

ORDER

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UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY



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**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order prescribes the procedures required to implement the Federal Property Management Regulations and Department of Transportation Order DOT H 4410.4, Equipment Management and Control.

It provides guidance, assigns responsibilities, and specifies how to acquire, manage, control, and dispose of excess and surplus Government personal property.



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CHAPTER 1. GENERAL

1-1. **PURPOSE.** This order implements the Federal Property Management Regulations (FPMR) and the latest version of Department of Transportation (DOT) Order DOT H 4410.4, Equipment Management and Control. It assigns responsibilities, and provides guidance on how to acquire, manage, control, and dispose of unrequired, excess, and surplus Government personal property.

1-2. **DISTRIBUTION.** This order is distributed to the branch level in the Washington headquarters; regions, and centers; to resident directors in overseas area offices; and standard distribution to all field offices and facilities.

1-3. **CANCELLATIONS.**

a. Order 4800.2B, Utilization and Disposal of Excess and Surplus Personal Property, October 11, 1991, is canceled.

b. Order 4800.7, Recovery and Utilization of Precious Metals, October 8, 1984, is canceled.

1-4. **EXPLANATION OF CHANGES.** Changes to this order include the following:

a. Major chapter and text revisions incorporate changes in the FPMR since the last revision.

b. Deletion of the detailed description of the Federal Aviation Administration's (FAA) Utilization Screening and Disposition (USD) system, a subsystem of the Logistics and Inventory System (LIS).

c. Establishment of a FAA surplus property sales program.

1-5. **BACKGROUND.**

a. Reutilization and disposal includes the redistribution, donation, sale, and abandonment or destruction of Government-owned personal property. The Federal Property and Administrative Services Act of 1949, as amended, contains policies and procedures relating to property reutilization and disposal and set up the FPMR which implements the Act. FPMR's are published in the Federal Register and are part of the Code of Federal Regulations (CFR). Specific CFR guidance is contained in Subchapter H, Utilization and Disposal, parts 101-42 through 101-48.

b. Public Law 103-272, dated July 5, 1994 (replacing the Federal Aviation Act of 1958, as amended), provides the FAA the authority to dispose of airport and airway personal property and technical equipment used for special purposes of the agency without following the provisions of the Federal Property and Administrative Services Act of 1949. This authority was delegated by the Administrator to the Director, Logistics Service, in the latest version of Order 4800.6, Delegation of Disposal Authority for Personal Property. As a result of agency organizational realignments, the authority contained in Order 4800.6 now resides with the Program Director, Airway Facilities' Requirements, AFR-1.

1-6. **SCOPE.** This order applies to in-use personal property (including those items located on or within, excess real property), project materiel, Government-furnished or contractor-acquired Government-owned property, inventories held for future issue, and agency-owned motor vehicles. It covers FAA headquarters, regions, centers, and overseas offices (hereinafter referred to as "regions"). It applies to all FAA organizations and employees. Specifically excluded from this order are real property, as defined in the latest version of Order 4660.1, Real Property Handbook, and records of the Government, defined in the latest version of Order 1350.15, Records Organization Transfer and Destruction Standards. The latest version of Order 5150.2, Federal Surplus Property for Public Airport Purposes, covers the donation of surplus property for public airport purposes.

1-7. **DEFINITIONS AND ACRONYMS.** Appendix 1, Definitions, defines the specialized terms and Appendix 2, Acronyms, contains a list of the acronyms used in this order.

1-8. **FORMS.** Appendix 3, Forms, contains sample forms commonly used in processing excess and surplus personal property.

1-9. **OBJECTIVES.** The objectives of FAA's property reutilization and disposition program are to:

- a. Reutilize property as the first source of supply, including excess property from other Federal agencies.
- b. Maintain an adequate system of property accountability and control at a reasonable cost.
- c. Promptly report excess property to the General Services Administration (GSA) for screening, when required.
- d. Ensure proper disposition of property.

1-10. **PROPERTY DISPOSITION PRIORITY.** Property is disposed of in the following order of priority.

- a. Reassignment. This method transfers property to another organization within FAA or DOT.
- b. Transfer. This method transfers property to another Federal agency or the District of Columbia.
- c. Donation. This method gives property, without reimbursement, to eligible donees under regulations prescribed by GSA.
- d. Sale. This method exchanges interest or ownership in property for monetary reimbursement to the U.S. Treasury or the agency's applicable appropriation under Exchange/Sale Authority.
- e. Abandonment or Destruction. This method usually involves leaving property at its original location or relocating it to a public or private dump where it would normally be crushed, burned, or buried.

1-11. RESPONSIBILITIES.

a. **FAA Property Management Officer (PMO).** The PMO is the Deputy for Materiel Management and Support, Requirements Analysis and Support Division, AFR-102. The PMO ensures the property disposition program meets applicable legal and regulatory requirements by developing, implementing, and evaluating program operations, and ensuring agency property managers are aware of their responsibilities. The PMO also functions as the agency property management liaison to DOT, the Department of Defense (DOD), GSA, and other Government agencies.

b. **Property Manager.** The property manager is the head of the organizational element which manages and controls personal property within a region. The property manager establishes, operates, and manages the property redistribution and disposition program within a region.

c. **Property Disposal Officer (PDO).** The PDO is the individual within the property manager's office, assigned property disposal functions. They are responsible for the oversight of operational activities needed to manage and control a region's unrequired, excess, and surplus property. Specific oversight responsibilities include:

- (1) Ensuring unrequired property is reported for redistribution.
- (2) Ensuring safe storage of property while awaiting disposition.
- (3) Ensuring property is disposed of properly and in an environmentally safe and approved manner.
- (4) Maintaining adequate and accurate accountability records.
- (5) Coordinating National Airspace System (NAS) equipment and system phase in/phase out plans with regional technical personnel and property custodians.
- (6) Analyzing data to determine how well the disposal program is functioning and taking corrective action when required.
- (7) Providing disposal-related advice, assistance, and training.
- (8) Performing liaison functions with associated GSA, DOD, and other agency disposal activity personnel.

d. **Property Custodians.** Custodians, as defined in the latest version of Order 4650.21, Management and Control of In-Use Personal Property:

- (1) Accurately identify and report property not needed within their custodial area.
- (2) Maintain property custodial records during the disposition process.
- (3) Initiate/process disposition transactions affecting their property.

(4) Ensure reported property is given proper care and protection.

(5) Ensure employees within their custodial area are aware of their responsibilities for the care, preservation, and safeguarding of Government property.

(6) Promptly report the loss, damage, or destruction of property to the PDO (as the Property Manager's representative for disposal) and ensure accurate and complete survey reports are submitted (see the latest version of Order 4630.3, Survey of Lost, Damaged, or Destroyed Government Personal Property).

(7) Identify and manage personal property containing hazardous material in accordance with the terms of this order and other applicable FAA environmental and safety orders.

e. FAA Employees. All FAA employees are to properly use, care for, and protect Government property (regardless of value) entrusted to their custody and report any unneeded property to their property custodian.

1-12. ORGANIZATIONAL SUPPLEMENTS. Each property manager may issue supplements to this order to provide internal guidance and instructions as long as they do not conflict with the provisions of this order.

1-13. AUTOMATED DISPOSAL SYSTEMS.

a. USD. USD automates the reutilization, screening, and disposition process within the FAA. It is designed to assist agency personnel in processing and managing excess and surplus property. Offices are to process excess personal property through USD. It provides national visibility over property by screening the entire agency with a single want-list entry or database inquiry. Key documents (standard forms, letters, followup notices, etc.) are automatically generated. It processes property through various screening levels thereby regulating access to property and provides automatic followup information on needed actions. Once FAA screening is completed, USD electronically forwards data to GSA.

b. Screen by Computer and Requisition Excess by Electronic Notification (SCREEN).

(1) SCREEN offers a 24-hour-a-day, on-line inquiry and requisitioning capability into GSA's national inventory of excess/surplus property by stock number, federal supply class (FSC), description, condition, region, etc. It allows you to freeze an item and create an automated transfer request in lieu of manually completing a Standard Form (SF) 122, Transfer Order - Excess Personal Property (appendix 3, figure 1), and will send the computer-generated transfer request to the requester's PDO for signature via facsimile (fax). The PDO manually makes any changes required on the form, signs and faxes it back to GSA. Once a signed form is returned, GSA completes the transfer request and faxes a copy to both the requesting and holding activity. Freezes are dropped from SCREEN after 15 days if there is no follow-up signature from the PDO.

