

## UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY

**1. REASON FOR ISSUE.** This handbook combines Department of Veterans Affairs (VA) Handbooks 7343, 7345, and 7346, and sets forth VA-wide procedures which implement and supplement utilization, sale, and abandonment and destruction policies and procedures found in the Federal Property Management Regulation (FPMR) and Federal Management Regulation (FMR), as appropriate.

**2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This handbook updates procedures pertaining to subject matter in the areas of utilization, sale, and abandonment and destruction of personal property. This handbook:

- a. Adds clarification and guidance regarding the purpose of the property utilization program.
- b. Provides clarification of the "Utilization Official" within VA Administrations.
- c. Adds information on processing and special handling requirements for property.
- d. Provides general guidance concerning utilization procedures and processes.
- e. Adds new information on the Service and Reclamation process.
- f. Provides clarification regarding the transfer and requisitioning of unrequired and excess property.
- g. Adds required property reports and provides example templates.
- h. Provides specific guidance on the conduct of sales and delineates VA responsibilities for the sale of personal property.
- i. Provides in-depth guidance for the reporting of property; exchange and sale procedures; and negotiated sales.
- j. Provides information and guidance regarding proceeds from surplus, exchange/sales, and scrap sales.
- k. Provides in-depth guidance on abandonment and destruction procedures.
- m. Provides new guidance on procedures regarding the recovery of precious metals.

**Department of Veterans Affairs  
Washington, DC 20420**

**Transmittal Sheet**

**3. RESPONSIBLE OFFICE.** Deputy Assistant Secretary for Acquisition and Logistics (003A).

**4. RELATED DIRECTIVE.**

- a. VA Directive 7343, Utilization of Personal Property;
- b. VA Directive 7345, Sale, Abandonment, or Destruction of Personal Property, and Utilization;
- c. VA Directive 7346, Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority.

**5. RESCISSION.**

- a. VA Handbook 7343, Utilization of Personal Property, dated March 8, 1996.
- b. VA Handbook 7345, Sale, Abandonment, or Destruction of Personal Property, dated March 8, 1996.
- c. VA Handbook 7346, , Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority, dated January 17, 1996.

**CERIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

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Distribution: Electronic Only

**UTILIZATION AND DISPOSAL OF PERSONAL PROPERTY**

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## **PART 1. GENERAL PROVISIONS OF UTILIZATION AND DISPOSAL.**

### **1. Purpose of Utilization Program.**

- a. To promote maximum use of unrequired property within the Department of Veterans Affairs (VA), and to promote, advertise, and inform other Federal agencies of VA's excess available for acquisition in lieu of new procurement.
- b. Reduce procurement by maximizing the use of the utilization program within VA. VA unrequired property/Federal excess is VA's first source of supply.
- c. To identify and report facility unrequired property or VA excess as required by Federal Management Regulation FMR 102-36.

### **2. Components of Disposal Program.**

- a. See Part 4 of this handbook for reporting requirements of unrequired and VA excess property.
- b. Donation: Once property is screened internally through the Agency Asset Management System (AAMS), and goes through Federal screening (utilization - GSAXcess), donation is the next authorized step in the disposal process. VA is authorized to donate certain property that falls under the jurisdiction of the Stevenson-Wydler Act, which encompasses the Computers for Learning (CFL) Program and research equipment. VA is not authorized to donate any items other than those associated with the Stevenson-Wydler Act, as described in subparagraphs (1) and (2) below. The General Services Administration (GSA) will make the appropriate determinations for all other donations.

(1) Scientific/Research Equipment: Congress enacted the Stevenson-Wydler Technology Act of 1980 (Act), as amended (15 U.S.C. 3701 et seq.), to include the CFL Program, which allows Federal agencies to donate excess research/computer equipment directly to non-Federal organizations. The provisions of the Act may be enacted only after internal screening takes place. The Stevenson-Wydler Act allows an agency to donate research equipment to an educational institution or non-profit organization for the conduct of technical and scientific education and research activities. Title of ownership shall transfer with the donation under the provisions of the Act.

(2) Computers for Learning (CFL) Program: Executive Order (E.O.) 12999, "Education Technology: Ensuring Opportunity for All Children in the Next Century," issued in 1996, streamlines the transfer of excess "educationally useful Federal equipment." Schools, pre-kindergarten through twelfth grade ("pre-K-12"), and community-based educational organizations meeting this pre-K-12 requirement, will receive consideration for excess VA computer equipment pursuant to E.O. 12999. As defined in the order, "Educationally Useful Federal Equipment," means computers and related peripheral equipment, including telecommunications and research equipment

appropriate for use in schools to enhance the computer (technology) education of students. It shall also include computer software where transfer of licenses is permitted.

c. Sale: Sale encompasses exchange/sale, surplus sales, and fixed price sales. Exchange/sale should take place at the beginning phase of planning for the replacement of an equipment item. Surplus sales are conducted by GSA under the Federal Asset Sales (FAS) program, which is where excess items that cannot be utilized by any government agency are sold to the general public in order to acquire a return on investment for the Federal Government. In addition, VA is authorized by GSA to conduct a fixed price sale in accordance with FMR 102-38.120. Before conducting a fixed price sale the director, or designee of a facility, must determine, in writing, if such a sale serves the best interest of the government. The prices established for the sale items must reflect a true fair market value. The market research conducted by a facility establishing a fair market value, and the determination memorandum for conducting the sale signed by the director, or designee, must be part of the sale documentation/file. The "exchange" portion of the exchange/sale authority is when contracting negotiates a trade-in of the item being replaced for a cost reduction for the new (similar or like) item being purchased to replace the traded item. The sale portion is when a sale is conducted in order to acquire monies to assist in the funding of the new (similar or like) item. These monies are usually available for the current fiscal year plus one.

## **PART 2. UTILIZATION PROCEDURES.**

### **1. Required Functions to be Performed by VA.**

a. As an Executive Agency, VA is required to comply with the Federal Property and Administrative Services Act of 1949, which was re-codified as Public Law (P.L.) 107-217 and requires each Federal agency to perform the following functions:

- (1) Maintain adequate inventory control and accountability;
- (2) Reassign property among its internal activities;
- (3) Continuously survey its property needs and determine what is unrequired/excess;
- (4) Report its excess property to GSA; and
- (5) Obtain excess from other agencies to fulfill its own needs.

b. Disposition of unrequired/excess and surplus property will be accomplished in the following priority:

- (1) Internal reassignment within the facility (unrequired);
- (2) Transfer to another VA facility (unrequired);

(3) Transfer to another Federal agency or Donation (for VA – Stevenson-Wydler Act, which includes scientific/research equipment and the CFL Program – or as approved/authorized by GSA) (VA excess);

(4) Sale (see Part 5 of this handbook) - (Surplus); and

(5) Abandonment and destruction (see Part 9 of this handbook) - (Surplus).

