Guide for returning IT equipment, access cards, photo ID and keys

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| **Item** | **What to do…**  **If you work in the NCR**  **If you work outside the NCR** |
| **IT equipment** *(including laptop, cellphone, monitor, keyboard, etc.)* | Drop off at 240 Sparks Street (Ottawa), 4th floor, West Tower, office # 419C or make arrangements to ship the equipment.  *Employees of the Social Security Tribunal secretariat should contact the National Service Desk at 1-800-268-0408 for instructions on returning IT equipment.*  Send an email to [IT-TI@tribunal.gc.ca](mailto:IT-TI@tribunal.gc.ca) or call the Service Desk at 613-947-5444. |
| **Building access cards and photo ID** | Drop off at 240 Sparks Street (Ottawa), 4th floor, West Tower, office # 401, or include in the same shipping package as your IT equipment.  For questions: Send an email to [AccessCard-Cartedacces@tribunal.gc.ca](mailto:AccessCard-Cartedacces@tribunal.gc.ca). |
| **Office door keys** | Given that office door keys belong to each tribunal/secretariat, please contact your manager to make arrangements for returning your office door key. |
| **Filing cabinet keys** | Leave key in the filing cabinet lock, (only if cabinet does not contain protected information), otherwise label the key (building, floor and cabinet lock #), then drop off at 240 Sparks Street (Ottawa), 4th floor, West Tower, office # 401, or include it in the same shipping package as your IT equipment.  For questions: Send an email to [Facilities-Installation@tribunal.gc.ca](mailto:Facilities-Installation@tribunal.gc.ca). |
| **Desk and locker keys** | After emptying your desk and locker, leave the keys in their respective locks.  For questions: Send an email to [Facilities-Installation@tribunal.gc.ca](mailto:Facilities-Installation@tribunal.gc.ca). |