(2) Access to GSA's computer requires communications software such as Procomm Plus or First Choice and a commonly shared User Code and Password. Access to SCREEN requires an Access Code and Password for each customer. The Property Management Division in GSA's central

office makes code and password assignments upon written request by AFR-102. Managers desiring to restrict access to the request module (freeze actions) to certain individuals should state such restrictions and the corresponding number of individuals in their letter. Requests should be mailed to: SCREEN Coordinator, GSA/Federal Supply Service, Property Management Division (FBPX), CMBg , Room 800, Washington, DC 20406. A User Guide will be issued along with the codes in response to each letter.

1-14. ACCELERATING THE DISPOSAL PROCESS. To accelerate the disposal process and minimize storage problems, reports may be processed up to 60 days prior to the date of property availability, providing they indicate their pending status and reflect the date on which the property will be available. This process is helped by:

- a. Providing accurate descriptions and condition codes.
- b. Notifying GSA of any changes to the property reported.
- c. Keeping in touch with GSA disposal personnel. If it is necessary to speed up the disposal process, call the servicing GSA office and request accelerated disposal action.
- d. Promoting local screening.
- e. Utilizing alternative disposal authorities.
- f. Exercising delegated sales authority.
- g. Implementing prompt abandonment or destruction authority.

1-15. EXTERNAL REPORTING REQUIREMENTS. Each property manager is responsible for forwarding the reports listed below to AFR-102 for consolidation into an agency submission to the Department and GSA. Samples are contained in Appendix 4, Reports.

- a. Utilization and Disposal of Excess and Surplus Personal Property (Report Identification Symbol (RIS): 4610-1). This report is made up of two parts, a USD-generated section and a manual report on DOT Form 4400.1, covering disposition actions outside USD. Both are submitted annually to AFR-102 by October 31, for submission to DOT by November 15.
- b. Report of Exchange and Sale of Personal Property (RIS: 4830-1). This report is due annually to AFR-102 by November 30 for submission to DOT by December 15.
- c. Annual Report of Excess Property Furnished to Recipients other than Federal Agencies (RIS: 4830-3). This report is due annually to AFR-102 by November 30 for submission to DOT by December 15.

CHAPTER 2. REUTILIZATION - FIRST SOURCE OF SUPPLY

2-1. SCREENING REQUIREMENT. Procurement requests (PR) for new equipment or tangible personal property must be screened against available excess and certified as to whether or not unrequired or excess property can meet the functional requirement. The PR must show that the requested item or a suitable substitute is not available.

2-2. WANT LISTS. Offices can establish "want lists" in USD in advance of equipment needs. The system will attempt to find a match. If a match is found, the system will update the want list by adding a "match" flag to the want list item. The initiator must access USD and inquire the want list to view this match and initiate a requisition. Review of GSA's SCREEN system (paragraph 1-13.b) can also be used to obtain information on available excess.

2-3. ACQUIRING UNREQUIRED/EXCESS PROPERTY.

a. There are shipping and handling costs associated with acquiring unrequired or excess property. And, depending on the property's reported and actual condition, there is a possibility of receiving items which may not be useful for their intended purpose. Therefore, the item's condition should be verified prior to initiating a transfer. If possible, items in condition codes other than 1, 2, 4 or 5 should be physically inspected prior to initiating transfer. If the property is not located near the requirer's site, you can request a FAA employee or the GSA Area Utilization Officer (AUO) located near the property's location to inspect the property. If the inspection reveals a major discrepancy in the property's reported and actual condition, cancel the transfer and advise GSA of the property's current condition. If property not inspected is received in a condition different than advertised, GSA should also be informed. Figure 2-1, Condition Code Table, on page 2-2, lists disposal condition codes.

b. Internal transfers are accomplished using FAA Form 4650-12 (appendix 3, figure 2) or within USD. Order 4650.21 contains preparation and distribution instructions. For items available from other agencies (outside FAA), GSA's SCREEN system will issue the SF-122. The form can also be prepared manually and sent by the PDO to the servicing GSA office.

2-4. ACQUIRING PROPERTY CONTAINING HAZARDOUS MATERIALS. There is an enormous cost in time, resources, and dollars, as well as the potential for civil and criminal liability associated with property containing hazardous materials. For this reason, property known or suspected to contain hazardous materials, hazardous waste, toxicological agents, or controlled substances is not to be acquired from excess unless properly identified and certified by an authorized official of the holding agency that the item has been clearly labeled. In addition, a Material Safety Data Sheet (MSDS) or a Hazardous Material Information System (HMIS) record (or equivalent) must be received prior to shipment of the property and must be filed with the SF-122. Shipments of hazardous material-containing personal property must be identified, documented, labeled, marked, placarded, and packaged in accordance with applicable DOT regulatory provisions in 49 CFR 171 through 180. The custodian must document the inventory record to clearly reflect the actual or potential hazard associated with the handling, storage, or use of the item. Such visibility is to be maintained in the item record and on the property (labeled) to the extent required by Federal regulations to ensure continued identification of the item as hazardous material.

2-5. REIMBURSEMENT FOR ACQUIRED EXCESS PROPERTY. Except for certain incidental costs, property is normally transferred without reimbursement. However, for the exceptions listed below, reimbursement of the fair market value may be requested by the transferor agency. Fair market value is defined as 20 percent of the original acquisition cost of equivalent new or unused property in condition code 1 and zero percent for all other personal property.

a. The property was acquired with non-appropriated or trust funds. Transfers of working capital fund property will be without reimbursement.

b. The transferor or transferee agency or organization is a wholly-owned or mixed-ownership Government corporation as defined in the Government Corporation Control Act, 31 United States Code (USC) 9101, is the municipal Government of the District of Columbia, or is a non-Federal agency for which GSA procures.

c. The transferor or transferee is the U.S. Postal Service.

d. The property is designated as exchange/sale property and is transferred pursuant to exchange/sale provisions.

e. The transferee agency is acquiring the property for use by a project grantee which is a public agency or is nonprofit or exempt from taxation under 26 USC 501.

f. Reimbursement is directed by GSA.

FIGURE 2-1. CONDITION CODE TABLE

Code	Description
1	Unused - good
2	Unused - fair
3	Unused - poor
4	Used - good
5	Used - fair
6	Used - poor
7	Repairs needed (< 15% of item value)
8	Repairs needed (15 - 40% of item value)
9	Repairs needed (41 - 65% of item value)
X	Salvage - uneconomical to repair
S	Scrap (only material content value)

2-6. ACQUISITION OF REFINED PRECIOUS METALS.

a. Precious metals may be requisitioned from the Defense Industrial Supply Center (DISC). Precious metals from DISC are refined to at least .999 degree of fineness and are available in troy ounce (TO) units of issue. Use of these precious metals will reduce the cost of items procured from commercial sources as the cost of the DISC stocks is a fraction of the commercial market price. Figure 2-2, Available Refined Precious Metals, on page 2-3, lists the precious metals available from DISC. They may be ordered in full TO quantities.

b. Submit requisitions either by mail or electronically using Federal Standard Requisitioning and Issue Procedures (FEDSTRIP), to the Commander, DISC, Attention: DISC-OIBA/YC, 700 Robbins Avenue, Philadelphia, Pennsylvania 19111. Requisitions must include the following data:

- (1) An unclassified "in the clear" shipping address (may not be a post office box) that includes the zone improvement plan (ZIP) code.
- (2) The contract number for which the material is to be used.
- (3) The end item application and the number of TO of precious metals per end item.
- (4) The name, telephone number, and office code of the requisitioner.

**FIGURE 2-2. AVAILABLE REFINED
PRECIOUS METALS**

Item	National Stock Number
Gold	9660-00-042-7733
Iridium	9660-01-011-1937
Palladium Granulations	9660-00-042-7743
Palladium Sponge	9660-00-042-7768
Platinum Granulations	9660-00-151-4050
Rodium	9660-01-010-2625
Ruthenium	9660-01-039-0313
Silver	9660-00-106-9432

c. All precious metals under FAA control must be properly utilized, accounted for, and safeguarded. Property managers and other persons responsible for managing precious metals are to ensure adequate controls are established and followed.

