasted Total		\$78.97

This batch is now ready to be processed!

To complete the approval procedure, AERC must receive a Purchase Order. The SDDS system automatically generates a quote at the same time the Agency Administrator clicks on the “Approve Batch” link.

SDDS System Quote Example



AERC Recycling
 Secure Data Destruction and Surplus
 116 Sylvia Road, Suite E,
 Ashland, Virginia 23005
 Tel: 804.798.9295

SDDS Quote
 Quote No. VA-SDDS-288
 Agency: [REDACTED]
 Contact: [REDACTED]
 Date: [REDACTED]
 Preparer: [REDACTED]

Item No.	Part No.	Vendor	Description	Qty.	Rate	Total	Note
1	NA	Dyn	SDDS Service / Batch No. 288	1			PB
2	SDDS-4	Dyn	Device Discovery and Registration	*	*	*	PB
Project Total						0.00	

AERC SDDS
 VA-040917-DYNT
 Quote Valid for 30 days from quote issuance
 Cost is contingent on information provided by registering user facility and may be subject to change.

The quote appears in a new window once the batch is approved.

This quote can be printed or saved as a file and then sent to the organizations procurement department to issue a purchase order.

Tip

Pop-up blockers may stop the quote from being displayed after the batch is approved. To manually retrieve the quote, return to the Batch Overview Page by clicking “Batches”, Click the  icon for the approved batch and in the view batch page, Click “print quote.” SDDS will generate another copy of the quote. If the quote still does not display because of a popup blocker, request the blocker to be temporarily disabled from your IT department.

Updated Batch List Page

The Batch List Page now shows the batch that is approved and a second “New” batch. The second “New” batch is automatically generated by the system to accept new devices. The forecasted batch amount and labor charge is reflected in the approved batch details. The Purchase Order Number and Actual Batch Amount will only be filled when the batch is processed.

So far the AA has reviewed and approved a batch. Now the batch will wait for AERC to receive a P.O. and to confirm receipt of the P.O. The AA can continue reviewing and approving batches as they fill with registered devices. Field Members will not be affected by the speed that batches are reviewed and approved. There is always an open batch to register units into.

So far, the batch status has been shown as “Requested”, “Approved” or “Rejected.”

As the SDDS process moves into phase(s) 5-8, which is AERC’s responsibility, it is important that the AA know which phase the batch is in and how far into SDDS the batch/device has been processed. For this reason, AERC has allocated additional status flags.

Status	Description
Requested	Default status after registration. Device is waiting for AA approval.
Rejected	AA has excluded the device from the batch or the batch is rejected.
Approved	AA has included the device into the batch or the batch is approved.
Assigned	AERC has received a P.O. and is reviewing the batch.
Acknowledged	AERC acknowledges and accepts the batch. Phase(s) 5-8 begins.
Missing	Device missing from batch list. Organization notified. Device status only.
Validating	Devices received into processing. Registration Information – Evaluation and Sanitization occurs – Device status only.
Validated	Batch and Device processing complete. Item will be resold or recycled. Declaration of Sanitization available.
Recycled	Unit is destroyed. Declaration of Destruction available.

The AA can review a batch at anytime.

Batch List Page

Print		Batch List							
Export		Edit	ID	Status	Agency	Customer PO	STS	PO Amount	Final Amt
Search			538	Validated	Demo - Virginia Office	123456789		\$108.47	\$1,374.84
			554	Approved	Demo - Virginia Office			\$79.04	
			555	Approved	Demo - Virginia Office			\$78.97	
			546	Approved	Demo - Virginia Office			\$154.05	
			561	New	Demo - Virginia Office				
		1							

The above screenshot shows you a list of batches currently being worked on for this Organization. As you can see from the circled notations, this batch is in the “Validated” stage. AERC has received a P.O. through the eVA procurement system and has validated/processed each asset that was sent through the SDDS system. The batch status has changed from “Approved” to “Validated.” Confirmation of the batch P.O. Number is now shown in the “Customer PO” section.