## **2. Determination of Unrequired/Excess Property at Field Facilities and Required Processes.**

a. Facilities may use the following methods in determining unrequired/excess property:

(1) During required inventories;

(2) Annual housecleaning functions;

(3) Determinations made by Equipment Inventory Listing (EIL) Custodial Officers.

b. Once property is identified as unrequired by a service, the next requirement is the submission of VA Form 2237, Request, Turn-in and Receipt for Property or Services. The following steps are necessary regarding the turn-in process:

(1) End-user or EIL Custodial Official generates a turn-in document;

(2) EIL Custodial Official approves and/or verifies;

(3) EIL Custodial Official forwards to logistics services which will determine if a work order is needed in order to remove the item from a power or water source and ensures accountability/tracking of turn-in document;

(4) Logistics services forwards to warehouse for pick-up (once received, warehouse ensures accountability/tracking of turn-in document);

(5) Warehouse picks up the item designated for turn-in, verifies with the EIL Custodial Official, or designee, that the item is correct, and completes the turn-in process by signing and returning the documentation indicating the item has been picked up back to the appropriate Logistics official; and

(6) Logistics services will prepare the property for final disposition, and if the item is a piece of equipment, removes the item from the previous user's EIL. In addition, all nonexpendable items should then be entered onto another EIL listing designated for property "Held in Abeyance" (i.e., EIL996) until final disposition. This assures a record/accounting for the turned in item is retained.

c. In accordance with VA Handbook 7002, Logistics Management Procedures, determine the proper condition code of unrequired/excess property by conducting one or more of the following steps:

- (1) Self inspection;
- (2) Check with engineering (e.g., bio-med, maintenance and operations), information technology (IT), or interior design as appropriate;
- (3) Review equipment history; or
- (4) Interview end-user.

d. A facility will internally notify all prospective users of the availability of the unrequired property. At a minimum, the following information must be provided concerning the available property:

- (1) Description;
- (2) Quantity;
- (3) Condition;
- (4) Requisition procedures in order to obtain the item;
- (5) Point of contact.

e. If the unrequired property cannot be used, report it in accordance with Part 4 of this handbook.

### **PART 3. REQUISITIONING AND TRANSFERRING UNREQUIRED AND EXCESS PROPERTY.**

**1. Requisitioning Procedures for Unrequired Property Within VA.** The facility requesting unrequired property from another VA installation is responsible for completing VA Form 134, Combination Requisition and Shipping Ticket, and, if necessary, initiating any requirement for a Government Bill of Lading in order to ship the item being requested. The requesting facility is responsible for obtaining from the holding/owning facility information pertaining to the requested item (i.e., dimensions, weight, manufacturer, model, serial number, fair market value, and other pertinent information relating to the item) prior to completing VA Form 134 or making shipping arrangements. Note: A facility is usually responsible for submitting a request/requisition for goods or services they may need or desire.

**2. Transferring Procedures for Unrequired Property Within VA.** Transfer of unrequired property within VA is initiated by the receipt of a completed VA Form 134. Shipping arrangements are made by the receiving facility to either pick up the requested

item with a government vehicle, or pay for shipping the item by a civilian carrier service. Once the transferred item is received by the requestor, the facility's accountable officer (AO), or designee, is responsible for signing in the appropriate block on VA Form 134 reflecting the day and time the item was received. A signed copy of VA Form 134 is then forwarded to the original holding/owning facility. This documentation allows the original owning facility to drop the item from official property records, and if an equipment item, retain a copy in the official EIL file for future reference. The receiving facility will use VA Form 134 as the receiving document to pick up the item in the property record, and will assign a common number to the item when picking it up into the official record. If equipment, a copy of this transfer order will be retained in the appropriate EIL file acknowledging receipt of the item.

**3. Requisitioning and Transferring Procedures of Excess Property for VA.** VA facilities desiring to obtain excess material must go into GSAXcess (formerly known as FEDS) and freeze the material/items they wish to receive. The facility's property manager designated to perform this function must have an access code in order to gain access to this system. Access codes may be obtained by contacting VA's National Utilization Officer (NUO) at VA Central Office (VACO), Office of Acquisition and Logistics (003A). The requester will have access to both the Agency Asset Management System (AAMS) and GSAXcess. Once the property is frozen, an e-mail is forwarded within minutes by GSA to confirm the facility's request. Additionally, an electronically completed Standard Form (SF) 122, Transfer Order Excess Personal Property, will be received within 1 to 2 days which must be signed, dated, and faxed (or the facility may sign off on the transfer electronically within GSAXcess) back to GSA. GSA will sign the faxed copy and return it to the requesting facility providing authorization for transfer (or the facility will receive the authorization electronically). The requesting facility is responsible for making all pick up and shipping arrangements.

#### **PART 4. PROCESSING OF PROPERTY AND SPECIAL HANDLING REQUIREMENTS.**

##### **1. Processing Unrequired Property.**

a. Each facility is obligated to fully use its property until it is obsolete, unless there is a reliability/regulating compliance issue, or the item is no longer economical to operate, or the item is no longer required for use by the service. When a service turns in a code 1, 4 or salvageable item (code 7), the AO will investigate to see if the item can be re-utilized elsewhere within the same facility. The AO will establish a mechanism to ensure useful unrequired property is widely distributed and publicized internally at their facility.

b. Before a new procurement is initiated, the AO will review all new requests for property to see if the item can be acquired from VA unrequired sources (AAMS) or Federal excess stock (GSAXcess). If the item is available from these sources, the AO will contact the requestor to make sure the item meets their requirements. If the item

does meet the requestor's specifications, the AO will initiate transfer procedures in order to obtain the item.

c. Each facility EIL Custodial Officer must continuously survey property under their control to assure maximum use, and should promptly make personal property that is unrequired available (via VA Form 2237) to the AO for transfer to another service at the facility, or to other VA installations, or other Federal agencies.

d. Unrequired property that cannot be used locally will be reported through AAMS, the VA system established for this purpose. These items are required to be screened for 10 days by VA for internal screening purposes. After this period, the items will shift automatically into GSAXcess, which allows other Federal agencies to screen them for 21 days.

e. To increase the usage of unrequired property, all information pertaining to the property must be accurate. The proper designation of condition codes is particularly critical. Available operating manuals, parts lists, circuit or wiring diagrams, maintenance logs, records, instructional and informational publications, or brochures pertaining to the equipment must be noted, preserved, and transferred with the property. When possible, photos also will be submitted to provide the potential requestor with a clear and concise understanding of the item.

## **2. Processing VA Excess Property.**

a. All property designated as VA excess must be reported through AAMS and GSAXcess. When reporting property, use the condition codes listed in VA Handbook 7002, Part 4, paragraph 15 d., and in accordance with FMR 102-36.240.

b. When reporting property through AAMS and GSAXcess, the facility must provide a full description of the item including the Federal Supply Code and if available, the National Stock Number (NSN). The physical inspection of the unrequired or VA excess may not always be possible by another VA facility or Federal agency desiring to obtain it. Therefore, requests are processed based on the accuracy of the property description and the integrity of the holding facility in providing a proper condition code of the property being advertised.

c. When initially reporting the property to GSA, the VA facility should make GSA aware where delays in obtaining a disposition for the property create a storage problem. If disposition instructions are not received within 5 working days from GSA, as requested by the facility, and the matter cannot be resolved locally, the facility should inform the Office of Acquisition and Logistics (OAL), Logistics Policy and Supply Chain Management Service (003A3A), and provide all information/correspondence pertaining to the situation.

### 3. Items Requiring Special Handling.

#### a. Firearms and Ammunition.

(1) All firearms and ammunition not required shall be turned in to the facility AO via the facility's standard turn-in procedures using VA Form 2237 (electronic or manual). Disposal documentation shall be maintained by the AO for audit purposes.

(2) The facility AO, or designee, shall offer unrequired property (to include forfeited, seized, or abandoned) for use Department-wide for approximately 10 days through VA AAMS. If no VA organization requests transfer of such property, it will then be reported to GSA, Region 8, Denver, Colorado, regardless of condition code, in accordance with 41 Code of Federal Regulations (CFR) Federal Property Management Regulation (FPMR) 101-42.1102-10.

(3) Firearms, ammunition, and other properties being held for evidential value will remain in the custody of the local VA law enforcement office in secured storage until such property is released for final adjudication. Any property being held for evidential value will not be utilized, displayed, or used for training purposes during the litigation proceedings. If the final adjudication states such property is to be released back to VA, the local VA law enforcement office has the authority to place the item into official use. If such property cannot be utilized, a turn-in shall be initiated to the facility AO for final disposition as described above.