CHAPTER 3. EXCHANGE OR SALE OF PERSONAL PROPERTY

*3-1. **USE OF EXCHANGE/SALE OPTION.** To reduce the FAA's need for additional funding for the acquisition of replacement personal property, it may exchange or sell that property and apply the exchange allowance or sales proceeds to the acquisition of similar replacement property. Using the exchange/sale authority also enables the FAA to avoid the costs (e.g., administrative and storage) associated with holding the property and processing it through the normal disposal cycle, i.e., reutilization by other Federal agencies, donation to eligible non-Federal public or non-profit organizations, sale to the public, or abandonment or destruction.

a. Section 210(c) of The Federal Property and Administrative Services Act of 1949, as amended, permits, under regulations developed by GSA, agencies to exchange or sell property and use part or all of the proceeds from that sale in acquiring similar items of property. FMR 102-39 promulgates the Federal policy and methods on the use of the authority. However, this authority is strictly limited to non-excess items. (Surplus property does not qualify for exchange/sale, therefore there have been no changes made to processing surplus property for the FAA). Within the FAA, property should be sold or exchanged when a replacement is deemed necessary, and the proceeds of the sale or the exchange allowance applied to the acquisition of the replacement property. It is important that each property owner not identify or declare any item as excess until the possibility of exchange or sale in requiring replacement items has been fully explored. Considerations are transfer with reimbursement, exchange, or sale. Equipment that is not transferred with reimbursement, exchanged, or sold may be transferred or donated without reimbursement.

b. GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures, Section 5.5D (<http://www.gao.gov/decisions/ppm7.pdf>) governs the monetary procedures for collecting and retaining these funds, and FMR 102-38.295 provides additional authority to retain sales proceeds for exchange/sale property.

3-2. **AUTHORIZATION.** Exchange/sale is allowed when all the following conditions are met:

a. The item sold or exchanged is similar to the item acquired. Sufficient data establishing similarity of an item must be retained as part of the acquisition file to document the decision. Items are considered similar when any of the following apply:

(1) The replaced item and the acquired item are identical.

(2) The acquired item is designed and constructed for the same purpose as the replaced item, or both constitute parts or containers for identical or similar end items.

(3) The acquired item and the replaced item both fall within a single FSC.

b. The items sold or exchanged are not excess and the items acquired are needed in the conduct of approved programs.

c. One item is to be acquired to replace a similar item. The only exception to the one-for-one rule is when:

(1) The items acquired perform all or substantially all the tasks in which the old items would otherwise be used.

(2) The items sold or exchanged and the items acquired are parts or containers for identical or similar end items.

d. There has been at the time of exchange or sale (or at the time of acquisition if it precedes the sale) a written administrative determination to apply the exchange allowance or proceeds of sale in acquiring property.

e. The action will foster economical and efficient accomplishment of an approved program.

f. The acquisition is authorized by law and is not in contravention of any procurement restrictions or replacement policies or standards.

g. The equipment does not fall within any categories listed in Figure 3-1, Exchange/Sale Prohibition List as supplemented by DOT Order 4410.4.

FIGURE 3-1. EXCHANGE/SALE PROHIBITION LIST

Federal Supply Group (FSG)	Classification
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground handling equipment
20	Ship and marine equipment
22	Railway equipment
31	Bearings
32	Woodworking machinery and equipment, except lathes, milling machines, and saws, circular or band
34	Metal working machinery, except drill presses, lathes, milling machines, and saws, circular or band
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning and air circulating equipment
42	Firefighting, rescue, and safety equipment
44	Furnace, steam plant, and drying equipment, and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
51	Hand tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
68	Chemicals and chemical products, except medicinal chemicals
71	Furniture
75	Office supplies and devices, except cards, tabulating machines
83	Textiles, leather, furs, apparel and shoe findings, tents, and flags
84	Clothing, individual equipment and insignia

3-3. RESTRICTIONS. Exchange/sale authority does not authorize:

- a. The sale of equipment in new or unused condition in connection with the acquisition of equipment.
- b. The sale, transfer, or exchange of scrap materiel or surplus equipment in connection with the acquisition of equipment.
- c. The sale, transfer, or exchange of strategic and critical materials or of Nuclear Regulatory Commission (NRC) controlled materials, except in accordance with NRC regulations.
- d. The sale or exchange of controlled substances.
- e. The sale or exchange of forfeited, excess, or surplus property acquired from another Federal agency, when held by FAA for less than 1 year.
- f. The sale or exchange of property that is dangerous, hazardous, or endangers public safety without first rendering such property innocuous or providing adequate safeguards, in accordance with the requirements of applicable HAZMAT and OSHA standards.

3-4. WAIVERS. Normally the exchange/sale authority may be used without obtaining a waiver from GSA. A waiver may be requested to conduct exchange/sale transaction for items on the "prohibited list" (See Figure 3-1), or if the transactions will not comply with other provisions in this Order. All provisions can be waived except those mandated by statute, e.g., the requirements that the property exchanged or sold is similar to the property acquired, and that the property exchanged or sold is not excess or surplus (See Paragraph 3-2). Written requests for waivers must be made to Technical Operations Support, Service Management Office, Asset Management and NAS Supply Support Group, for submission to GSA's Associate Administrator for Government-wide Policy for final approval. The request for waiver must contain the following:

- a. What, specifically, is the proposed transaction (including the type, amount and estimated value of the property to be replaced and the property to be acquired)?
- b. What other disposal options, if any, were considered? (e.g. Would other agencies/States be interested in the property? What would be the public sale value?) Why is exchange/sale the preferred option?
- c. What would be the justification, i.e., benefits to the Government, of the proposed exchange/sale transaction(s) (e.g., anticipated cost avoidance/savings)?
- d. For which FMR 102-39.45 provisions, is a waiver requested?
- e. Disclosure of hazardous material or waste characteristics.

3-5. UTILIZATION SCREENING FOR EXCHANGE/SALE EQUIPMENT (REIMBURSABLE TRANSFERS).

a. Following the decision to use exchange/sale procedures and the written determination required by paragraph 3-2d, equipment should be screened within the FAA. In addition, other Federal agencies, including the Department of Defense (DoD), known to use or distribute similar equipment should be solicited to determine whether they have a need for the equipment.

b. Reimbursable transfers of equipment between Regions/Centers/or other Departmental elements will be at the option of the holding element. Reimbursable transfers to other federal agencies will be made on terms agreed to by the holding element and the receiving Federal agency or organization. In either case, reimbursement may not exceed the estimated gross proceeds if the equipment were sold on competitive bid basis or dollar value allowed for trade-in. Funds will be transferred in accordance with FAA procedures and the exchange allowance or proceeds from transfer will be applied in whole or part payment for the replacement item(s) acquired.

3-6. EXCHANGE PROCEDURES. Equipment that is not transferred under procedures outlined in paragraph 3-5 may be exchanged. Most exchange transactions occur as a trade-in allowance or a contract offset for the replacement equipment.

a. When replacement equipment is purchased from Federal Supply Schedule contracts and a trade-in allowance for the replaced item is specified in the contract, the old item will be exchanged and the trade-in allowance applied to the purchase of the replacement item. In addition, trade-in allowances should be solicited from other types of exchange/sale allowances when feasible or practical. Checks should be made with the servicing GSA regional office to determine the most recent price received by GSA from the sale of similar items. A determination should then be made as to whether accepting the trade-in allowance or selling the items would be more advantageous to the Government.

b. Property managers or Property Disposal Officers ((PDOs) may internally reassign eligible items, either within or outside a region, for use by the gaining department as an exchange for a replacement item. Actual physical movement of the reassigned item may not be necessary if the supplier of the replacement item will accept it at the original location. The item may also be delivered directly to the supplier to minimize storage and handling costs. Exchanges of items not in use or when delivery/removal does not coincide should be kept to a minimum as they involve additional storage, handling, and administrative costs.

3-7. SALE PROCEDURES. Equipment that is not transferred with reimbursement or traded-in will be sold in accordance with the terms outlined in this Order. **THIS IS EXCHANGE/SALE PROPERTY. PROCEEDS ARE TO BE APPLIED TO REPLACEMENT ITEM** will clearly be annotated on all sale documentation. When a trade-in allowance is offered, but not accepted, this fact should be included on the sales documentation. The methods, terms, and conditions of sale are contained in Chapter 6 of this Order.