Batch List Page

Batch List									
Print	Edit	ID	Status	Agency	Created	Customer PO#	Fcst Batch Amt	Actual Batch Amt	Cust Labor
Export		123	Acknowledged	Virginia Department of Test	07/01/2005	DO54321	\$226.90		\$65.00
Search		124	New	Virginia Department of Test	07/15/2005		\$0.00		
		119	Validated	Virginia Department of Test	07/01/2005	EP12345	\$40.28	\$37.75	\$65.00
		121	Validated	Virginia Department of Test	07/01/2005	CPO1	\$35.53	\$37.75	\$65.00
		122	Validated	Virginia Department of Test	07/01/2005	C1	\$69.07	\$65.39	\$65.00

As you can see from the circled notation, this batch is in the “Acknowledged” stage. AERC has accepted the batch and begins phase(s) 5-8. During this time, AERC will contact the Region Administrators to schedule the collection of the devices.

As the Agency Administrator, you can view the progress of batch processing by clicking the  next to any batch that is “Acknowledged.” The information on this page begins to show the progress of the batch as well as how the devices were evaluated and sanitized.

The image on the next page shows one item as validated. This is unit 423 of Batch 123.

Batch Information Page

Back								
Batch ID:123								
Status	Agency	Create Date	Acknowledged		Validating		Validated	
			Units	Amount	Units	Amount	Units	Amount
Acknowledged	Virginia Department of Test	7/1/2005 10:46:06 PM	10	\$210.81	0	\$0.00	1	\$17.76
Projected Labor Charges								\$65.00
Asset Information								
Edit	Asset Id	Serial Number	Manufacturer	Asset Type	Asset Subtype	Condition	Status	Expense
	418	ABC-123	Dell	Monitor	17 inch	Fair	Rejected	\$15.93
	419	123-ABC1	Dell	Monitor	17 inch	Fair	Acknowledged	\$15.93
	420	ABC-789	Dell	Monitor	15 inch	Poor	Acknowledged	\$18.34
	421	CFG-1234	Dell	Monitor	15 inch	NF	Acknowledged	\$18.34
	422	1ZWED2345	Compaq	Mobile Computer	None	Fair	Acknowledged	\$26.19
	423	2WSDE33	Other (describe in notes)	Network Electronics	Switch	Good	Validated	\$16.09
	424	76124567	Gateway	Desktop Computer	None	Excellent	Acknowledged	\$21.44
	425	HU4XD	Dell	Desktop Computer	None	Good	Acknowledged	\$20.34
	426	6532-123	Other (describe in notes)	Printer	Col Laser	NF	Acknowledged	\$25.88
	427	NA	Other (describe in notes)	Media	Magnetic	NF	Rejected	\$6.13
	428	DFG-ESDF	Hewlett Packard	Handheld Computer	None	NF	Acknowledged	\$15.94
	429	DFG45	Compaq	Server	None	Good	Acknowledged	\$32.10
	430	FFG2245	Hewlett Packard	Peripheral	Attached	Excellent	Rejected	\$7.96
	431	JHYRT5567	Okidata	Printer	Dot Matrix	Poor	Acknowledged	\$16.31

