



## Asset Recovery Service Offerings

ProSys' Asset Recovery Group is focused upon the retirement, disposal and remarketing of personal computers, workstations, servers, network equipment and associated peripherals. The ProSys Asset Recovery mission is to shield organizations from the inherent risks associated with computer retirement and disposal.

These risks include confidential information remaining on retired hard drives, software piracy, environmental fines and unnecessary property tax payments. Our service offerings minimize client involvement in the complicated and cumbersome process of computer retirement and disposal.

### Logistics

The ProSys Logistics Department coordinates asset pick-ups and arranges for the items to be shipped to a ProSys facility. ProSys asset recovery utilizes the resources of ProSys. These resources include a fleet of 28 foot trucks. Our employees adhere to specific shipping and packing instructions to guarantee and successful pickups. Pickups will be scheduled within 48 hours of notification upon receipt of an "Asset Pickup Request". ProSys will come to the customer site and secure all equipment prior to pickup.

### Inventory Management and Storage

ProSys does a piece count of all equipment prior to transporting any inventory. Upon arrival at the ProSys processing center another piece count is done to verify the piece count done prior to transporting. ProSys provides liability insurance against loss of customer equipment.

All serial numbers and asset tags are recorded as the equipment is received into the ProSys processing center. Once all information is recorded, this information is forwarded to the customer in a report titled "Customer Equipment Receipt" so that the customer can correctly match against any internal lists of equipment that they are disposing of.

### Security

Through the ProSys security program, your organization is guaranteed that no confidential data remains on retired hard drives and that unauthorized software transfer does not occur. The entire asset disposal process is monitored continuously via closed circuit television. All new hires are submitted to an extensive background check prior to employment. All employees are submitted to drug testing prior to employment and subject to random drug testing throughout their employment with ProSys.

Once all inventory has been received at the ProSys processing center, it is separated according to what type of equipment it is. Printers, CPUs, servers and monitors are tested to determine functionality. CPUs and servers go through an extensive security process to guarantee that all data is properly secured and destroyed. All systems are placed on the testing bench and booted from a diskette or CD to assure that our techs never view any customer information. All boot disks or CDs contain a copy of "Wipe Drive". This program is United States Department of Defense certified data destruction program which rewrites the date on the hard drive. Our process overwrites the hard drive 3 times to the Department of

# Asset Recovery Service Offerings

Defense standard and then verifies that all data on the hard drive has been destroyed.

Those systems that do not boot from the floppy or CD have their hard drives removed. Those hard drives are then shredded in a facility that is one of 2 facilities in the country that is certified by the United States Department of Defense for data destruction. This facility is monitored by the DOD and the EPA to insure that all security measures are continuously adhered to, and drives that pass testing have all corporate data and software removed according to Department of Defense certified procedures – rendering all data and software unrecoverable.

To summarize the data security process:

- Hard drives that do not pass testing are shredded
- All asset tags and other end user identifiers are removed
- Receiving
- Storage insurance
- Inventory handling
- Closed circuit monitoring in the ProSys processing facility during the entire process
- Liability insurance against loss of equipment and customer information
- Background screening and drug testing for all employees

## Testing and Configuration Analysis

ProSys has a custom testing process that ensures assets are in proper working order prior to remarketing into the secondary market. Our custom configuration testing procedure also tracks the requisite serial number, asset tag, make, model, hard drive size.

## Charitable Donation

If a company attempts to manage the process internally, the management of charitable donations is often one of the most cumbersome retirement strategies. ProSys will:

- Manage donation to the client's selected charities
- Manage all appropriate tax documentation
- Validate the 5013C status for each charity
- Provide access to available assets for charities through a password protected portion of [www.prosys.com](http://www.prosys.com)

## Environmental Disposal

ProSys shields clients from the risks associated with the disposal of assets with no fair market value or which do not pass our testing process. Items are crushed or melted according to prevailing federal, state and local Environmental Protection Agency (EPA) regulations. Clients are indemnified from any potential liability surrounding the disposal. ProSys has partnered with Global Investment Recovery, Inc. (one of two DOD certified disposal companies in the US) for secure disposal.

## Reporting

ProSys provides serialized reporting. All requisite parameters of each asset are tracked, i.e. manufacturer, model, CPU speed, memory, hard drives size, etc. Serialized reporting and serialized tracking is available for monitors, CPUs, laptops, printers, servers, workstations and other associated peripherals. Customized reporting is also available.