3-8. **AVAILABILITY OF PROCEEDS.** When an agency other than the FAA provides sales services for exchange/sale property, they may recover the costs incurred in conducting sales. FAA's proceeds from sales are, therefore, less than the gross amount received.

a. When property to be replaced is sold prior to acquisition of its replacement, the proceeds will be credited to the FAA for obligation of the replacement item and will be available for obligation during the fiscal year the sale is made and one fiscal year thereafter.

b. When the replaced property is sold after acquisition of replacement property, proceeds may be deposited as a direct reimbursement credit to the appropriation charged for the replacement.

c. All sale proceeds will be deposited and documented in accordance with requirements contained in GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures, Section 5.5D (<http://www.gao.gov/decisions/ppm7.pdf>) and FMR 102-38.295. *

CHAPTER 4. PROPERTY REUTILIZATION

4-1. UNREQUIRED PROPERTY.

a. Property no longer needed for the local organizational mission should be entered into USD at the lowest organization level feasible. However, individual employees, supervisors, or managers may dispose of small quantities of consumable/nonrepairable items such as administrative or janitorial supplies.

b. Unrequired contractor-held property is to be reported to the contracting officer through the organization's assigned contract property administrator for processing.

c. Unrequired property is to be distinctly identified/labeled as unrequired/excess and physically segregated from other types of property; e.g., operations and facility and equipment (F&E). It should be kept together as much as possible for easier identification and control. Depending on the property's pilferability, value, etc., it should be stored in a secure area.

4-2. HAZARDOUS MATERIAL IDENTIFICATION.

a. Whenever property is suspected of containing hazardous materials, available MSDS, or HMIS records should be reviewed to determine if the property is considered to be (or contains) a hazardous material. The regional hazardous material coordinator should be contacted for advice and assistance. Another source of information would be the Office of Environment and Energy's (AEE) Hazardous Property Management Manual.

b. Once an item has been determined hazardous, document the accountable inventory record. If the item is not appropriately labeled by the manufacturer or distributor, the appropriate label, mark, or tag should be placed on the item in accordance with Occupational Safety Health Administration (OSHA), NRC, and Environmental Protection Agency (EPA) requirements. This will include the actual or potential hazard associated with handling, storage, or use of the item, any hazardous chemical(s) contained and the name of the chemical manufacturer, importer, or responsible party as defined at 29 CFR 1910.1200. This information is to be maintained in the item record for use in preparing reports of excess property, reassignment or transfer documents, or any other required documentation and must be perpetuated in all inventory records.

c. Figure 4-1, Federal Supply Classes Composed Predominantly of Hazardous Items, on page 4-3, lists applicable FSC's. Appendix 5, Special Disposal Requirements, provides a more detailed list of applicable classes and groups.

4-3. **STEVENSON-WYDLER TECHNOLOGY INNOVATION ACT.** The Act, as amended, authorizes the direct transfer of property to a primary or secondary school without reporting the property to GSA. This program is outside the Federal excess property (and surplus donation) program administered by GSA through the state agencies for surplus property (state agencies). All accredited public and private schools, including those with religious affiliations, are eligible. The property is considered a gift, and title immediately passes to the school. Title is not conditional and there are no terms and conditions on use of the property. Before property is available for transfer, it must first be screened within the FAA. Transfers could be to an individual school or to a school

district for a school. No formal agreement is necessary to transfer equipment under this Act. Any document suitable for FAA property accountability purposes; e.g., Form 4650-12 may be used. See paragraph 9-9 for the types of equipment considered "education-related."

a. Setting up the program. A fair amount of preliminary work needs to be done to implement Stevenson-Wydler. Activities will differ depending on whether a facility is located in a rural or urban area, co-located with other facilities or has other facilities in the same general area, how much education-related equipment is normally available within a given period of time, and whether or not implementation is handled locally or by the regional PDO. These decisions should be made in concert with local custodians, Airway Facilities' (AF) Logistics Management Specialists (LMS), if applicable, and the PDO. The following guidelines can be used to establish a direct-transfer program. Regardless of how the program is specifically implemented, it must be done in a fair and equitable manner without any real or apparent conflict of interest.

(1) Because of the cost of shipment, schools should be within the same geographical area as the facility providing the equipment. Geographical area can be determined by the number of miles from a facility; e.g., a 50-mile radius or municipal boundary (city, county).

(2) Once the geographical boundaries are established, all eligible schools within that area should be notified of the type of educational-related equipment which FAA facilities may generate. Information on eligible schools should be available from State and/or local educational organizations. Schools should be requested to advise FAA of their interest in the program, the types of equipment in which they have an interest, their plan on how they will use the equipment, and who is authorized to accept (on behalf of the school) any property which may be transferred.

(3) The facility/organization (or group of facilities/organizations) should set up a local review committee (anonymous to schools and co-workers) to determine which school(s) should be offered the available equipment. The committee could be set up on either an ad-hoc or standing basis.

b. Evaluation Criteria. The following criteria should be used to evaluate which schools should be offered available equipment:

(1) Those schools that serve the poorest students. This could be determined by the percentage of students eligible for free and reduced-cost lunch, a Title 1 school, or schools in districts which have the largest number of students from low income families. This information should also be available from State and local educational organizations.

(2) Those schools that lack access to adequate outside resources; e.g., a school that is located in an extremely rural area or in a large central city.

(3) How a school plans to utilize the equipment. A school should have a well-planned education program established or envisioned. This equipment must be used for direct educational purposes. It cannot be transferred for administrative support of a school or school district.

c. Operating the Program.

(1) A file should be maintained of the schools which indicated an interest in participating in the program, and the types of equipment in which they are interested.

(2) Facilities should notify interested schools whenever equipment becomes available for transfer which match schools' need. Notification should include a complete description of what equipment is available. Property descriptions should include its condition, whether or not it is in working order, and any related materials which will be transferred with the property. Notification should also include a cut-off date for the school to indicate interest in any available items.

(3) After the notification cut-off date, the committee reviews all requests and decides which school(s) will receive the equipment based on the established evaluation criteria. If the criteria shows schools with equal needs and programs, recipients can be selected by lot, on a rotating basis, or some other equitable manner.

(4) The committee's decision is forwarded to the PDO, who will notify the school of the committee's decision and have the school arrange for transfer of the equipment. The school is responsible for all transportation activities and costs, including loading and unloading.

**4-1. FSC's COMPOSED PREDOMINANTLY OF
HAZARDOUS ITEMS**

FSC	Description
6810	Chemicals
6820	Dyes
6830	Gases: compressed and liquefied
6840	Pest control agents and disinfectants
6850	Miscellaneous chemical specialties
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes, and related products
8030	Preservatives and sealing compounds
8040	Adhesives
9110	Fuels, solid
9130	Liquid propellants and fuels, petroleum case
9135	Liquid propellant fuels and oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases: cutting, lubricating, and hydraulic
9160	Miscellaneous waxes, oils, and fats

4-4. **REPORTABLE/NONREPORTABLE EXCESS.** Property is classified as either reportable or nonreportable excess based on its FSC, acquisition cost, and condition code. Reportable property must be reported to GSA for nationwide screening to maximize visibility and utilization. In addition to the FSC's contained in Figure 4-2, Reportable Excess, on page 4-8, a condition code of salvage or better, and a unit cost, measured in acquisition dollars, at or above \$5,000 is required. Wood office

furniture in FSC 7110, systems furniture, and letter and legal size filing cabinets (both wood and metal) are exceptions and are considered reportable excess regardless of cost or condition. For Federal Information Processing (FIP) equipment, whether or not it falls within FSG 70, see paragraph 9-11. Any property not classified as "reportable excess" is "nonreportable."

4-5. REPORTING EXEMPTIONS. The following property is exempt from GSA utilization screening and should not be reported to GSA. They are however, to be included in annual reports of utilization.

a. Property transferred under provisions of the Stevenson-Wydler Technology Innovation Act (see paragraph 4-3).

b. Direct transfers of excess property to other Federal agencies on a nonreimbursable basis.

(1) After internal screening requirements have been satisfied, property may be transferred to an eligible agency without GSA approval when:

(a) Reportable property has not been reported to GSA and the total acquisition cost of the transfer order does not exceed \$10,000.

(b) Nonreportable property has not been reserved for special screening by GSA and the total acquisition cost of the transfer order does not exceed \$50,000.

(2) When a requirement exists which exceeds the above limitations, the requesting activity must contact the servicing GSA office for verbal approval prior to the transfer.

