Logo, company name

Description automatically generated

**USB REMOVAL**

**1. Introduction**

This procedure has been established to ensure the safe removal of all USBs and avoid corruption of data. It conforms to the policy “*1.1 Safe storage of Information*”

**2. Purpose**

The procedure is designed to ensure that USBs are correctly removed when data transfers have been completed, to ensure that data is not corrupted. Removing a USB without ensuring safe Ejection may result in data loss or corruption.

**3. Scope**

This procedure applies to all staff using USBs as part of their daily activities, and includes (but is not limited to) Artists, Programmers, Admins.

**4. Procedure**

When data transfer to or from a USB has been completed, ensure safe removal by following these steps:

1. Verify file has been copied or moved
2. Ensure all lights on USB device are extinguished
3. Using the relevant commands for your computer, EJECT the device, waiting until a message is received that indicates success.
4. If no message is received, or if a message is received that indicates no success, **DO NOT** remove the device.
5. If the ejection is unsuccessful, try to find which program are still access the device, and close them, then retry ejecting the device.
6. In the worst-case scenario, power down the computer, before removing the device.

**5. Version control**

Version 3.34 22/02/2022