(4) Firearms not utilized by VA or through GSA shall be destroyed by means of melting or cutting and witnessed by the AO, or designee, and a local VA police officer. Witnesses shall sign a certification of destruction memorandum for the record which will be filed appropriately in both Logistics and Police/Security sections within the facility.

#### b. Vehicles.

(1) Vehicles will only be purchased through GSA. For guidance on vehicle purchase, contact the appropriate GSA Regional Office.

(2) Directors of VA facilities are authorized to accept a vehicle as a gift or donation which may benefit Veterans or the facility. This authority is derived from Title 38 United States Code sections 8301-8305.

(3) If a vehicle is donated by an individual or a Veteran's Service Organization (VSO), an agreement will be developed setting forth the conditions concerning the use and possible return of the vehicle to the donee or VSO. When returning a Disabled American Veteran (DAV) donated vehicle, facilities must comply with Veterans Health Administration (VHA) Directive 2009-024.

(4) The Certificate of Origin or title, for locally purchased or donated vehicles, will be maintained by the facility in accordance with VA Handbook 7002.

(5) If the vehicle is obtained through a national buy (e.g., purchased by DAV), the Certificate of Origin is maintained at VACO by OAL.

(6) GSA Sale of a VA-Owned or Donated Vehicle.

(a) When the sale of a VA-owned or donated vehicle is completed by GSA, and the Certificate of Origin or title is on file at the holding facility, it will be provided to the buyer by the facility. If maintained on file by OAL (for DAV national buys), a signed copy of the memorandum from DAV stating they do not desire the donated vehicle to be returned to them will be submitted by the facility to OAL for the release of the Certificate of Origin or title in order to provide it to the buyer.

(b) If the Certificate of Origin or title cannot be obtained or found, then SF 97, Certificate of Release of a Motor Vehicle, will be requested by the selling facility from GSA in order to issue it to the buyer. This is required since any sale of a road-worthy vehicle will be conducted by GSA. As the contracting agent for the sale, GSA is responsible for issuing the SF 97.

c. Hazardous Material.

(1) All excess hazardous material will be handled and reported in accordance with FMR 101-42.2, with the exception of nuclear materials.

(2) Nuclear materials are controlled by the Nuclear Regulatory Commission (NRC). The handling of nuclear material must be accomplished in accordance with 10 CFR parts 30-35, 40, and 70. All inquiries for further information or specific instructions regarding the licensing, use, transfer, or disposition of NRC-controlled material shall be directed to the U.S. NRC in Washington, DC.

d. Biologicals, Drugs, and Reagents: see FMR 101-42.1102-5.

e. Scrap material is not required to be reported to GSA. However, as it is still government property, the same requirements must be followed with regard to its handling and disposition. Recycling efforts for scrap material should be enforced and implemented at all VA facilities in accordance with applicable laws, regulations, and Executive Orders. This may necessitate separating materials in order to assist in the recycling effort.

f. Precious Metals, such as gold and silver, will be handled in accordance with Part 8 of this handbook and FMR 101-45.002.

g. Trash disposal is governed by the Resource Conservation and Recovery Act, which requires all Federal agencies with jurisdiction over a facility which involves commercial solid waste activities, either in-house or by contract, to follow the separation, collection, storage, treatment, utilization, processing, or final disposal of

solid waste as set forth by the Environmental Protection Agency. This includes items which are not purchased with government funds, but are disposed of at a Federal facility as discarded or useless and collected as part of an established recycling program. These items are considered government property and will be disposed of pursuant to FMR 102-36.305.

h. Books and Periodicals, when deemed unrequired/excess, will be reported and handled in the same manner as any other unrequired/excess item.

i. The Research Equipment Quick Use Initiative Program (REQUIP) was established to process and transfer unrequired research equipment. Within VA, research institutions are required to report its unrequired items to REQUIP. In addition, the local research project official must report to the local Logistics Service on VA Form 10-1274, Research Equipment Available to VA Research Equipment Quick Use Initiative Program (REQUIP), and all items which are available for transfer. The REQUIP representative will contact the holding facility to inform them of the research project/facility the item is being transferred to, and of any special shipping requirements which may need to be considered. The receiving VA research program will be responsible for preparing VA Form 134a, Request for Commercial Freight Transportation and Logistics Services, and paying for shipping and packing costs. Equipment not redistributed by REQUIP will be disposed of through normal excess procedures (items costing \$5,000 or less are not required to be reported to REQUIP). The following Web address is the contact point for information and reporting requirements for REQUIP:

<http://www.research.va.gov/programs/requip/default.cfm>

j. All equipment items containing any form of memory, which, if released to the general public, could cause a breach in security or confidentiality for the Veteran or employee, will be sanitized prior to turning in for disposal action. This sanitization process will be documented on VA Form 0751, Information technology Equipment Sanitization Certificate, and furnished to Logistics Service by IT personnel once the process is complete. The form will contain the appropriate signatures in accordance with VA Handbook 7002.

k. Hearing aids turned in pursuant to VA VHA Manual M-1, Part II, Chapter 3, will be shipped to the Denver Acquisition and Logistics Center.

l. The Canteen Service at each facility is responsible for circulating its excess property within VA and any associated costs for transfers. If an item is picked up for use by another canteen, the holding facility (Canteen Service) may contact the local Logistics Service for assistance/guidance in transferring the item. If the item is not transferred to another canteen for use, it may be turned in to the local Logistics Service. The local Logistics Service would then process the item(s) using normal excess property procedures.

m. Controlled Substances, see FPMR 101-42.1102-3.

n. Canines Used for Law Enforcement: In accordance with FMR 102-36.365, under P.L. 105-27, a canine no longer needed for law enforcement duties may be donated to an experienced canine handler. VA Form 2237 will be submitted by the facility through OAL and the Office of Law Enforcement and Security at VACO for approval before the donation takes place.

o. Spoils/Dirt: VA national cemeteries across the country acquire at times an excess of dirt from grave sites. This material should be handled as any other excess government property. If attempts fail in transferring this property to another government agency, local solicitations should be conducted. The facility must ensure competitive bidding takes place during the solicitation process. If this process is not successful, the dirt will be treated as scrap material and processed through either an A&D procedure or as a recycling effort.

p. Bulletproof Vests: When a bulletproof vest is ready for replacement, an A&D will be authorized and performed on the item. No used bulletproof vest that is being replaced will be sold, sent through the excess process, or donated. All such items will be disposed of in one of the following manner:

- (1) Recycled; or
- (2) Destroyed.

## **PART 5. SALE OF PERSONAL PROPERTY.**

### **1. Conduct of Sales.**

a. General Regulations (Reference FMR 102-36/38/39). These parts delineate regulations and requirements covering the disposal by sale, or A&D of personal property (including salvage (X), scrap (S), waste and hazardous material) owned by the government.