(3) The servicing GSA office must be given a copy of the transfer order by the receiving agency within 10 days from date of transfer order.

c. Perishables, defined as any foodstuffs which are subject to spoilage or decay.

d. Hazardous wastes. Hazardous waste is to be disposed of only under EPA, State, and local regulations. The custodian should contact the manufacturer, the agency's hazardous material technical personnel, or the local State or Federal EPA office for assistance, if needed. Another source of information is the Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Emergency Planning and Community Right-To-Know Act (EPCRA) Assistance Hotline operated by EPA (1-800-424-9346).

e. Property for which EPA transfers accountability for hazardous materials to Federal agencies to conduct research or to perform cleanup of a contaminated site.

f. Property dangerous to public health and safety. Unless directed by GSA, do not report property when an actual or potential hazard is such that an item is determined to be extremely hazardous. When it becomes excess, notify the servicing GSA office, identify the item, and describe the actual or potential hazard associated with the handling, storage, or use of the item. On a case-by-case basis, GSA will determine the appropriate disposal requirements and provide guidance.

g. Scrap and/or salvage (which strictly conforms to the definition contained in appendix 1).

- h. Property classified or otherwise sensitive for reasons of national security.
- i. Controlled substances (with solicitations limited to agencies authorized for transfer).
- j. Trading stamps and bonus goods.
- k. NRC-controlled materials.
- l. Nonappropriated fund property.

4-6. **REPORTING DATA.** Reporting data must accurately include the following information on the items available:

a. General descriptive data:

(1) National Stock Number (NSN) if available, or as a minimum, FSC. The FSC should be appropriately applied to the item name and description.

(2) Noun name and extended description. Extended descriptions are especially important when only an FSC is provided or when a locally assigned number is used in lieu of a valid NSN. These descriptions should correlate with the noun names and be as complete as possible. In addition, the LIS equipment application code can be included, if known.

(3) Quantity available.

(4) Condition code (figure 2-1 on page 2-2). The condition code should accurately reflect the property's physical condition. The codes are critical for determining whether property will be carried in the system as reportable or nonreportable as well as a key variable for potential users to determine if an item is usable and matches their requirements. For scrap or salvage, a statement should be included explaining how the property came to be so designated.

(5) Acquisition cost (estimated if unknown). The reported value should be reasonable in light of the item name and description and like items previously processed.

(6) Identification of hazardous materials or hazards associated with the item(s); e.g., transformers, capacitors, regulators, etc., that may have polychlorinated byphenyl (PCB) content. Identification should either be highlighted on the form or information such as "Hazardous Materials - PCB's" typed by the item(s), and the information permanently retained for future reports. If there is a reasonable suspicion that hazardous materials may be present, review any documentation or databases, labeling or documentation available and/or contact either the FAA Logistics Center (FAALC) or the regional hazardous materials coordinator for a determination. (Equipment manufacturers and distributors can also be consulted to acquire information on the potential PCB content in personal property.)

(7) Manufacturer's reference/part number, or FA or CA type, and serial number, if applicable.

- (8) Bar code number, if available.
- b. Location information:
- (1) Location of the property; e.g., street, city, state, etc.
 - (2) Point(s) of contact name and telephone number.
- c. Special provisions.
- (1) Reimbursement code (see Figure 4-3, Reimbursement Codes, on page 4-9).
 - (2) Labeling, special handling, or shipping requirements.
 - (3) Availability dates.
 - (4) Exchange/sale availability (for internal FAA screening).
 - (5) Shelf life, and shelf-life expiration date, if applicable, must be identified.

4-7. REPORTING HAZARDOUS MATERIALS.

a. The report shall include a complete description of the actual or potential hazard associated with the handling, storage, or use of the item. The reporting document should state if the hazardous characteristics of the item are adequately described on a MSDS or HMIS record (or equivalent) and include the MSDS or HMIS record. If no MSDS or HMIS record is available, information must be obtained by the reporting activity and furnished with the report. The individual responsible for local environmental/safety compliance must certify that the item has been clearly documented, labeled, marked, placarded, and packaged in accordance with DOT regulatory provisions in 49 CFR 171-180. This certification should be included in the hazardous description.

b. Many hazardous materials require special storage and handling. Property custodians are responsible for properly storing hazardous materials and ensuring the use of appropriate safeguards such as warning signs, labels, and protective clothing and equipment by authorized screeners inspecting excess hazardous materials.

c. Shelf life, if applicable, must also be identified since in some states, hazardous materials automatically becomes hazardous waste when the shelf life expires. If so, it cannot be extended, the material be stored and processed as hazardous waste, and may only be onsite for 90 days.

4-8. REPORTING METHODS. Unrequired property should be reported electronically using the USD-produced facsimile of FAA Form 4800-1, Report of Excess Property. In specific circumstances manual processing of the form or use of other documents sufficient for providing needed data may be used, if approved by the PDO. For audit purposes the reporting site must retain a copy of the manual or automated document, signed by the custodian or authorized designee, for 3 years after final disposition of the property.

4-9. **REVIEW AND PROCESSING.** The custodian/PDO maintains oversight of reports to ensure complete and accurate information is provided. When information is missing or appears inaccurate, they should follow up with the reporting organization. If reports from a particular location frequently carry a condition code for salvage or scrap, additional guidance may be necessary to ensure the location is not attempting to circumvent the process by improperly assigning a condition code worse than the actual condition of the item.

4-10. **FAA SCREENING.** Unless otherwise specified, property is available for FAA screening for 3 work weeks from the day entered into USD, 1 week for screening within the reporting region and 2 weeks for FAA-wide screening.

4-11. **DEPARTMENTAL REUTILIZATION.** Personal property unrequired within FAA is made available for DOT screening concurrent with GSA screening.

4-12. **FEDERAL REUTILIZATION.** GSA is responsible for providing time for other Federal agencies to screen property before non-Federal entities. Most excess property entered into USD is automatically forwarded to GSA for nationwide screening. Federal employees are permitted access to FAA holding areas to screen property upon presentation of a valid Federal agency employee identification card. When property identified as under the provisions of special NAS disposal is reported to GSA, it will not be screened for excess reutilization and donation.

4-13. **TRANSFERS OF HAZARDOUS MATERIAL.**

a. Transfer documents must contain a complete description of the actual or potential hazard associated with the handling, storage, or use of the item. Descriptions must be in narrative form, complying with 29 CFR 1910.1200, in block 13c or as an addendum, a MSDS or HMIS record. Without a MSDS, the HMIS data (which fulfills the MSDS requirements) must be attached if the receiving activity does not have the HMIS readily available. The individual responsible for local environmental/safety compliance must review the item for conformance with applicable OSHA, DOT, NRC, and EPA labeling and packaging requirements. A certification to this effort should be included in the description of the hazard identified in the transfer documents for the item.

b. The agency acquiring the excess property prepares the SF-122, or any other transfer order form approved by GSA, and is responsible for documenting their inventory record to clearly reflect the actual or potential hazard associated with the handling, storage, or use of the item. If available, a MSDS or a copy of the HMIS data must be provided with the SF-122.

c. Custody of extremely hazardous materials is the responsibility of the owning or holding agency. Custody of other hazardous materials may be transferred in whole or in part to another Federal agency with that agency's consent.

4-14. **EMERGENCY AND MAJOR DISASTER RELIEF.** Excess property may be utilized in behalf of or loaned to State and local governments (with or without compensation) to provide assistance in alleviating suffering and damage resulting from an emergency or major disaster. Excess medicines, foods, and other consumable supplies may also be distributed to State and local governments for these purposes. Any such property reported to GSA will be withdrawn.

FIGURE 4-2. REPORTABLE EXCESS

FSG	FSC	Description
15	1510	Aircraft, fixed wing
	1520	Aircraft, rotary wing
	1560	Airframe, structural components
16	All	Aircraft components and accessories
18	All	Space vehicles
19	All	Ships, small craft, pontoons, and floating docks (all but vessels over 1500 gross tons)
22	All	Railway equipment
23	All	Ground effect vehicles, motor vehicles, trailers, and cycles
24	All	Tractors
28	2805	Gasoline, reciprocating engines, except aircraft
	2810	Gasoline, reciprocating engines, aircraft
	2815	Diesel engines and components
	2840	Gas turbines and jet engines
32	All	woodworking machinery and equipment
34	All	Metalworking machinery
35	All	Service and trade equipment
36	All	special industry machinery (all but 3690 specialized ammunition and ordnance machinery and related equipment)
37	All	Agricultural machinery and equipment
38	All	Construction, mining excavating, and highway maintenance equipment
39	All	Materials handling equipment
42	All	Fire fighting, rescue, and safety equipment
43	All	Pumps and compressors
49	4810	Motor vehicle maintenance and repair shop specialized equipment
	4920	Aircraft maintenance and repair shop specialized equipment
	4930	Lubrication and fuel dispensing equipment
	4935	Guided missile maintenance, repair, and checkout specialized equipment
	4940	Miscellaneous maintenance, and repair shop specialized equipment
	4960	Space vehicle maintenance, repair, and checkout specialized equipment
54	All	Prefabricated structures and scaffolding
61	All	Electric wire and power and distribution equipment
66	All	Instruments and laboratory equipment
70	All	FIP equipment
71	All	Furniture
73	All	Food preparation and serving equipment