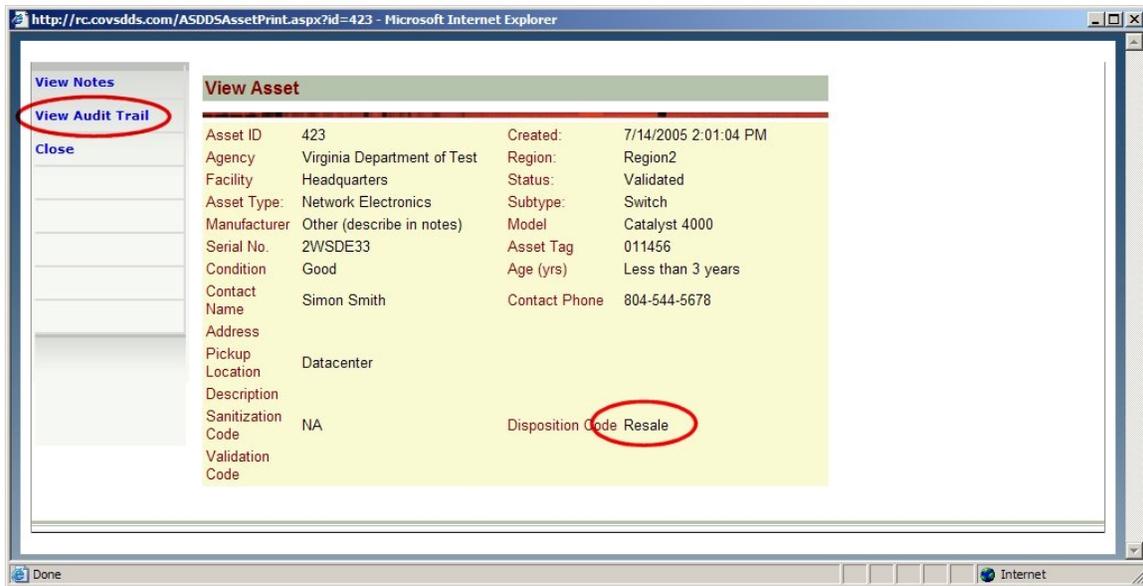
1

As you can see from the circled notations, Unit 423 has been validated. This means that the unit was collected from its location. Its information was checked against the original information entered by the Facility Member and it has been cleaned of any markers that identify it to the Commonwealth. The item has been evaluated to be either resold or recycled.

The forecasted cost in the expense column of \$16.09 is different from the cost of \$17.76 in the validated column. This means that something in the device characteristics changed during validation.

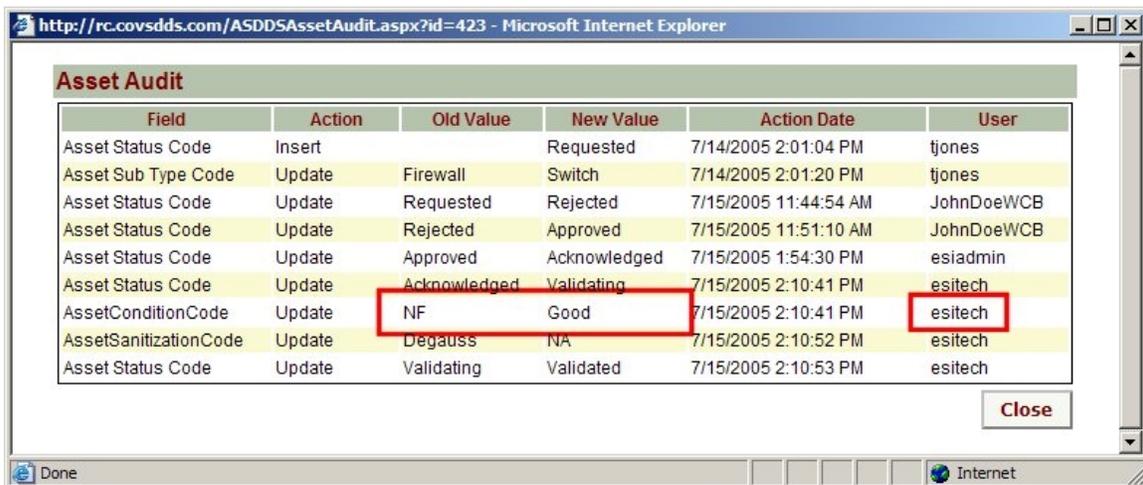
As the AA, you will want to know why this occurred. Click on the icon next to the Unit ID to see details of the device.

Device Information Page



In a new window, the device information page shows a summary of the device and its final disposition. In this case the device has been evaluated to be resold. This still does not justify why the cost is different than originally listed. To look further into the history of the device, you will have to look at the audit trail. Click the “View Audit Trail” button on the left.

Audit Trail Page



In a new window, a history of the device is displayed. Here you see the device going through each phase as planned up to “AssetConditionCode” then the device is changed from “NF” to “Good”. This means that the device was changed from Non-Functional to Good. The SDDS system changed the probability of the system from recycle to resale based on the probability table on page 14. This device then receives additional work to make it ready to be resold. So an additional cost is applied. The positive side to the additional charge is that you receive funds back from AERC or DGS when the item is sold. This offsets the additional cost to resale instead of recycling and can even mean that the device eventually costs the organization nothing to surplus if the revenue return is higher than the cost to surplus.