***NOTE: Additional guidelines regarding the sale and A&D of hazardous materials are provided in FPMR Part 101-42.***

b. Pursuant to FMR 102-38, only GSA is authorized to sell VA personal property. This change complies with the Federal e-Gov initiative for the FAS program. As a result of this Federal initiative, VA is not allowed to conduct local sales of personal property, with the exception of local scrap sales, sales at fixed prices, recycling, or property designated for A&D by GSA (or if a local determination was made for A&D with full supporting justification). The trade-in or sale of old equipment for the purposes of defraying the cost of new, similar equipment being purchased will continue to be allowed in accordance with exchange/sale authority; however, when selling an item under exchange/sale authority, it must also be reported to and sold by GSA in accordance with the FAS program.

c. As there are only four designated sales centers (U.S. Department of the Treasury and U.S. Marshals Service for seized property; U.S. Department of Agriculture for local Washington, D.C. facilities; and GSA for all Federal agencies), VA will continue to use GSA as the center for sale of surplus and exchange/sale items. All reporting requirements will remain the same for VA facilities. Facilities will continue to use VA's AAMS/GSAXcess for reporting and disposing of property.

d. A facility may elect to sell property by conducting a sale at fixed prices in accordance with FMR 102-38.120. A list of items which are authorized to be sold by this method is contained in Appendix K. VA has authorization from GSA to conduct this type of sale. The parameters contained in FMR 102-38.120 must be complied with when conducting a fixed price sale.

e. Surplus property is excess personal property no longer required by any other government agency not identified for donation, as determined by GSA, and is now eligible for public sale. This includes property designated as salvage (X) which must also be reported to GSA.

f. Scrap (S) sales are for property items having no value other than the basic material content and are conducted locally. Scrap property is not required to be reported to GSA. Scrap sales may be considered a recycling effort, depending on the material being sold.

g. Exchange/Sale. An "exchange" is the trade-in of an item to reduce or offset the cost of a new, similar item being purchased. A "sale" is to sell replaced items or items to be replaced with similar or like items. The proceeds from this type of sale are used to defray the cost of the new, similar item that was or is to be purchased. When using the exchange/sale authority for the sale of property, GSA will be used as the sales center.

h. VA's responsibilities in selling personal property:

(1) Ensure all sales comply with FMR 102-38, VA Directives and Handbooks, and any other applicable laws;

(2) Ensure officials designated to conduct and finalize sales are adequately trained;

(3) Be accountable for the care and handling of the personal property prior to its removal by the buyer; and

(4) Adjust property and financial records to reflect the final disposition of the property sold.

**2. Exchange/Sale of Property.** A determination must be made whether or not an exchange or sale will provide the greater return for the government/VA. The facility should not use the exchange/sale authority if the exchange allowance or estimated sales proceeds will be unreasonably low. In this case, the facility must either declare the property unrequired and follow the established excess process, or abandon or

destroy. Once a determination is made to exchange or sell, the following procedures will apply.

a. Purchase orders (PO) issued for the acquisition of personal property where an exchange/sale is involved will be documented to show:

- (1) Item to be exchanged (traded in) or sold; quantity; unit value; and total allowance.
- (2) Net price, if any, to be paid.
- (3) The number and date of the applicable request for collection, or other appropriate document.
- (4) The administrative determination required by FMR 102-39.35, signed by the contracting officer. NOTE: This determination will not be included on copies one and two of the PO.

b. Supply Fund property utilized for exchange/sale will be credited to the perpetual inventory account by means of an adjustment voucher, annotated to include the required determination, and purchase or sales document to which the exchange/sale transaction applies.

c. Expendable property in the possession of using activities will be exchanged by the unposted voucher method. A trade-in or exchange with vendors will be accomplished only by Logistics Services.

d. Documents covering sales will be annotated to show that the proceeds are to be applied toward the purchase of replacement item(s) including replacement equipment acquired on a cost-per-test lease. Accounting for such proceeds shall be in accordance with General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures, section 15.4. The administrative determination required by FMR 102-39.35 will be shown on the Fiscal and Logistic Services copies. (See Appendix I for exchange/sale process.)

e. When a facility designates an item for an exchange/sale, to the maximum extent practicable, the facility should solicit other Federal agencies known to use or distribute such property. VA is required by FAS to report its exchange/sale items to GSA. This procedure gives all Federal agencies an opportunity to view these items for the possibility of acquiring them on a reimbursable basis. Additionally, when reporting exchange/sale property to GSA, the facility must indicate its proper appropriation information to which the proceeds are to be deposited (per FMR 102-39.70).

### **3. Reporting Property for Sale.**

a. When reporting unrequired personal property, a facility will enter it into AAMS, established specifically for the purpose of conducting VA internal screening. When

entering unrequired property, the facility must indicate whether or not it is conducting the sale for the property (VA is authorized only to conduct fixed price sales in accordance with FMR 102-38.120), or whether GSA is to conduct the sale, once the property becomes surplus. Unrequired property entered into AAMS will automatically transfer into GSAXcess after the required 10-day window for internal screening elapses within VA.

b. At the time of reporting, a facility should contact its servicing GSA regional office and make that office aware of any situation where delay in sale action will create a storage problem. If the items reported are for exchange sale, GSA must be provided advance notice reflecting the tentative date of availability of the item being replaced (reported) based on the expected delivery of the new item.

c. When reporting property for sale, the facility must fully describe it, including all factual information necessary to convey to perspective bidders an accurate, concise, and clear understanding of the property being offered. This includes the proper nomenclature, quantity, condition and manufacturer information (e.g., brand, serial number, model number), and NSN (if available) for each item reported for sale.

d. Any problems associated with a sale conducted by GSA which cannot be resolved to the facility's satisfaction will be reported to OAL. Also, copies of any correspondence related to the situation will be forwarded to OAL for review.

e. Sales or transfers of laboratory animals must be conducted in accordance with 9 CFR Chapter 1, 2.78.

**5. Sales at Fixed Price.** Appendix K lists the categories of property VA can sell at fixed prices. The facility must publicize this type of sale to the extent consistent with the value and nature of the property involved, and the established prices must reflect the estimated fair market value of the property. Typically, this type of sale is conducted on a first-come first-served basis. Additionally, before offering the property to the public, the facility may offer it at fixed prices through its State Agency for Surplus Property (SASP). SASPs know which organizations within their respective state are interested in the property for sale.

## **6. Negotiated Sales (FMR 102-38.100-115).**

a. A negotiated sale will not be conducted, when the fair market value of the property is above \$15,000, without prior approval from the Secretary or designee (submitted through the Deputy Assistant Secretary (DAS) for OAL). The negotiated sale process is used when a sale price is arrived at between VA and the buyer, subject to obtaining competition as is feasible under the circumstances. The sale will be to a State, territory, or tax-supported agency therein, and the estimated fair market value of the property and other satisfactory terms of the sale will be obtained by negotiation.

b. When the estimated fair market value of the property to be sold is in excess of \$15,000, in advance of the sale, explanatory statements describing the circumstances

revolving around the negotiated sale will be submitted through the DAS/OAL for review and content, and forwarded for signature by the Secretary of Veterans Affairs.

**7. Reviewing Authority.** The proposed award of a sale will be in accordance with FMR 102-38.275 and 280, and will be forwarded to the appropriate VA logistics/contracting official for proper review prior to release to the potential buyer.

## **PART 6. PROCEEDS FROM SALES.**

**1. Authorization.** Prior to a regulatory change, Federal agencies were required to deposit all proceeds from a surplus sale into the General Treasury. In accordance with FMR 102-38.295, Federal agencies are now permitted to retain direct and reasonably related indirect expenses from the proceeds of a sale of surplus personal property. When reporting property to GSA, a facility must indicate potential reimbursement as it relates to the functions listed below when GSA sells the surplus property for them.

### **2. Proceeds From Surplus Sales.**

a. To the extent practicable, all VA facilities should maximize the return on sales for surplus property. GSA classifies property as “surplus” after it goes through the Federal excess process.

b. Any sales proceeds not retained as authorized pursuant to FMR 102-38.295 must be deposited as miscellaneous receipts in the U.S. Treasury.

c. The following functions may be attributed as expenses to the process of selling surplus property:

- (1) Warehouse/Storage;
- (2) Sales Preparation;
- (3) Environmental Services;
- (4) Demilitarization/Sanitizing Sensitive Data;
- (5) Advertising;
- (6) Appraisal;
- (7) Transportation;
- (8) Labor Costs Associated with Conducting the Sale.

d. Deposit the portion of the proceeds attributed to the direct costs and reasonably related indirect costs of conducting a surplus sale back into the accounts from which they were originally obligated.

### **3. Proceeds From Scrap Sales.**

a. Proceeds from scrap sales may be retained at the facility if it is related to a waste prevention or recycling program activity.

b. Proceeds from scrap sales other than for recycling purposes, must be deposited into the U.S. Treasury.

