



## DigiTs Device Recovery Instructions for Affected Employees

All MSK-owned equipment considered "new" (less than 3 years old), including laptops, tablets, and desktops, will be collected. DigiTs will ship boxes to you for the return of your MSK-issued devices. All MSK-related information on devices will be wiped on site or remotely. If you fail to return the required devices, MSK reserves the right to recover equipment costs.

For questions about the requirement to return MSK-owned equipment, please refer to Section 7 of your Separation Agreement, "Return of Property and Cooperation." As noted, the cost of any unreturned property will be recovered from the payout of vacation time.

### Collection Details

1. DigiTs will provide specific details via your personal email address about the devices in your possession that must be returned and how to return them.
  - a. [Device Retention Request](#) requests should be submitted via The Spot or by calling the Service Desk (646-227-3337). All devices, regardless of age must be wiped of all data/applications by a DigiTs End User Services Technician. This will be done remotely or in person depending on the device type.
2. Shipping materials and return instructions will be mailed to your address within 10 business days.
3. You must return the devices within the timeframe specified in Section 7 of your Separation Agreement.
4. If your last day worked is on-site, please consider dropping off your equipment at one of MSK's Equipment Drop-Off Locations [see MSK Drop-Off Locations below].
5. Once we confirm receipt of all listed devices, you will receive a confirmation email.
6. If you have questions or need further assistance, contact the Service Desk at 646-227-3337.

## Returning Old MSK Equipment Drop-off Locations & Details

633 3rd Ave, NYC	
<b>Address:</b>	633 (633 3rd Ave, New York, NY 10021)
<b>Room:</b>	Techs are usually out in the field, its best to email or call them to coordinate drop off
<b>Field Service contact name/number/email:</b>	Sean Fichter/ 646-888-5052/ Fichters@mskcc.org
	Nathan Weigang/ 646-227-2929 / Weigangn@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / M-F

53rd Street, NYC	
<b>Address:</b>	53rd St (160 E 53rd St, New York, NY 10022)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Luis Martin / 212-610-0040 / Martinl1@mskcc.org
	Andrew Madonia / 212-610-0330 / madoniaa@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / M-F

Basking Ridge	
<b>Address:</b>	Basking Ridge (136 Mountainview Blvd, Basking Ridge, NJ 07920)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
<b>Times/dates available:</b>	9am – 4pm / M-F

Bergen	
<b>Address:</b>	Bergen (225 Summit Ave, Montvale, NJ 07645)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
	Cesar Sanchez / 201-775-7379 / sanchezc@mskcc.org
<b>Times/dates available:</b>	9am – 4pm / M-F

BAIC	
<b>Address:</b>	BAIC (300 E 66th St, New York, NY 10065)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Paul Marquez / 646-888-5060 / marquezp@mskcc.org
	Gibran Johnson / 347-752-2205 / johnsog1@mskcc.org
	Mike Rivera / 646-888-0692 / riveram6@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / M-F



## Commack

<b>Address:</b>	Commack (650 Commack Rd, Commack, NY 11725)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
	Nick Bulone / 646-888-5558 / bulonen@mskcc.org
<b>Times/dates available:</b>	9am – 4pm / M-F

## Hauppauge

<b>Address:</b>	Hauppauge (800 Veterans Memorial Hwy 2nd Floor, Hauppauge, NY 11788)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
	Nick Bulone / 646-888-5558 / bulonen@mskcc.org
<b>Times/dates available:</b>	9am – 4pm / M-F

## Kimmel Center

<b>Address:</b>	Kimmel Center (353 E 68th St, New York, NY 10065)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Almir Hasanbegovic / 917-574-8282 / hasanbea@mskcc.org
	James Kwan / 646-628-3028 / Kwanj1@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / M-F

## Koch

<b>Address:</b>	Koch (530 E 74th St, New York, NY 10021)
<b>Room:</b>	9142
<b>Field Service contact name/number/email:</b>	Hung Chi / 646-608-1988 / Chih@mskcc.org
	Saif Ahmed / 347-640-1336 / ahmeds2@mskcc.org
	Robin Ramdeo / 646-608-5999 / ramdeor@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / M-F

## Main Campus

<b>Address:</b>	Main Campus (1250 1st Ave)
<b>Room:</b>	Schwartz 120 (Take Schwartz elevators to the 1st floor we are directly across from the elevator bank)
<b>Field Service contact name/number/email:</b>	Charles (Chaojian) Yang / 212-639-5047 / Yangc1@mskcc.org,
	Khevon Pinnock / 646-888-0785 / Pinnock2@mskcc.org
	Chris Cintron/ Cintronc@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / Monday – Friday



## Monmouth

<b>Address:</b>	Monmouth (480 Red Hill Rd, Middletown Township, NJ 07748)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
	Arysis Collins / 848-225-6655 / collina1@mskcc.org
	Skyler Davis / 646-612-0574 / DavisS5@mskcc.org
<b>Times/dates available:</b>	9am – 5pm / M-F

## Nassau

<b>Address:</b>	Nassau (1101 Hempstead Turnpike, Uniondale, NY 11553)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
	Ryan Fazal/ 646-438-2462 / Fazalr@mskcc.org
<b>Times/dates available:</b>	8am – 4pm / M-F

## Westchester

<b>Address:</b>	Westchester (500 Westchester Ave, West Harrison, NY 10604)
<b>Room:</b>	Techs are usually out in the field—it's best to email or call them to coordinate drop-off
<b>Field Service contact name/number/email:</b>	Jean Titus / 917-771-3067 / Titusj@mskcc.org
	Ricardo Garcia / 646-568-0445 / garciar2@mskcc.org
<b>Times/dates available:</b>	7:30am – 3:30pm / M-F