When you have finished reviewing the information, click close.

Each device will be validated to the point where no devices are left in the batch to be processed.

Batch List Page

<p>Print</p> <p>Export</p> <p>Search</p>	<p>Batch List</p>																																																
	<table border="1"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Edit</th> <th style="background-color: #4F81BD; color: white;">ID</th> <th style="background-color: #4F81BD; color: white;">Status</th> <th style="background-color: #4F81BD; color: white;">Agency</th> <th style="background-color: #4F81BD; color: white;">Customer PO</th> <th style="background-color: #4F81BD; color: white;">STS</th> <th style="background-color: #4F81BD; color: white;">PO Amount</th> <th style="background-color: #4F81BD; color: white;">Final Amt</th> </tr> </thead> <tbody> <tr> <td></td> <td>538</td> <td>Validated</td> <td>Demo - Virginia Office</td> <td>123456789</td> <td></td> <td>\$108.47</td> <td>\$1,374.84</td> </tr> <tr> <td></td> <td>554</td> <td>Approved</td> <td>Demo - Virginia Office</td> <td></td> <td></td> <td>\$79.04</td> <td></td> </tr> <tr> <td></td> <td>555</td> <td>Approved</td> <td>Demo - Virginia Office</td> <td></td> <td></td> <td>\$78.97</td> <td></td> </tr> <tr> <td></td> <td>546</td> <td>Approved</td> <td>Demo - Virginia Office</td> <td></td> <td></td> <td>\$154.05</td> <td></td> </tr> <tr> <td></td> <td>561</td> <td>New</td> <td>Demo - Virginia Office</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Edit	ID	Status	Agency	Customer PO	STS	PO Amount	Final Amt		538	Validated	Demo - Virginia Office	123456789		\$108.47	\$1,374.84		554	Approved	Demo - Virginia Office			\$79.04			555	Approved	Demo - Virginia Office			\$78.97			546	Approved	Demo - Virginia Office			\$154.05			561	New	Demo - Virginia Office				
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	1																																																

As stated previously, once all of the devices have been validated, the batch status changes from “Acknowledged” to “Validated.”

All columns are now populated with information including the “Actual Batch Amount.” This information can only be provided when a batch is completed. In this case the batch cost changed from \$226.90 - \$229.32. This was based on changes made by the system in validation. Any changes to costs will be presented as a Change Order request with an invoice for the original P.O. amount. If the amount is less than the PO amount, a negative change order will be issued with an adjusted invoice.

As an example, the image above shows one batch validated, multiple batches approved and one batch as new. There will always be only one batch as new but there can be multiple batches that are approved, acknowledged and validated at the same time.

4 90% AA Summary

Responsibility	Milestone	SDDS Location	Output
AA	Review batch	Login, Batch ID, Edit Icon	Streamline Batch for Approval
AA	Approve Batch	Login, Batch ID, Edit Icon	AERC Reviews and Acknowledges. SDDS Validation begins
AA	Monitor Batch	Login, Batch ID, Edit Icon Batch Unit ID, View, Audit Trail	Progress towards batch completion and cost justification

Phase Complete !

Batch Completion

Congratulations, you have successfully processed a batch to completion. Devices within this batch are destroyed and recycled, resold or donated. Each device has been accounted for since registration and you are in possession of an audit trail of events that show the life of the device to the end. What remains to be done is to receive a declaration of sanitization and declaration of destruction, if applicable.

These declarations are compliant to VITA ITRM standards. These documents contain an electronic signature that meet the Federal digital signature standards and can be used by your organization to prove that you have removed surplus equipment from your facilities in accordance with Commonwealth law.

Declaration of Sanitization

When a device is processed by AERC, the device must undergo a sanitization process to remove all markers that show the device was owned by the Commonwealth. Sanitization of a device means that there is no way anyone could identify the device as being different from a device that may come from the private sector or another source. Additionally, devices with data storage such as Personal Computers and Laptops will require cleaning so that the data contained on the device is destroyed to the point that it cannot be retrieved by any means. AERC was qualified by the Commonwealth and VITA to provide this service as part of the SDDS solution. However, an organization requires documentation that this work was performed properly and so the Declaration of Sanitization was created.