FIGURE 4-3. Reimbursement Codes

Code	Description (to be sold by GSA)	Category (see Paragraph 5-1)
1	Reimbursable	Nondonable
2	Nonreimbursable	Donable
4	Reimbursable (exchange/sale)	Nondonable
5	Nonreimbursable	Nondonable
6	Reimbursable (only if sold)	Donable
7	Nonreimbursable (military property)	Donable
8	Reimbursable (military property)	Nondonable
9	Nonreimbursable (Special NAS Disposal)	Nondonable
Description (not to be sold by GSA)		
A	Reimbursable	Nondonable
B	Reimbursable (only if sold)	Donable
C	Nonreimbursable	Donable
D	Nonreimbursable	Nondonable
E	Reimbursable (exchange/sale)	Nondonable
F	Reimbursable (foreign country equity)	Nondonable

4-15. PROPERTY AT INSTALLATIONS DUE TO BE DECOMMISSIONED. When an entire facility or installation will be decommissioned, closed, or abandoned, the PDO should give GSA advance written notice (as early as possible) of the impending availability of its property, unless inadvisable in the interest of national security. The notification should identify the installations, the scheduled date of property removal, and the last date the property will be needed. This is in addition to normal excess reporting identified in paragraph 4-7. If any hazardous removals are involved; e.g., asbestos or underground fuel tanks, the advance notice should also be provided to the regional hazardous material coordinator.

4-16. WITHDRAWALS AND CORRECTIONS. Submit requests for withdrawals or corrections of reported excess to the GSA office to which the original report was sent, via USD, on SF-120's, Report of Excess Personal Property (appendix 3, figure 4), or by any other method approved by GSA. Do not make disposition until withdrawal approval is received from GSA, except for property used for major disaster relief.

4-17. PROCESSING TIMEFRAMES - RETENTION OF CUSTODY. Excess property is screened Government-wide for 21 calendar days. After this time it is considered surplus and is available for donation screening for another 21 calendar days. When using USD, FAA may assign the surplus release date or allow GSA to make the assignment. GSA may order the transfer of all or part of property to another agency or direct the custodian to retain custody pending disposition. Another 60 to 90 days is allotted for sale of property not transferred. PDO's should periodically follow up with the regional GSA office on any outstanding disposition actions. A USD form letter (generated 120 days after property has been reported) can be used to remind GSA when disposition instructions have not been received. Also see paragraph 9-23 for shelf-life requirements.

4-18. CARE AND HANDLING COSTS.

a. FAA is responsible for the cost of caring for, storing, handling, and preserving property during the entire disposal process. This involves protecting property against the hazards of fire, theft, vandalism, and weather, commensurate with the type, condition, and value of the property, including costs related to special handling requirements associated with any hazardous materials. Only the cost of transportation and handling incurred incident to the transfer of hazardous materials is paid for by the transferee agency if billed by the FAA.

b. FAA pays direct costs related to the transfer and shipment of property to FAA if billed by the transferor agency. Overhead and administrative costs are not reimbursable even if shown on the billing document. Allowable costs include packing, preparation for shipment, loading, and shipping. Transferor agencies may waive direct shipping and transportation costs, and the FAA may elect to arrange and pay for packing, loading, and shipping the property from the transferor agency, if the transferor agency agrees. Billing for direct costs of less than \$100 for any single shipment should be avoided as uneconomical.

4-19. OPERATION CLEANUP PROGRAM. FAA property managers should conduct this program as prescribed in GSA Bulletin A-19 and ensure the campaign is scheduled biennially in February of each even year. Operation cleanup is designed to provide a positive and expeditious program for identifying idle and unrequired property and supplies, and reassigning such property where it is most needed.

4-20. CANNIBALIZATION. Cannibalization is normally used when NAS systems and equipment are being decommissioned and spare parts for remaining systems are no longer available. See Chapter 8 for requirements for disposition plans of NAS systems and equipment. There are, however, other reasons to cannibalize unrequired property. Custodians should indicate their desire to cannibalize an item, in writing to the PDO, as part of the initial processing. No item is to be cannibalized without written authorization of the PDO. Since cannibalization makes the item unsuitable for redistribution, the custodian's request should include a listing of items to be salvaged, the use to be made of the salvaged items, and the reason cannibalization is preferred over offering the whole item for reuse.

4-21. PRECIOUS METALS RECOVERY PROGRAM. This program recovers precious metals from items such as photographic and electronic equipment, batteries, film, printed circuit boards, solder, electroplating solutions, etc. It conserves valuable resources and reduces pollution. AFR-102, is FAA's contact point for this program. The FAA uses a Departmental Interservice Support Agreement with the DRMS to recover materials that potentially contain precious metals. DRMS representatives provide assistance, on a nonreimbursable basis, identifying precious metals, methods of recovery, and operating instructions for participation in their program. DRMS will not however, process film for precious metals recovery if it is still in cans and/or on reels. Any recovered precious metals and materials containing precious metals are to be turned in to DRMS. If DRMS is unable to process the property under the precious metals recovery program, be sure to annotate the precious metals content on all documents.

CHAPTER 5. DONATION OF SURPLUS PROPERTY

5-1. **ELIGIBLE PROPERTY.** Property may be donated only after it has been determined surplus to any Federal Government needs. Donation is secondary to any need by a Federal agency, but takes precedence over sale, abandonment, or destruction. Donable property is any surplus property except:

- a. Such property as may be specified by the Administrator, GSA.
- b. Surplus agricultural commodities, food, and cotton or woolen goods determined by the Secretary, Department of Agriculture.
- c. Property in trust funds.
- d. Nonappropriated fund property.

5-2. **GSA ROLE.** GSA has overall responsibility for developing and administering policies and procedures required to conduct the Federal donation program and identifying eligible donation recipients. The AUO reviews FAA surplus property listings and acts as a liaison between FAA, state agencies. They ensure eligible donees are made aware of available property, maintain "want lists" of donee needs, and refer available property to satisfy those needs. While PDO's may actively search for and identify potential donees, approval authority remains with GSA.

5-3. **SCREENERS.** All non-Federal agency representatives must be authorized and certified by GSA and have a GSA-issued identification card to screen property. Requests for screener cards should be submitted to GSA by the appropriate state agency. FAA may submit requests if it wishes other donee screeners to be certified. PDO's should coordinate with the servicing GSA office (and possibly the state agency) on questions relating to the eligibility of other donees prior to releasing property for donation.

5-4. **SCREENING PROCEDURE.** Property is available for donation for 21 calendar days following the surplus release date. Property can be screened from FAA excess reports, physical inspections, or GSA's SCREEN system. On-site screening may be available on a case-by-case basis. GSA is to provide the PDO with 15 days notice prior to the date on-site screening is scheduled. If separate screening for the utilization and donation phases is not practical, concurrent screening may be scheduled. Participation in on-site screening is limited to state agencies and eligible donee representatives designated by the state agency. A screening period of 5 workdays is normally sufficient. Property selected for GSA on-site screening should be specifically identified and set aside in a separate area. Either GSA or the state agency representative should be present during all screening sessions.

5-5. **PROCESSING PROPERTY FOR DONATION.** All transfers to state agencies, service educational activities, and public airports are accomplished by use of the SF-123, Transfer Order Surplus Personal Property (appendix 3, figure 5).

- a. Property is "frozen" (reserved for a specific donee) when the SF-123 is submitted to GSA for approval. A SF-123 received after the end of the donation screening period may be approved if

the property is still available and the PDO agrees to set the property aside pending approval from GSA. An information copy of the form should be sent to the FAA holding activity. Also, the PDO will freeze nonreportable surplus property upon notification within the donation screening period (by a responsible Federal official, state agency or other authorized donee representative) that the property is requested for donation. This request will show that the donee is sufficiently serious about the property to provide requisitioning data. To execute a "freeze," the PDO initiates a transfer action within USD.

b. Once an approved SF-123 and shipping/pick up instructions are received, the PDO should notify the donee that the property is available. Regional holding (storage) areas may be established to facilitate pick up. The donee is responsible for removing the property within 15 calendar days after notification. FAA personnel are not to act as an agent or shipper for the transfer. Each donee is responsible for the cost to pick up and ship donated property. Property unclaimed over 42 days will be issued on a first-come basis with other eligible donees or processed for sale. If a donee cannot utilize the frozen property, GSA can release the property and make it available for further screening.