**4. Recycling Revenue.** All proceeds from recycled scrap material will be utilized and deposited in a Recycling Revenues account (i.e., No-Year Funds). The establishment of this account is authorized as a result of the 2004 Consolidated Appropriations Act (Act), P.L. 108 – 199, dated January 23, 2004. The Act continues the authorization for Federal agencies to receive funds resulting from the sale of materials through recycling or waste prevention programs. The funds generated from these programs may be used for the following:

a. The acquisition, waste reduction, prevention, and recycling programs as described in Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, dated January 27, 2007, including any such program adopted prior to the effective date of the order.

b. Other VA environmental management programs including, but not limited to, the development and implementation of hazardous waste management and pollution prevention programs.

c. VA employee programs as authorized by law, or as deemed appropriate by the facility director or equivalent.

### **5. Exchange/Sale Proceeds.**

a. Funds from the sale of personal property disposed of pursuant to exchange/sale authority will be processed in accordance with FMR 102-39.70.

b. All proceeds from the sale of personal property using the exchange/sale authority will be available during the fiscal year in which the property was sold, and for one fiscal year thereafter. These funds will be available to purchase a similar or like replacement item.

c. Any sales proceeds not applied to replacing items during the prescribed time frame must be deposited into the U.S. Treasury.

**PART 7. SALVAGE AND SCRAP.**

**1. Salvage.** In accordance with FMR 102-36.220, salvage material is required to be reported to GSA for disposition. Items classified as salvage may be dismantled for usable repair parts when one of the following applies:

- a. The value of the part salvaged is equal to the cost of recovery.
- b. The value to be obtained by reclamation is greater than the potential trade-in or sale value.

**2. Scrap.** In accordance with FMR 102-36.220, scrap material is not required to be reported to GSA. To the extent possible, scrap material should be viewed as a recycling opportunity. Upon a written determination made and signed by the facility AO and recycling coordinator, a facility director may retain and use proceeds incurred from selling scrap material, to the extent permitted by law and for purposes as outlined in Part 6 of this handbook and contained in P.L. 108 - 199.

**3. Byproducts.** The following facility byproducts will be reported or transferred for centralized disposal/disposition action as outlined in Part 8 of this Handbook:

- a. Radiographs authorized for disposal in VHA Records Control Schedule (RCS) 10-1.
- b. Corner clippings from radiographs, microfilm, and non-record films.
- c. Silver recovered from x-ray solutions.
- d. Precious metals obtained as a result of dental activities or surgical procedures.

**PART 8. RECOVERY OF PRECIOUS METALS.****1. Responsibilities for Recovery of Silver from Used Developing Solutions and Scrap X-Film.**

- a. The DAS/OAL is responsible for VA-wide programs for reclamation of precious metals and critical materials to include the issuance and administration of applicable contracts for the silver recovery program.
- b. The VA Service and Distribution Center (SDC) in Hines, Illinois, under the direction of the VA Medical Center (VAMC) director, is responsible for establishing and maintaining a program for recovery of silver from used in developing solutions and scrap X-film.
- c. SDC Responsibility.

- (1) The responsibilities of the SDC include:
  - (a) Providing each VAMC with instructions for silver recovery compatible with the passive cell collection system.
  - (b) Providing security measures for the receipt, storage, disposal, and accountability for silver and film assets.
  - (c) Providing security measures for the receipt, storage, and accountability of recoverable scrap precious metals.
  - (d) Requiring all receipts from field facilities, whether for silver laden material or scrap X-ray film, be weighed and documentation kept for retention periods cited in VHA RCS 10-1.
- (2) The responsibilities of the Logistics Services under the direction of the VAMC director, include:
  - (a) Implementing a written procedure for the facility establishing a silver recovery program delineating personnel responsibilities, functions, and actions to be taken.
  - (b) Ensuring batch collection of film processing solutions from applicable services (radiology, dental, nuclear medicine, heart catheterization, and medical media) is adhered to and that solutions from low-volume film processors are collected in portable containers and brought to a prescribed area for passive cell system recovery.
  - (c) Notifying the SDC of all additions or changes in equipment related to the passive cell method operation.
  - (d) Informing the SDC of any areas in which developing solutions are not being collected for centralized silver processing.
  - (e) Placing operating instructions and related procedures furnished by the SDC in a conspicuous place near the passive cell recovery unit(s) and ensuring they are adhered to.
  - (f) Providing security measures and accountability for silver and film assets. Any theft or loss of silver and scrap film is to be reported immediately to the DAS/OAL.

## **2. Detailed Guidelines for Recovery of Silver from Used Developing Solutions.**

- a. Only passive cell collection equipment and supplies for silver recovery will be furnished at no charge to facilities by the SDC.
- b. Arrangements for shipment of equipment and supplies will be made with the SDC using VA Form 134. Equipment will be on loan from the SDC and accounted for by

entering it into the facility property record EIL as a loan. A signed copy of VA Form 134 acknowledging receipt of nonexpendable equipment will be returned to the SDC and filed in the EIL folder.

c. After initial issue, subsequent replacement of expendable materials and supplies will be determined and issued automatically by the SDC.

d. Replacement of nonexpendable equipment, components, parts, etc., will be made on an exchange basis at no charge to the VA facility.

### **3. Guidelines for Collection of Scrap X-Ray Film.**

a. Logistics Services at each VAMC is responsible for the collection, reporting, security, and shipment of scrap film to the SDC. Disposition of X-ray film will be in accordance with VHA RCS 10-1.

b. Logistics Services will be notified when authorized collection and disposal is scheduled to take place so proper packaging materials are available.

(1) VA Form 2237 will be used to transfer scrap X-ray film accountability to the SDC.

(2) The SDC will maintain strict accountability from receipt until shipment to the processor.

(3) Packaging and shipment of film will be in accordance with SDC instructions. VA Form 134 will be used as a shipping document and means of transferring accountability to the SDC.

(4) Logistics Service will ensure scrap x-ray film shipped to the SDC does not contain patient folders, paper or plastic products.

### **4. Shipment.**

a. All shipments of scrap X-ray film will be shipped to, and funded by, the SDC. Prior to the shipment of scrap film, VA Form 134a requesting shipment of scrap X-ray film from the medical facility to the SDC will be forwarded to the VA Traffic and Logistic Center (VATLC), Department of Veterans Affairs, 810 Vermont Avenue NW, Washington, DC 20420. Requests may also be forwarded via FAX or e-mail. VATLC will complete a VA Commercial Bill of Lading (VCBL) and forward it to the requesting medical center. Questions regarding shipment of scrap x-ray film may be directed to VATLC at VATLC@va.gov.

b. All less than truckload (LTL) shipments must be made using "Sealed Divider Service" or comparable services.

c. Since Sealed Divider Service is more costly, film should be palletized using Gaylord containers with the object of best utilization of the cubic volume of the trailer. Palletized film should never be double stacked for any reason.

d. For security purposes, do not ship X-ray film unless the day of delivery is within the same workweek as the pickup. Whenever practicable, avoid having LTL shipments held over a weekend or holiday at a carrier's terminal and with full truckloads (TL). Avoid, if possible, any layovers at unsecured highway truck stops or rest areas.

e. Full TL shipments of X-ray film must be further secured with a serialized bolt seal (see paragraph f. below). The driver for the carrier must call the SDC for a delivery appointment and must also notify the SDC if they anticipate or have a delivery delay by contacting the SDC Traffic Manager.

f. Trailer seals for full TLs will be provided by the SDC. VATLC will advise the SDC transportation manager of an incoming full TL and annotate the VCBL accordingly. The SDC will ship seals via the VA-authorized small package shipper to the TL shipper. Since the SDC already receives a copy of all VCBLs for X-ray film shipments, staff there will be aware of the TL shipments in sufficient time to send seals to the carrier prior to shipment pick up. TL shipments may not be released by the shipper without the serialized bolt seal; therefore, pick up appointments should be scheduled only after receipt.

g. VATLC will annotate the VCBL for LTL shipments by the VA-authorized carrier with "Sealed Divider Service Requested," and VCBLs for other LTL carriers will be highlighted with similar terminology. VCBLs for TL carriers will indicate "use the serialized bolt seal upon receipt from SDC." VA warehouse personnel must be alert for these designations and must ensure all appropriate steps, such as those listed below, are followed:

(1) VA Form 134a lists the number of boxes or container, weight of each box/container and the total weight for each pallet or container, excluding pallet weight.