To access a declaration, certain prerequisites must be met:

- The device has been registered in SDDS.
- The device has been approved and is part of an approved batch.
- The device has been validated.

If these conditions apply follow these steps.

- Open your Internet Explorer and go to <https://www.covsdds.com>.
- Login to the SDDS site with your Agency Administrator username and password.
- Click the “Assets” button in the top navigation bar.
- You can browse through all devices listed or search for specific device(s) by using the search engine.
- Click the  next to the device that you want to view. This will open the View Asset page.
- Click the “Declaration of Sanitization” link.

Asset List Page

Register Device	Asset List									
Search for Device	Edit	Batch ID	ID	Serial #	Manufacturer	Type	Subtype	Status	Ent. by	Created
Print		555	57513	987654321	Dell	Handheld Computer	None	Requested	ArronMesser	6/9/2008 2:04:24 PM
Export		546	57489	N/A	Other (describe in notes)	Peripheral	Attached	Approved	ArronMesser	3/18/2008 11:26:01 AM
		546	57490	AC456789	Dell	Monitor	LCD	Approved	ArronMesser	3/18/2008 11:28:52 AM
		546	57491	bhju	Microsoft	Desktop Computer	None	Approved	ArronMesser	3/27/2008 3:10:00 PM
		546	57495	0000	Acer	Desktop Computer	None	Approved	ArronMesser	3/27/2008 5:10:00 PM
		546	57496	123456789	Dell	Desktop Computer	None	Approved	ArronMesser	3/27/2008 5:30:00 PM
		554	57511	020159853	Acer	Media	Magnetic	Approved	ArronMesser	6/4/2008 10:29:29 AM
		554	57512	5685461651	AST	Media	Magnetic	Approved	ArronMesser	6/4/2008 10:29:55 AM
		538	57485	123456789	Dell	Desktop Computer	None	Validated	ArronMesser	3/18/2008 9:50:00 AM
		538	57486	987654321	AOpen	Desktop Computer	None	Validated	ArronMesser	3/18/2008 9:50:00 AM
	1									

View Asset Page

Back	View Asset			
View Notes	Asset ID	2880	Created:	9/2/2005 2:49:21 PM
View Audit Trail	Agency	[REDACTED]	Region:	Region2
Declaration of Sanitization	Facility	Main Office	Status:	Recycled
Declaration of Destruction	Asset Type:	Monitor	Subtype:	17 inch
	Manufacturer	Dell	Model	E771P
	Serial No.	MX-0819ET-47801	Asset Tag	74238
	Condition	Good	Age (yrs)	Greater than 4 years
	Contact Name	[REDACTED]	Contact Phone	[REDACTED]
	Address			
	Pickup Location	Suite 518		
	Description			
	Sanitization Code	NA	Disposition Code	Recycle
	Validation Code			

Tip Do not look for this option if the device is not validated.

Declaration of Sanitization Example

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: http://rc.covsdds.com/get_declarationofsanitization.aspx?id=2883. The page title is "Declaration of Sanitization and Surplus". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows a search box with "Search Google" and various navigation icons. The main content area features the AERC Com-Cycle logo at the top, followed by the text: "AERC Recycling", "Secure Data Destruction and Services.", "Declaration of Sanitization and Surplus", and "VA-040917-DYNT". Below this, the date "Date: 10/20/2005" and the number "No.: 140 .2883" are displayed. A paragraph states: "AERC Recycling (AERC) has been tasked by the Commonwealth of Virginia to supply Secure Data Destruction and Surplus Services (SDDS) to surplus information technology devices as specified in the SDDS Administrative Procedures Manual." Another paragraph reads: "This document hereby declares and certifies that the following information contained in this declaration is true and accurate and that the device listed has been cleansed of all data and physical markers relational to Commonwealth ownership." A "Device Details" section follows, listing: Batch Number 140, Sanitization Method Shred, Agency (blurred), Validated By calvin, Facility Main Office, Evaluation Result Recycle, Device Type Desktop Computer, Manufacturer Gateway, Model Number E3400, Serial Number 0021442143, and Asset Condition Fair. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "100%".