5-6. DONATION OF HAZARDOUS MATERIAL.

a. Surplus property identified as hazardous material is normally available for donation. Surplus hazardous property may be donated if the donee (1) is informed, via MSDS, HMIS data, or written narrative that the item is hazardous and is furnished special handling and/or other appropriate information, and (2) signs the following certification:

I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for personal injuries to, disabilities, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the hazardous material(s), or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

b. FAA is responsible for the identification, reporting, and proper storage of hazardous materials, including use of appropriate safeguards and personal protection for donation screeners. State agencies, or the donee when applicable, prepare the SF-123, including a full description of the actual or potential hazard associated with the property in block 12c or as an addendum. GSA approves transfers making sure all required certifications and agreements accompany the SF-123 before approval. Any costs incident to repacking or recontainerization are borne by the state agency and/or donee.

c. FAA personnel are also responsible for complying with supplementary donation requirements for special categories of surplus hazardous property in accordance with 41 CFR Chapter 101. Additional information regarding these special requirements is provided in paragraph 9-16 and appendix 5 of this order.

5-7. DONATIONS FOR DISASTER RELIEF. Surplus property may be donated to State and local governments for their use and distribution in accordance with the Federal Emergency Management Agency (FEMA) when the President declares an emergency or a major disaster. All donations for major disaster assistance requires prior approval of GSA, except where property ready transferred to a state agency is being donated to an eligible donee by the state agency.

5-8. DONATIONS TO PUBLIC AIRPORTS. FAA has a special interest in channeling surplus property to assist civil aviation. The latest version of Order 5150.2, Federal Surplus Personal Property for Public Airport Purposes, prescribes policy and procedures for this program. The Office of Airport Planning and Programming (APP) is responsible for the donation of such property. They are also responsible for enforcing the terms and conditions under which property is transferred for airport purposes. Flyable aircraft are specifically excluded from donation. FAA may approve, however, requests for use by airport owners of cannibalized and demilitarized aircraft for firefighting and rescue training purposes.

5-9. DONATIONS TO PUBLIC BODIES. See appendix 1 for a definition of public body.

a. Prior to initiating a sales action (either through GSA or FAA), surplus property (other than controlled substances or combat materiel) may be donated directly to public bodies provided a written finding is made by the PDO that:

(1) The property has no commercial value.

(2) The estimated cost of continued care and handling of the property exceeds the estimated sale proceeds.

b. When the original acquisition cost (estimated if not known) of a line item of property exceeds \$1,000, donation will be approved by either the property manager or logistics division manager in addition to the PDO's written finding.

c. All costs of packing, preparation for shipment, demilitarization, or rendering safe and harmless, loading or unloading, transportation, or any other direct costs incident to donation to a public body are borne by the donee. Documents supporting billing charges for these services will be provided to the servicing accounting activity.

5-10. WITHDRAWING PROPERTY FROM DONATION.

a. Prior GSA approval is normally required to withdraw surplus property from donation. However, to meet essential, valid requirements in emergency situations, property may be withdrawn without prior GSA approval; but the PDO must notify GSA immediately of such action. FAA may recover donated property from a state agency because of an exigency. When this occurs, the FAA is responsible for paying the state agency their costs associated for the care, handling, and transportation of the property.

b. Reimbursement to a state agency for property withdrawn because of disaster assistance will be made by the state receiving the property. Any property withdrawn but no longer required will be returned to the state agency.

CHAPTER 6. PROCESSING PROPERTY FOR SALE**SECTION 1. GENERAL**

6-1. GOVERNMENT SURPLUS PROPERTY SALES PROGRAM. The program's objective is to sell surplus property in an economical manner that will achieve the greatest net return in accordance with Government contractual regulations. Surplus property may be offered for sale if no donees have identified a requirement for the property. However, any Government need for the property (within the FAA or by another Federal agency) takes precedence over a sale if it is identified prior to actual removal of the property from FAA control.

6-2. AUTHORITY TO SELL FAA PROPERTY.

a. Under FPMR Subpart 101-45, FAA is responsible for determining whether it will report property to GSA for sale or conduct/contract for the sale of its own property. The reimbursable code (Figure 4-3 on page 4-9) reported on the SF-120, is used by GSA to determine whether or not it should schedule the property for sale.

b. Establishing a FAA sales program is at the option of each region.

c. Other alternatives to using either GSA or FAA personnel to sell FAA property include contracting out the sales program to a commercial company or use of another Government agency to conduct the sales for us, either as part of a Cooperative Administrative Support Unit (CASU) or interagency agreement. Any sales conducted by a commercial company must comply with the provisions of this order.

6-3. SALE OF HAZARDOUS MATERIAL. The SF-126, must contain a certification, executed by the PDO in block 16c, or as an addendum, that the item has been clearly labeled and packaged as required. The SF-126 must also contain or be accompanied by a full description of the actual or potential hazard associated with the handling, storage, or use of the item. Such description shall be furnished by providing a MSDS, a printed copy of the record, corresponding to the hazardous material being reported from the HMIS, or a written narrative, included in either block 16c or as an addendum, which complies with the requirements of 29 CFR 1910.1200. The following special methods and procedures apply to sales of hazardous materials.

a. Sales that offer hazardous materials are to be conducted separately from other sales.

b. Sales catalogs or listings which offer hazardous materials are to be mailed to only to those persons or companies that have expressed an interest in buying hazardous materials.

c. Sales catalogs, listings, and Invitations for Bids (IFB) must:

(1) Limit the materials in each lot to a single FSG.

(2) Indicate in the description if a MSDS has been issued for the property being sold.

(3) Indicate in the item description if an item is being sold only for its material content.

- d. For a bid to be considered, the bidder must sign the following certification:

The bidder hereby certifies that if awarded a contract under this invitation for bids, the bidder will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, resale, export, or other use of the material hereby purchased. The bidder will hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suites, actions, or other claims of any nature arising from or incident to the handling, use, storage, shipment, resale, export, or other disposition of the hazardous items purchased.

e. Hazardous items generally require special storage and handling. FAA is responsible for proper storage of hazardous items, providing all necessary information to ensure that prospective bidders are informed of hazards, and to list the precautions for bidders to protect themselves.

f. FAA is also responsible for complying with supplementary sales requirements for special categories of surplus hazardous property in accordance with 41 CFR Chapter 101. Additional information regarding these special requirements is provided in appendix 5 of this order.

g. Prior to shipping hazardous materials, the shipping officer (whomever signs the shipping order) is to certify on the shipping document, based on their own examination, that the materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation in accordance with hazardous materials regulations. The shipper must provide one copy to the originating carrier and retain the other for at least 1 year.

6-4. SALE TO FAA EMPLOYEES. FAA employees are prohibited from bidding either directly or indirectly on FAA property if they have had any part in conducting the sale or were directly connected with the property in the ordinary discharge of their employment responsibilities.

6-5. GSA-CONDUCTED SALES. The basic services for property reported for GSA sale are contained in Figure 6-1, GSA Services and Rates, on page 6-3.

6-6. GSA SALE RATES. The GSA sales function is no longer an appropriated activity. GSA may retain a portion of the sale proceeds of GSA-conducted sales to cover their administrative costs, based on annually established service rates. GSA will recover its costs by deducting its service charges from the proceeds of the sale rather than billing the agency. This includes proceeds reimbursable to the FAA under exchange/sale guidelines.

a. Basic GSA services and rates are shown in figure 6-1, on page 6-3. Rates for accessorial services; namely transportation, storage, maintenance, and reconditioning of property prior to sale, will vary according to local market conditions and will be published in bulletins available from the servicing GSA region.

b. GSA will resell property when the sale contract is terminated for default at no additional cost to the FAA. GSA will charge FAA to resell property when the sale contract is terminated for cause; e.g., misdescription of the property, if the cause is attributable to the FAA.