(2) Do not ship medical records, empty paper or plastic envelopes/folders, or any other non-film items with the scrap x-ray film. Paper records must be disposed of locally in accordance with VA requirements.

(3) Different types of film do not need to be segregated prior to shipping.

(4) Gaylord containers are the preferred method of shipment. They must be banded to a suitable and standard pallet with the lid included in the banding. Suitable Gaylord containers may be obtained commercially, but must meet the following requirements: 42" X 40" X 24" with a minimum of 275 pounds test.

(5) Boxes, if used, must be filled to capacity, uniform in size, sealed with tape to allow stacking, and should not exceed 60 pounds in weight. A suitable box for scrap film may

be obtained by the use of NSN 8115-00-290-3386. If boxes are used, they must be individually weighed and labeled with the weight before palletizing.

(6) All palletized film in boxes must be triple shrink wrapped, banded to the pallet from all directions, and stacked NO MORE than 36" high excluding the height of the pallet.

#### **5. Scrap Dental and Precious Metals.**

a. Prior to the shipment of precious metals, VA Form 134a requesting shipment of scrap dental and/or precious metals from the medical facility to the SDC, will be sent to the SDC via Fax. Upon receipt, a bill of lading or other appropriate shipping authorization will be prepared and forwarded to the requesting medical center.

b. All shipments must include VA Form 134a which will indicate description, item count, and an accurate weight of each item in troy ounces, penny weight, or grains. Any precious metal received without VA Form 134a will remain unopened until the form describing the contents of the package is received from the shipping facility.

c. Packages will be carefully sealed in such a manner that any tampering would be detectable. No markings should appear on the package to indicate its contents.

d. Facilities, when categorizing precious metals for shipment to the SDC, should consistently use the following terminology for identifying each commodity on the VA Form 134a or in other communications: scrap dental metals, scrap silver, scrap amalgam, or miscellaneous (e.g., sterling silver, trachea tubes, platinum tips).

e. Personal effects, such as gold and silver jewelry, will not be sent to the SDC as scrap.

**6. Unsold Silver and Film Assets.** The estimated quantity and dollar value, based on current market price of silver and latest sale price of unsold silver and film assets, will be reported monthly to OAL by the SDC.

#### **7. Recording Receipts.**

a. The SDC will record receipts of precious metals and scrap film from facilities.

b. Incoming shipments will be recorded on a Receiving Report.

**PART 9. ABANDONMENT AND DESTRUCTION (A&D).**

**1. General Procedures (FMR 102-36.305).** In order to abandon or destroy personal property, an authorized official must make a written determination taking into consideration one or more of the following:

- a. The property has no commercial value (either as an item as a whole, or as salvage);
- b. The cost of handling, care, and preparation of the property for sale would be greater than the expected proceeds;
- c. A law, directive, or regulation requires abandonment or destruction; or
- d. A duly authorized VA official provides written instructions directing A&D procedures be implemented.

**2. Approval.** If an authorized determination is completed locally, the written findings must be approved by a reviewing official who is not directly accountable for the property. Approval of the determination or findings will precede any disposal action. The following individuals have A&D authorization at the local level:

- a. Chief of Logistics for \$10,000 or below; and
- b. Facility Director (or designee) for above \$10,000.

**3. Implementation of Sale.** If a facility becomes aware of an interest from a legitimate source to purchase the item(s), it must implement sales procedures in lieu of A&D.

**4. Donation.** A facility may donate the property to a public body in lieu of A&D. A public body is defined as any department, agency, special purpose district, or other instrumentality of a state, Federal, or local government. If the facility becomes aware of an eligible non-profit organization interested in the property, it must contact the local regional GSA property management office to implement donation procedures.

**5. Posted Notice.** A facility is required to post a public notice of the intent to abandon or destroy property in accordance with FMR 102-36.325. It is not required to provide a public notice when one of the following applies:

- a. The value of the property makes it uneconomical to do so;
- b. Abandonment or destruction is related to a health, safety, or security issue; or
- c. The original acquisition cost or fair market value is less than \$500.

**6. Abandonment and Destruction (A&D) of IT Equipment (and Peripherals) and Other Electronics.**

a. VA established a Memorandum of Understanding with UNICOR (Federal Prison Industries, Inc.) for the receipt of its scrap or designated A&D electronic equipment for reuse or recycling. The following items may be shipped to UNICOR as a donation:

Computer Equipment	Connectors/Cords/Wire	Communication Systems
Circuit Boards	Fax Machines	Printers
Mainframes/Servers	Modems/Monitors	Magnetic Drums
Test Equipment	Audio/Visual Equipment	Memory/Motherboards
Power Equipment/Supplies	Scrap Copper	Scrap Computer Plastic
Scrap Computer Metal	Laptops	Plotters/Copiers
Cameras	Bar Coding Equipment	PDAs/Blackberries
Televisions	Cell Phones	Calculators
Microfiche Readers	Land-line Phones	Cartridges (all types)
Scanners	VCRs (and tapes)	DVRs

b. VA will pay zero (\$0.00) cents per pound for all items listed above. VA facilities will provide and pay for the transportation costs associated with the shipments to the nearest UNICOR location. Shipments to UNICOR will be coordinated through VATLC using VA Form 134a.

**PART 10. SERVICE AND RECLAMATION.**

**1. Repair.** The Service and Reclamation Division, located at the SDC, repairs and upgrades several categories of excess personal property for further utilization in VA. To determine suitability for repair or upgrade, facilities should contact the Service and Reclamation Division prior to final excess disposition action for the following groups of equipment or accessories:

- a. Endoscopes (Rigid and Flexible)
- b. Dental Handpieces
- c. Surgical Handpieces

**2. Service Requests.** If a facility wishes to use the SDC's repair services, contact the SDC Service and Repair Center and provide the following information:

- a. Name of Station;
- b. Repair services needed;
- c. Contact person; and,

- d. Approval information.
- e. The Service and Repair Center will provide appropriate consultation and shipping instructions upon receipt.