This document can be printed or archived for your organization.

Tip

It is not necessary to print or save the declaration unless you have internal regulations that require the document to be archived. Agency Administrators will always have access to information in batches and the devices in the batch even after they are processed. AERC will archive the information and submit the historical data to organizations when the contract expires.

When a device is validated and the SDDS system determines the device to be in poor condition, the device will be recycled. The recycling of any electronic device has to be handled by a specialist due to the poisonous nature of some of the elements contained in the device. AERC is certified with both the Department of Environmental Quality (DEQ) and the Federal Environmental Protection Agency (EPA). When AERC recycles a device, a declaration of destruction is created to demonstrate that the unit was not only sanitized but it was also destroyed in compliance to e-cycle regulations and standards.

To access a declaration, certain prerequisites must be met.

- The device has been registered in SDDS.
- The device is approved and is also part of an approved batch.
- The device is validated.

If these conditions apply follow these steps.

- Open your Internet Explorer and go to <https://www.covsdds.com>.
- Login to the SDDS site with your Agency Administrator username and password.
- Click the “Assets” button in the top navigation bar.
- You can browse through all devices listed or search for specific device(s) by using the search engine.
- Click the  next to the device that you want to view.
- The View Asset page will open. If the device you are viewing has been recycled you will have a Declaration of Sanitization and Declaration of Destruction link. Items that are recycled must still have Commonwealth markings cleaned so both declarations apply.
- Click the “Declaration of Destruction” button.

<p>Back</p> <p>View Notes</p> <p>View Audit Trail</p> <p>Declaration of Sanitization</p> <p>Declaration of Destruction</p>	<h3>View Asset</h3> <table border="0"> <tr> <td>Asset ID</td> <td>2880</td> <td>Created:</td> <td>9/2/2005 2:49:21 PM</td> </tr> <tr> <td>Agency</td> <td>[REDACTED]</td> <td>Region:</td> <td>Region2</td> </tr> <tr> <td>Facility</td> <td>Main Office</td> <td>Status:</td> <td>Recycled</td> </tr> <tr> <td>Asset Type:</td> <td>Monitor</td> <td>Subtype:</td> <td>17 inch</td> </tr> <tr> <td>Manufacturer</td> <td>Dell</td> <td>Model</td> <td>E771P</td> </tr> <tr> <td>Serial No.</td> <td>MX-0819ET-47801</td> <td>Asset Tag</td> <td>74238</td> </tr> <tr> <td>Condition</td> <td>Good</td> <td>Age (yrs)</td> <td>Greater than 4 years</td> </tr> <tr> <td>Contact Name</td> <td>[REDACTED]</td> <td>Contact Phone</td> <td>[REDACTED]</td> </tr> <tr> <td>Address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pickup Location</td> <td>Suite 518</td> <td></td> <td></td> </tr> <tr> <td>Description</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sanitization Code</td> <td>NA</td> <td>Disposition Code</td> <td>Recycle</td> </tr> <tr> <td>Validation Code</td> <td></td> <td></td> <td></td> </tr> </table>	Asset ID	2880	Created:	9/2/2005 2:49:21 PM	Agency	[REDACTED]	Region:	Region2	Facility	Main Office	Status:	Recycled	Asset Type:	Monitor	Subtype:	17 inch	Manufacturer	Dell	Model	E771P	Serial No.	MX-0819ET-47801	Asset Tag	74238	Condition	Good	Age (yrs)	Greater than 4 years	Contact Name	[REDACTED]	Contact Phone	[REDACTED]	Address				Pickup Location	Suite 518			Description				Sanitization Code	NA	Disposition Code	Recycle	Validation Code			
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Description																																																					
Sanitization Code	NA	Disposition Code	Recycle																																																		
Validation Code																																																					

Declaration of Destruction Example

AERC Recycling
Secure Data Destruction and Services.
Declaration of Destruction
VA-040917-DYNT

Date: 10/20/2005 No.: 140 .2883

AERC Recycling (AERC) has been tasked by the Commonwealth of Virginia to supply Secure Data Destruction and Surplus Services (SDDS) to surplus information technology devices as specified in the SDDS Administrative Procedures Manual.

