

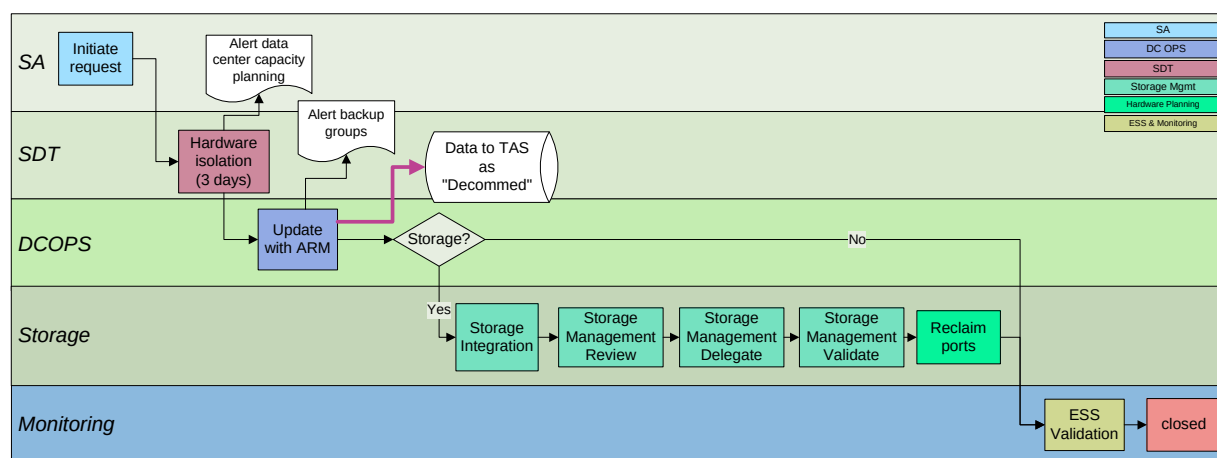
Decommission Process

The VISTA Decommission process alerts all appropriate groups when a device is decommissioned.

The SA initiates the request and then forwards it the *Hardware Isolation* stage where the device is disconnected from the network for a period of three days to ensure that the correct device(s) is to be decommissioned and no groups are relying on the device(s). Once the three day waiting period has passed, the request is flowed to the data center operations team where it is removed from the Aperture repository with ARM. When they close this step, TAS is notified of the decommissioned status of the device.

If any of the servers on the request have storage attachments or if the “Flow to Storage” option is checked, then request continues to flow through several storage steps.

The request then flows to the ESS monitoring group for ‘production’ and ‘COB’ devices before closing out.



1. Create Step

Handled by: SA

Equipment Decommission Request

Decommission Information

* Flow To Storage: ☐ Yes ☐ No

If you chose "Yes" to "Flow To Storage", then please enter WWPN(s) in Comment History

* Proposed Date:

* Reason:

Project Name

* INFOMAN #

Project Comments:

Decommission Tasks

	Done	N/A		Done	N/A
* Approved?	☐	☐	* Remove CFGDB?	☐	☐ CONFIGDB
* Return Storage?	☐	☐	* Remove Whitepages?	☐	☐ Whitepages
* Remove Monitoring?	☐	☐	* Remove Scan List?	☐	☐
* Remove Backup?	☐	☐ NETBACKUP	* Remove WebAdmin?	☐	☐
			* Enter Comtrack?	☐	☐

Devices

	Device Name	Device Type	Building / Floor / DC	Grid Location
Add...	Total Devices: 0			

Comment History

This is the main Decommission Request form as viewed by the requestor (SA)