## **PART 11. PROPERTY PROGRAM REPORTING REQUIREMENTS.**

### **1. Semi-Annual Reports (June 30 and December 31).**

- a. Report of Survey (ROS) – All ROS not completed within 60 days must be reported using the form found in Appendix B. This report is required for OAL to ascertain the average length of time a facility is allowing for a ROS to be completed. If a ROS is still outstanding and has not been completed beyond a 60-day time frame, OAL is requiring specific information be submitted pertaining to each ROS in this category. (See Appendix B)
- b. Report on “Percentage of Sensitive Items Not Accounted for on an Annual EIL Inventory.” This report will assist OAL in determining future requirements or constraints which may be placed on sensitive items. (See Appendix C)
- c. Report on “EIL Inventories above 95 percent, the Percentage of Items not Accounted for after Conducting the Required 5 Percent Verification Check by Logistic Services.” This report provides information on how well the Custodial Officials are doing regarding their annual EIL inventories. Additionally, it assists OAL in identifying and addressing any negative trends. (See Appendix D)

### **2. Annual Reports (End of Fiscal Year – submitted by October 31).**

- a. Report on “Total Number and Dollar Amount of a Facility’s EILs (include supported NCA and VBA EILs).” This report informs OAL of the total value VA invested in equipment and helps OAL estimate the workload and size associated with each facility. (See Appendix E)
- b. Report on “Number of EIL Inventories Below 95 percent.” This report assists OAL in determining the need for policy and procedures addressing negative trends concerning the conduct of EIL inventories. (See Appendix F)
- c. Report on “Vehicles Received Through Donation.” This report provides OAL with quantitative and verifiable information pertaining to the number of donated vehicles located at each facility. It also provides information regarding the current location of the donated vehicle’s Certificate of Origin, or vehicle title. (See Appendix G)
- d. “Property Furnished to Any Recipient Other Than a Federal Agency (FMR 102-36.295).” This report is submitted by OAL to GSA at the end of each calendar year (OAL reports for the agency). The report must contain names of the non-Federal

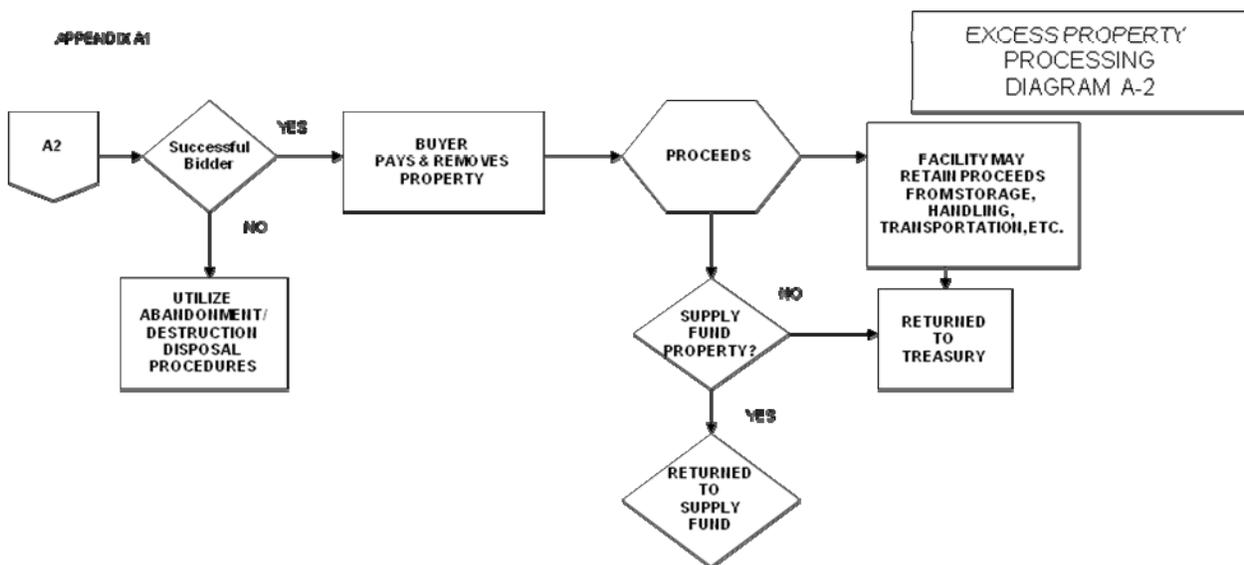
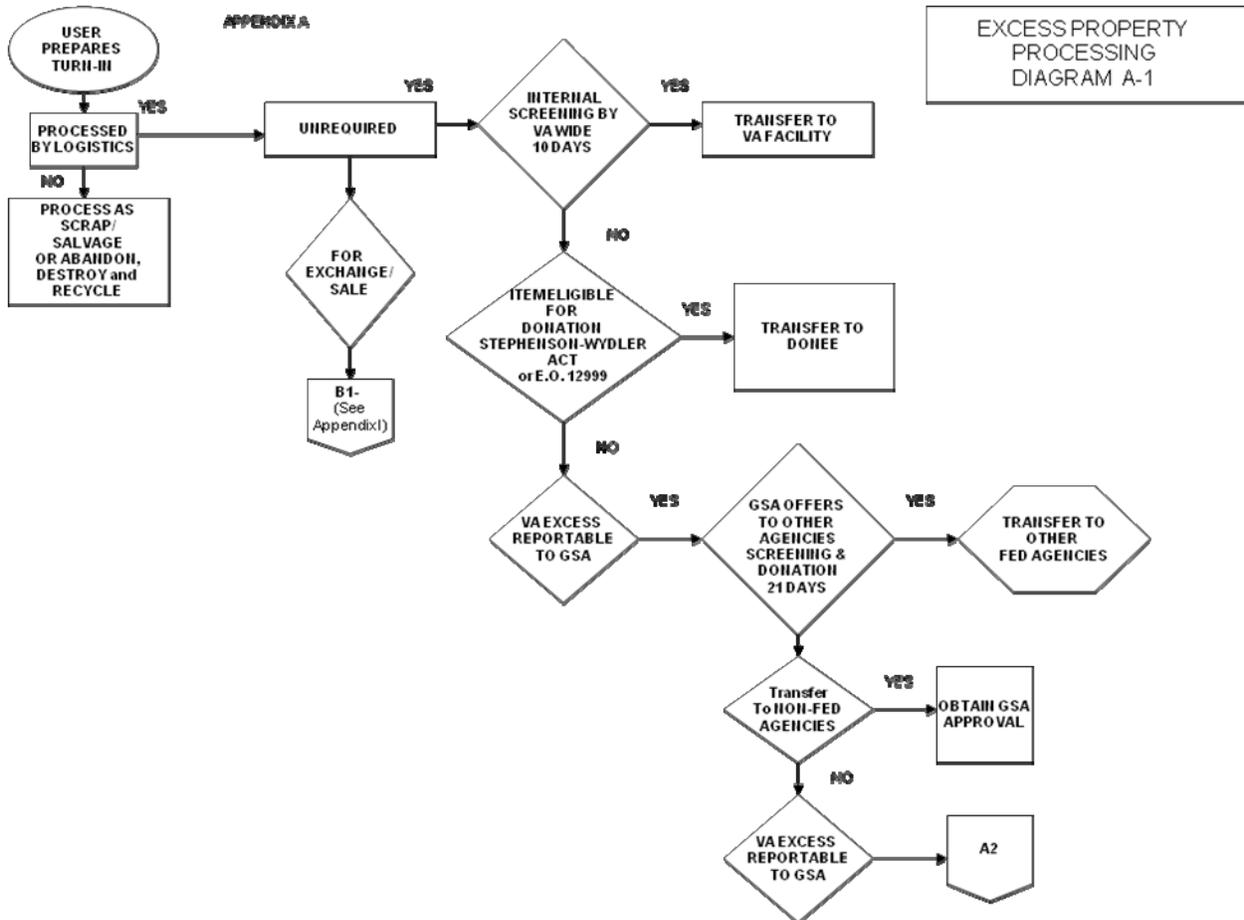
recipient, their status (e.g., Computers for Learning, Stevenson-Wydler Act, Project Grantee, Cooperative), total acquisition cost, and must be listed by Federal Supply Class. (See Appendix H)

e. “Negotiated Sales Report (FMR 102-38.115 (b)).” At the end of each fiscal year, facilities are required to submit an annual report of Negotiated Sales having an estimated fair market value of \$5,000 or more. Negative responses are required.

f. “Exchange/Sale Report (FMR 102-39.75).” At the end of each fiscal year, facilities are required to submit an annual report concerning replacement items disposed of by either exchange (trading in an item) or sale (selling and receiving proceeds directed toward the purchase of a similar or like item). This report is required to list items by Federal Supply Classification group, provide the number of items sold or exchanged, provide net proceeds for sales conducted, or exchange allowances for items traded in. Negative responses are required. (See Appendix J)

**3. Guidance and/or Clarification for Reporting Requirements.** Questions regarding any of the required reports listed in Part 11 of this handbook may be directed to OAL, Logistics Policy and Supply Chain Management Service (003A3A).