This document hereby declares and certifies that the following information contained in this declaration is true and accurate and that the device listed has been cleansed and destroyed in a manner that meets or exceeds both Virginia Department of Environmental Quality and Federal Environmental Protection Agency guidelines and regulations for electronic waste.

Device Details

Batch Number	140
Agency	[REDACTED]
Facility	Main Office
Device Type	Desktop Computer
Manufacturer	Gateway
Model Number	E3400
Serial Number	0021442143
Asset Condition	Fair

This document can be printed or archived for your organization.

Tip

The document number in the top right corner is a unique number that identifies the Batch ID and Unit ID. This number will not change for this declaration tied to this device. This applies to all declarations.

9 90% AA **Summary**

Responsibility	Milestone	SDDS Location	Output
AA	Review Disposition	Login, Assets, View/Search for Device	Review final placement of Device.
AA	Declaration of Sanitization	Login, Assets, View/Search for Device	Devices Validated and destined for resale or recycling have this document
AA	Declaration of Destruction	Login, Assets, View/Search for Device	Devices Validated and recycled will have this document. Items being resold do not have this document.

Phase Complete !

10 40% AA **Reports**

This document has shown you how to administer the SDDS system.

The final piece to the SDDS process is the reporting function and administrative closure documentation submitted by AERC.

The SDDS system has a simple, yet effective reporting module for the AA to generate on the fly documents that report on the financial status, processing progress and other items for review.

In this phase we will go briefly through each report function.

To access the Reports Module:

- Open your Internet Explorer and go to <https://www.covsdds.com>.
- Login with your Agency Administrator username and password.
- Click on the “Reports” button in the top navigation bar.

Reports Page



Commonwealth of
Virginia
Secure Data
Destruction and
Surplus
DEMONSTRATION
SITE

Assets	Batches	Maintenance	Reports	Help	Logout
--------	---------	-------------	---------	------	--------

Reports

- [Overdue Asset Report](#)
- [Overdue Batch Report](#)
- [Financial Report](#)
- [Summary Financial Report](#)
- [Downgraded Assets - last 7 days](#)
- [Assets Overridden To Resale - last 7 days](#)
- [Assets Overridden To Recycle - last 7 days](#)
- [Asset Change Report](#)
- [Asset Cost Change Report](#)

The Reports Page has 9 choices:

Function	Description	Outcome
Overdue Asset Report	Reports devices that have not been processed to a certain status.	Audit of device processing
Overdue Batch Report	Reports batches that have not been processed to a certain status.	Audit of batch processing
Financial Report	Provides a detailed cost of an SDDS project.	Audit of SDDS cost
Summary Financial Report	Provides a summary of cost of an SDDS project.	Audit of SDDS cost
Downgraded Assets – last 7 days	Provides a detailed list of all assets that have negative condition changes within the last 7 days.	Audit of device processing
Assets Overridden to Resale – last 7 days	Provides a detailed list of all assets that were changed from Recycle to Resale disposition within the last 7 days.	Audit of device processing
Assets Overridden to Recycle – last 7 days	Provides a detailed list of all assets that were changed from Resale to Recycle disposition within the last 7 days.	Audit of device processing
Asset Change Report	Detailed report of any changes to assets within a batch.	Audit of device processing
Asset Cost Change Report	Detailed report of any changes to assets and the impact that change has on the cost within a batch.	Audit of device processing and SDDS cost

Report commands

Each report page will have these commands:

Function	Description	Outcome
Generate Report	Generates an HTML report in a new Window	Allows for a quick review and print capability of a report.
Generate to Excel	Exports the report information to a Excel spreadsheet	Capture of information that can be manipulated
Cancel	Returns to report page	NA

Report Example

The most commonly used report is the Financial Report. An example of how to generate and read this report is below.

AERC is continually updating reports to make their functions easier and more efficient to use. If you have any questions about any other available reports, please contact the AERC Program Manager.