1. The SA (Requestor) enters the following fields on the main form of the request.

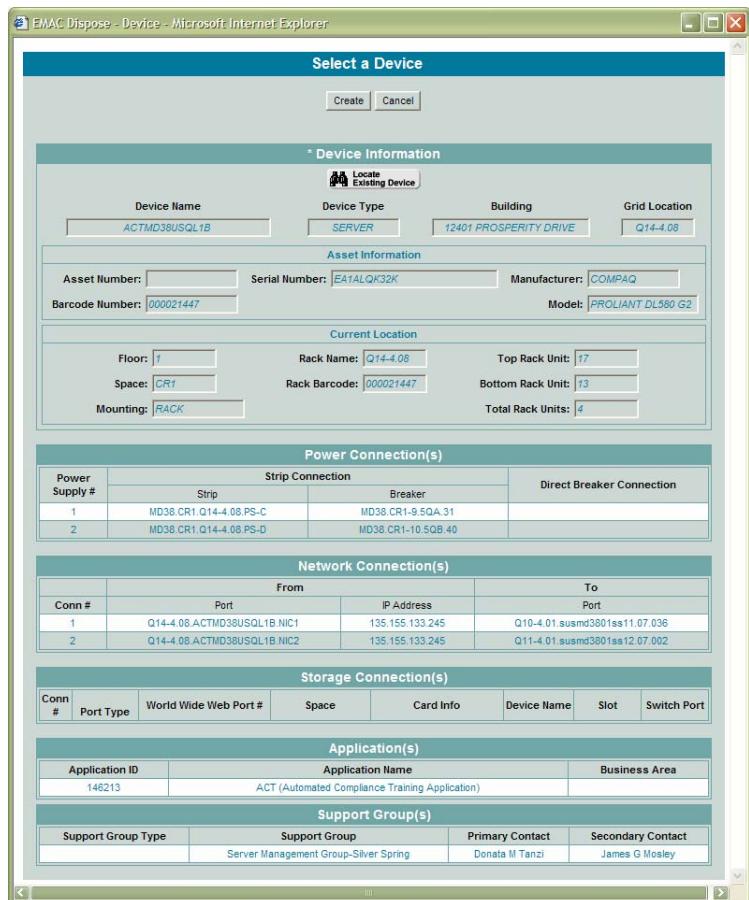
Field Name	Required	Notes
Flow to Storage	X	Selecting "Yes" will flow to Storage groups even if device does not show storage connections in Aperture. Otherwise, all decommission requests flow to storage groups if the device has storage connections.
Proposed Date	X	Calendar picker
Project Name		Data entry
Reason	X	Pick list
Infoman #	X	Data entry
Approved	X	Checkbox (Done or N/A)
Return Storage	X	Checkbox (Done or N/A)
Remove Monitoring	X	Checkbox (Done or N/A)
Remove Backup	X	Checkbox (Done or N/A) Link to Netbackup website
Remove CFGDB	X	Checkbox (Done or N/A) Link to CNFGDB website
Remove Whitepages	X	Checkbox (Done or N/A) Link to Whitepages website
Remove Scan List	X	Checkbox (Done or N/A)
Remove WebAdmin	X	Checkbox (Done or N/A)
Enter Comtrack	X	Checkbox (Done or N/A)
Comments		Enter WWPN if Flow to Storage is set to "Yes"

Once the information about the decommission request is entered, the devices to be decommissioned are specified.

2. Select the "Add..." button in the Devices section to open up a new window in order to specify each device to be decommissioned.
3. Use the "Locate Existing Device" button on the top of the form to search for the device and click "Select for Decom".
4. Once the form is populated with all the device data, click the "Create" button at the top of the window and the device is added to the request.

If the wrong device was selected, re-select the "Locate Existing Device" button to search out a different device and then click "Select for Decom" to re-populate the form with different device information.

Repeat steps 2, 3 and 4 for all additional devices to be decommissioned.



EMAC Dispose - Device - Microsoft Internet Explorer

Select a Device

Create Cancel

Device Information

Locate Existing Device

Device Name: ACTMD38USQL1B Device Type: SERVER Building: 12401 PROSPERITY DRIVE Grid Location: Q14-4.08

Asset Information

Asset Number: Serial Number: EATALQK32K Manufacturer: COMPAQ Barcode Number: 000021447 Model: PROLIANT DL580 G2

Current Location

Floor: 7 Rack Name: Q14-4.08 Top Rack Unit: 17 Space: CR1 Rack Barcode: 000021447 Bottom Rack Unit: 13 Mounting: RACK Total Rack Units: 4

Power Connection(s)

