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**Sent:** Wednesday, November 9, 2022 3:11 PM  
**Cc:** OCSPP ALL <[OCSPP\\_ALL@epa.gov](mailto:OCSPP_ALL@epa.gov)>  
**Subject:** OPS ITRMD AMB Popup Shop to return old cell phones

Good afternoon,

The Administrative Management Branch (AMB) in the Office of Program Support (OPS) will be hosting an OCSPP Popup Shop to assist you in returning your old cell phones.



**Dates:** November 15, 16, and 17

**Where:** Room 3317-B WJC East

**Time:** 10:00 am – 2:00 pm

This event is directed to all holders of old cell phones: Bolds, 9800s, iPhone (5s and 6s,) Touches, Bolds, Q10s, Z10s, Nokia Lumia's. **This event does not include the litigation holder user that are required to send their phones back to Mobile Device Support.**

We are asking if you're able to power up your cell phone, please complete the old device information spreadsheet and wipe your phone clean using the instructions provided.

**Please do not turn in any accessories (i.e., cases, earbuds, chargers).**

**If you have any questions, please feel free to contact David A. Robinson at [Robinson.David@EPA.Gov](mailto:Robinson.David@EPA.Gov) or 202-564-0882.**

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## **Instruction on how to wipe a device**

- ✚ Power up the device
- ✚ Enter an incorrect password 10 times
- ✚ The device should now be wiped.