Financial Report Generation Page

There are 3 fields in the Financial Report Page:

Function	Description	Outcome
Enter a batch ID	Enter the ID of the batch you want to review	SDDS system shows only info on the batch you want
Select a month and year	SDDS displays activity for a month and year. Leaving blank shows the batch completely. This is useful for large projects and allows for monthly billing.	Budget tracking
Select Billing Type	No Option	NA

Enter the desired information, and:

- Click on the “Generate Report” button to generate an HTML version of the Financial Report.
- Click on the “Generate to Excel” button to export all information to Microsoft Excel.

Once complete, click the “Cancel” button to return to the Reports Page.

Financial Report Example

SDDS Financial Report
Contract: VA-040917-DYNT

Rpt. Type: VITA
Batch ID: 538
STS:
Batch Period: Total

Asset ID	Agency	Type	Sub Type	Mfr	Condition	Sanitization	Disposition	Donate	Batch Expenses
57485	Demo - Virginia Office	Desktop Computer	None	Dell	Good	Degauss	Recycle	False	\$21.17
57486	Demo - Virginia Office	Desktop Computer	None	AOpen	NF	Degauss	Recycle	False	\$21.17
Unit Process Cost:									\$42.34
Labor									1,332.50
Batch Total:									\$ 1,374.84

This report can be printed or saved for future reference. Please note – this information can be generated at any time.

Each column gives the following information:

Function	Description
Batch ID	Unique ID Number
Batch Labor Charges	Total Labor time for this batch
Asset ID	Unique device ID for the batch
Agency	Your organization
Type	Device type
Sub-Type	NA
Mfr.	Device Manufacturer
Condition	Final evaluated condition
Age	NA
Sanitization	How the device was cleaned of data if applicable
Disposition	How the device is treated after evaluation
Donate	Whether the item was donated
Expense Total	What the final expense to the organization is for each device
Total	What the final expense to the organization is for the batch
Grand Total	Batch cost complete

These columns are exactly the same as any export to excel. This applies to all reports.

The next page shows an example export to Excel. This export function applies to the whole of SDDS when the option is available.

Export to Excel Example

A	B	C	D	E	F	G	H	I	J	K	L	M
AssetID	AgencyID	AgencyName	RegionID	RegionName	FacilityID	FacilityName	BatchID	AssetStatusCode	AssetTypeCode	AssetSubTypeCode	ManufacturerID	ManufacturerDescription
419	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Monitor	17 inch	1	Dell
420	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Monitor	15 inch	1	Dell
421	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Monitor	15 inch	1	Dell
422	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Mobile Computer	None	3	Compaq
423	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Network Electronics	Switch	43	Other (describe in notes)
424	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Desktop Computer	None	24	Gateway
425	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Desktop Computer	None	1	Dell
426	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Printer	Col Laser	43	Other (describe in notes)
428	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Handheld Computer	None	26	Hewlett Packard
429	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Validated	Server	None	3	Compaq
431	49	Virginia Department of Test	2	Region2	67	Headquarters	123	Recycled	Printer	Dot Matrix	31	Okidata

Tip

If the Export to Excel function does not work, then please contact your IT Department for assistance. This is because <http://www.covsdds.com> must be listed as a trusted zone. If IT help is unavailable, please contact AERC for assistance.

Administrative Closure

Administrative closure will be a final set of documents issued by AERC:

- Final invoice for the batch.
- Batch list detailing validation outcome (available by AA access within the SDDS system).
- Change Order for any adjustments from the original quoted cost.
- Copy of the signed device list that was presented on-site during collection.
- Any other documents from special considerations such as donations, etc.

Additional Documentation

- Resale report – the resale report will be issued with assets as they leave the processing facility.

Note: AERC may invoice for a partial batch if the batch is large and it takes multiple months to complete. If that is the case, each month invoiced will have the same documentation listed with the exception of a change order request. This will be submitted at the end of a batch.

Summary

Responsibility	Milestone	SDDS Location	Output
AA	Reports	Login, Reports, Choose Report	Audit SDDS progress
AA	Admin Closure	NA	Review Documents submitted by AERC

Phase Complete !

Questions and comments about this document should be forwarded to the AERC Program Manager.