Power Supply #	Strip Connection		Direct Breaker Connection
	Strip	Breaker	
1	MD38 CR1 Q14-4.08 PS-C	MD38 CR1-9.5QA.31	
2	MD38 CR1 Q14-4.08 PS-D	MD38 CR1-10.5QB.40	

Network Connection(s)

Conn #	Port	From	To	
			IP Address	Port
1	Q14-4.08.ACTMD38USQL1B.NIC1	135.155.133.245	Q10-4.01.susmd3801as11.07.036	
2	Q14-4.08.ACTMD38USQL1B.NIC2	135.155.133.245	Q11-4.01.susmd3801as12.07.002	

Storage Connection(s)

Conn #	Port Type	World Wide Web Port #	Space	Card Info	Device Name	Slot	Switch Port

Application(s)

Application ID	Application Name	Business Area
146213	ACT (Automated Compliance Training Application)	

Support Group(s)

Support Group Type	Support Group	Primary Contact	Secondary Contact
	Server Management Group-Silver Spring	Donata M Tanzi	James G Mosley

The following information about each device is displayed as it is located:

Form	Notes
Device info	Name, Type, Building, Grid Location, Asset #, Barcode, #, Serial #, Manufacturer, Model, Business Area, Machine Category, & Machine Type
Location	Specific location data, most fields related to rack mounted devices
Power	All power connections to the device
Network	All network connections for the device will be displayed.
Storage	All storage connections for the device will be displayed.
Applications	All applications for the selected device will be displayed.
Support Groups	All support groups for the selected device will be displayed.

2. Isolation Step

Handled by **SDT**

The site team either rejects the request back to the SA for correction or starts the three day isolation period. During this three day period, the device is disconnected from the network to assure that the right device is to be decommissioned. After the allotted three day waiting period, the SDT will process the request.

1. Confirm that the following steps have been completed in the Isolation Tasks section of the form.

* Server Removed:	☐ Done	☐ N/A
* Cabling Removed:	☐ Done	☐ N/A
* Switch Router Config Removed:	☐ Done	☐ N/A
* Database Removed:	☐ Done	☐ N/A

Field Name	Required	Notes
Server Removed	X	Checkbox (Done or N/A)
Cabling Removed	X	Checkbox (Done or N/A)
Switch router Config Removed	X	Checkbox (Done or N/A)
Databases Removed	X	Checkbox (Done or N/A)

2. Click the “Isolation Period Completed” button and the request is flowed.

3. Update with ARM

Handled by **DCOPs**

The data center operations team updates the Aperture Repository by removing the device from the repository with ARM and then clicks “Updated in ARM.”

Record of the decommission request is sent to TAS following the Update with ARM step.

Email notifications are sent at this step to the following:

1. *GT US Whitepages for all decommissions
2. silverspring2@imcnam.ssmb.com for 12401 Prosperity Drive decommissions
3. gtnymrdcall@imcnam.ssmb.com for 111 Wall Street decommissions
4. wccmainframe@imcnam.ssmb.com for 300 Boulevard East decommissions

The request will next flow to the storage steps if any of the devices on the request have storage connections defined in Aperture or if “Flow to Storage” was checked, otherwise, the request will next flow to the ESS group if applicable.

4. Distributed Storage Integration Step

Handled by: **Distributed Storage Integration**

This step is for ensuring that Storage Integration is aware of the decommission request.

5. Distributed Storage Management Review Step

Handled by: **Distributed Storage Management**

This step is for Storage Management to review the request.

6. Distributed Storage Management Delegate Step

Handled by: **DSM Management**

This step is for Storage Management managers to assign the work to be done and enter the target_date.

7. Distributed Storage Management Execute Step

Handled by: **Distributed Storage Management**

This step is for Storage Management to execute the change.

8. Port Reclaim

Handled by: **Hardware Planning or SDT**

The appropriate team (which differs by site) clicks “Ports Reclaimed” to indicate that they have completed their work.

The request next flows to the ESS step if any of the devices on the request are Servers and the Machine Type is “Production” or “COB,” otherwise, the request will close.

9. ESS Validation

Handled by: **ESS**

The ESS group indicates that the device is no longer showing as monitored.