Semi-annual Report – After Conducting 5% Verification on Completed EILs

Station Number Station Name	EIL Number and Name	Original Score (Percentage) for EIL	Total Line Item Count for EIL	Number of Items Not Found	ACTION TAKEN

Submitted By (Name/Title): \_\_\_\_\_  
\_\_\_\_\_

Date:







Annual Report - Excess Personal Property Provided to Non-Federal Recipients

Station or VISN #		Facility Contact		
Sample -000		Sample - John Smith		
<b>Non-Federal Recipient # 1 Name and address</b>	<b>Status</b> (e.g., School, University, Contractor, Grantee, Cooperative)	<b>Item # 1 Description</b>	<b>Federal Supply Code</b>	<b>Original Acq. Cost</b>
<b>Non-Federal Recipient # 2 Name and address</b>	<b>Status</b> (e.g., School, University, Contractor, Grantee, Cooperative)	<b>Item # 2 Description</b>	<b>Federal Supply Code</b>	<b>Original Acq. Cost</b>
<b>Non-Federal Recipient # 3 Name and address</b>	<b>Status</b> (e.g., School, University, Contractor, Grantee, Cooperative)	<b>Item # 3 Description</b>	<b>Federal Supply Code</b>	<b>Original Acq. Cost</b>
<b>Non-Federal Recipient # 4 Name and address</b>	<b>Status</b> (e.g., School, University, Contractor, Grantee, Cooperative)	<b>Item # 4 Description</b>	<b>Federal Supply Code</b>	<b>Original Acq. Cost</b>
<b>Non-Federal Recipient # 5 Name and address</b>	<b>Status</b> (e.g., School, University, Contractor, Grantee, Cooperative)	<b>Item # 5 Description</b>	<b>Federal Supply Code</b>	<b>Original Acq. Cost</b>

EXAMPLE OF EXCHANGE/SALE REPORT

SOLD

<u>FSC</u>	<u>LINE ITEM COUNT</u>	<u>ACQ. COST</u>	<u>SALE PROCEEDS</u>
23	10	149,735	37,721
25	40	2,267	125
34	7	4,355	775
35	13	67,128	2,051
36	12	98,306	1,488
37	95	60,226	4,506
38	1	22,910	15,000
39	2	3,624	59
41	195	111,397	7,731
42	2	512	173
43	3	13,320	70
45	7	51,418	634
49	6	43,342	1,638
51	190	6,593	1,422
58	726	7,147,964	244,031
59	11	554	3
65	2,368	21,117,491	921,890
66	300	1,876,642	28,379
67	50	143,628	3,343
70	4,626	4,675,423	88,506
71	2,939	293,906	8,166
72	45	21,652	2,687

<u>FSC</u>	<u>LINE ITEM COUNT</u>	<u>ACQ. COST</u>	<u>SALE PROCEEDS</u>
73	204	126,925	7,518
74	216	97,244	17,581
77	142	27,162	1,544
78	14	30,781	1,622
79	26	28,034	1,776
99	<u>4</u>	<u>2,734</u>	<u>545</u>
	12,254	\$36,225,273	\$1,400,984



**EXAMPLE OF EXCHANGE/SALE REPORT**

**TRADED – IN (EXCHANGED)**

<u>FSC</u>	<u>LINE ITEM COUNT</u>	<u>ACQ. COST</u>	<u>ALLOWANCE</u>
23	1	22,491	3,000
24	2	26,129	6,400
35	5	1,149	42
36	9	27,044	1,990
38	1	11,201	2,000
45	3	38,828	6,260
58	47	247,895	681
61	14	32,667	34
65	2,192	50,485,448	2,125,104
66	38	391,467	7,664
70	382	1,294,008	115,946
73	10	10,245	848
74	14	98,915	20,503
75	6	18,900	2,160
77	11	4,057	59
79	<u>1</u>	<u>13,642</u>	<u>500</u>
	2,736	\$52,724,086	\$2,291,031



**Appendix J**                      **List of items that may be sold at fixed prices**

<u>FSG</u>	<u>DESCRIPTION</u>	<u>FSC</u>
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles	2310,2320,2330, 2340 Only
24	Tractors	All
25	Vehicular Equipment Components	All
26	Tires and Tubes	All
28	Engines, Turbines, and Components	2805,2815,2850, 2895 only
29	Engine Accessories	2910,2920, 2930, 2940, 2990 only
30	Mechanical Power Transmission Equipment	3020, 3030, 3040 only
31	Bearings	All
32	Woodworking Machinery and Equipment (Excludes industrial types)	3220, 3230 only
34	Metalworking Machinery (Excludes industrial types)	3405,3415,3431, 3432,3433,3438, 3439,3441,3445, 3442, 3443,3444, 3450,3455,3456, 3460,3461,3470 only
35	Service and Trade Equipment (Excludes industrial types)	3510,3540,3590 only
36	Special Industry Machinery (Excludes industrial types)	3610 only
37	Agricultural Machinery and Equipment	3730,3740,3750 3770 only

<u>FSG</u>	<u>DESCRIPTION</u>	<u>FSC</u>
39	Materials Handling Equipment	3920,3930,3940, 3990 only
40	Rope, Cable, Chain, and Fittings	All
41	Refrigeration, Air Conditioning, and Air Circulating Equipment (Excludes commercial types)	4110,4120,4140 only
42	Fire Fighting, Rescue, and Safety Equipment	4210 Fire Extinguishers only
43	Pumps and Compressors (Excludes industrial types)	4310,4320 only
45	Plumbing, Heating, and Sanitation Equipment (Excludes commercial types)	4510,4520,4540 only
47	Pipe, Tubing, Hose, and Fittings	All
48	Valves	4820 only
49	Maintenance and Repair Shop Equipment	4910,4930,4940 Only
51	Hand Tools	All
52	Measuring Tools	5210 only
53	Hardware and Abrasives	All
54	Prefabricated Structures and Scaffolding	5440 Ladders and Stepladders only
55	Lumber, Millwork, Plywood, and Veneer	All
56	Construction and Building Materials	5660,5670 only
58	Communication, Detection and Coherent Radiation Equipment	5805,5820,5830, 5835,5836 only



FSG	DESCRIPTION	FSC
59	Electrical and Electronic Equipment Components	All
61	Electric Wire, and Power and Distribution Equipment	6105,6115,6135,6140 6145,6150 only
62	Lighting Fixtures and Lamps	All
65	Medical, Dental, and Veterinary Equipment	*6520, 6530 only (*6520-Operating Chairs and Supplies and Laboratory Furniture)
66	Instruments and Laboratory Equipment	6605,6620,6625,6630 6640,6645,6650,6670 6675,6685 only
67	Photographic Equipment	All
70	General Purpose Automated Data Processing Equipment (Including Firmware), Software, Supplies and Support Equipment	All
71	Furniture	All
72	Household and Commercial Furnishings and Appliances	All
73	Food Preparation and Serving Equipment	All
74	Office Machines, Text Processing Systems and Visible Record Equipment	All
76	Books, Maps and Other Publications	All
77	Musical Instruments, Phonographs and Home Type Radios	All
78	Recreational and Athletic Equipment	All

79	Cleaning Equipment and Supplies	All
80	Brushes, Paints, Sealers, and Adhesives	All
81	Containers, Packaging, and Packaging Supplies	All
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags	8305,8340 only
84	Clothing, Individual Equipment, and Insignia	All except 8470
88	Live Animals	All
91	Fuels, Lubricants, Oils, and Waxes	9110,9150 only
94	Nonmetallic Crude Materials	9450 only
99	Miscellaneous	9905,9910,9915, 9920,9999 only