FIGURE 6-1. GSA SERVICES AND RATES

1. Basic Services - Auction sales. The following services are covered under basic rate.

- (1) Property cataloging
- (2) Maintenance of mailing list
- (3) Printing and distribution of announcement to bidders on mailing list
- (4) Normal media advertising (one newspaper or equivalent)
- (5) Registration of bidders
- (6) Auctioneer
- (7) Onsite contracting officer
- (8) Award document preparation
- (9) Onsite collection of proceeds
- (10) Follow-on collection of late payments
- (11) Security service
- (12) Deposit of proceeds
- (13) Distribution of proceeds
- (14) Financial and property line item accountability
- (15) Contract administration

2. Basic Services - Sealed bid sales. The following services are covered under the basic rate.

- (1) Property cataloging
- (2) Maintenance of mailing list
- (3) Printing and distribution of announcement to bidders on mailing list
- (4) Bid opening
- (5) Contract awards
- (6) Preparation of award documents
- (7) Financial and property line item accountability
- (8) Contract administration

3. Basic service rates: Vehicles - exchange/sale and other reimbursable sales.

Auction	\$ 125 per vehicle
Sealed bid	\$ 75 per vehicle

4. Basic service rates: Commodities other than vehicles - exchange/sale and other reimbursable sales.

Item Value	Rate Per Item
< \$1,001	20% of gross proceeds
\$1,001-\$5,000	15% of gross proceeds
\$5,001-\$25,000	12% of gross proceeds
\$25,001-\$50,000	8% of gross proceeds
> \$50,000	Negotiable based on customer requirements and costs

5. Additional services provided a variable rates set by the servicing GSA region, include transportation, storage, maintenance, and reconditioning.

c. GSA will notify FAA by copy of the GSA Form 27, Purchaser's Receipt and Authority to Release Surplus Personal Property (appendix 3, figure 6) that property may be released to the purchaser. An SF-1081, Voucher and Schedule of Withdrawals and Credits (appendix 3, figure 7), will also be provided. Both forms are used as internal accounting documents. If a purchaser fails to remove the property within the period specified, the PDO should notify GSA, in writing, so that appropriate action may be taken.

6-7. FAA RESPONSIBILITIES WITH GSA-CONDUCTED SALES. Property is reported to GSA either through USD or with a SF-126, if processed manually. If GSA sells FAA property, we will be responsible for:

- a. Providing the appropriate GSA regional office with information necessary for effective sale of property and the accounting data for appropriate application of gross proceeds.
- b. Transporting property to a consolidated sales site when agreed to by FAA and GSA.
- c. Providing for inspection of property by prospective bidders.
- d. Providing facilities for conducting the sale and essential administrative, clerical, and labor assistance when requested by GSA.
- e. Assisting in the physical lotting of property.
- f. Pending disposal, performing and bearing the cost of care and handling of the property.

SECTION 2. FAA SALES - PROGRAM REQUIREMENTS

6-8. FAA-CONDUCTED SALES.

a. Selling FAA property results in a legal contract, binding on both the FAA and the purchaser. Because of the complexities associated with selling Government property, FAA property shall be sold by competitive bid sale after advertising. In addition, FAA-conducted sales are limited to sealed bid, auction, or spot bid sales.

b. The selection of the level and type of marketing; e.g., market research, sales promotion, advertising, publicity, sale method, should be based on the type of property being sold and can have a substantial influence on the competition on a given sale. It in turn has a direct effect on the proceeds received from the sale. Figure 6-2, Determining the Best Method of Sale, on page 6-6, lists factors, circumstances, and conditions which should be considered when determining the most advantageous method of sale.

c. Appendix 3 contains additional forms related to the sale of Government property not specifically identified in this chapter. The GSA forms are shown for illustration purposes only.

6-9. FAA SALES CONTRACTING OFFICERS (SCO). Before FAA employees are authorized to conduct an FAA sale, they must meet the following criteria:

a. For sale of property which GSA or the property manager has identified as having "no commercial value," no specific criteria is specified.

b. For expected sales proceeds under \$500, employees must have a formal sales contracting officer warrant issued by the regional logistics manager, or equivalent. GSA's Personal Property Utilization and Disposal course (or equivalent) must be completed before a warrant can be issued.

c. For expected sales proceeds between \$500 and \$2,500, employees must have a formal sales contracting officer warrant issued by the regional logistics manager, or equivalent. GSA's Personal Property Sales course (or equivalent) must be completed before a warrant can be issued.

d. For expected sales proceeds in excess of \$2,500 employees must have a formal sales contracting officer warrant issued by the regional logistics manager, or equivalent. The following GSA courses (or equivalent) must be completed before a warrant can be issued:

- (1) Personal Property Sales
- (2) Government Contract Property Administration
- (3) Disposal Contract Law

6-10 SEALED BID SALES.

a. In sealed bid sales, bidders are required to submit to the office designated for receipt and opening of bids, sealed written bids on authorized bid forms for public opening at a time and place designated. This method allows time to examine and consider all factors before deciding whether to make an award. It is normally used when:

(1) Quantities in the sale are attractive to a widely dispersed market, such as a national or extended regional market.

(2) Property attracts a specialized group of buyers interested in scrap, technical items of limited or unknown commercial interest, or waste.

(3) Quantity, type, and location of the property would not attract attendance at a participatory sale.

b. Formal Sealed Bid - Term sale.

(1) Term sales are usually restricted to sales of scrap. Term sales for usable property must have prior approval of the property manager. In addition to the criteria stated above for formal sealed bid sales, a term sale should be used when:

- (a) Property is generated on a fairly regular basis; e.g., daily, weekly, monthly.

- (b) Property is scrap; e.g., scrap paper or metals.
- (c) Property is generated in quantities sufficient to make it economical for a purchaser to expend resources on a regular basis in the performance of the contract.
- (d) Storage facilities are small and/or at a premium and continued storage of the generations might create a potential fire or safety hazard.
- (e) Property is perishable or environmentally unsafe to store.

FIGURE 6-2. DETERMINING THE BEST METHOD OF SALE

1. Type of property
2. Quantity
3. Condition
4. Market Area
5. Location of property in relation to market area
6. Transportation and handling costs relative to value
7. Cost of preparation and conduct of sale
8. Past sales experience
9. Time and space constraints at storage point
10. Cost of sale versus anticipated proceeds

(2) Normally this method of sale will not be used when:

- (a) Usable property is to be sold.
- (b) Property to be sold is nonferrous scrap such as scrap brass, copper, etc. The volatility of these markets and the opportunities for bidders to control the market make the use of this method prohibitive.
- (c) Generations are so small that they discourage bidders from participating due to the economics involved; e.g., the cost to pick up/process property exceeds the cost to sell at a profit.

c. Informal sealed bid. This method of sale is used for sales involving small amounts of numerous items of property when:

- (1) The cost of conducting a formal sealed bid, spot bid, or auction is not justified.
- (2) The types and quantities of property offered require extended market coverage to obtain maximum return.
- (3) Small quantities of property offered are located at numerous locations over a wide geographic area.
- (4) A bid deposit is not required.

(5) Required personnel are not available to conduct an auction or spot bid sale (see paragraphs 6-11 and 6-12).

d. Additional specific information relating to conducting sealed bid sales is contained throughout this chapter.

6-11. AUCTION SALES. This method is effective when selling large quantities of property with good commercial appeal and there is a variety of commodity groups, a quantity of specialized groups such as heavy equipment or machine tools, or a sufficient quantity of specific groups of property that will appeal to local and national buyers.

a. Consider the following factors when determining whether an auction should be held:

(1) Nature and extent of the demand for the property to be sold.

(2) Location of the property in relation to potential buyers.

(3) Adequacy of facilities for conducting an auction. It does not have to be held at a FAA facility. It can be conducted at a hotel/motel or similar convenient location with adequate facilities.

b. Additional specific information relating to conducting auction sales is contained throughout this chapter.

6-12. SPOT BID SALES.

a. This method of sale is used when the following criteria is met

(1) There is a variety of consumer-type property at one location for which there would be substantial interest and demand.

(2) Prompt removal of property is essential.

(3) The property and location are such that good attendance can be expected to ensure maximum, free competition.

(4) Individual lots are small or so varied that the cost of printing lengthy lists of property with detailed commercial descriptions (essential to sealed bid sales) would be excessive.

(5) The total volume is sufficient to warrant the extra cost of travel, particularly to locations away from the sales office city.

(6) The total volume of property for sale can reasonably be expected to be absorbed within the local area without adversely affecting the estimated fair market value of the property.

b. Additional specific information relating to conducting spot bid sales is contained throughout this chapter.

SECTION 3. FAA SALES - CONTRACTUAL REQUIREMENTS

6-13. CONTRACT SALE TERMS AND CONDITIONS. The general sale terms and conditions, with other procedural information relative to the sales offering, IFB's, sales letter, announcement, or flyer, establish the ground rules which apply to a specific sale and contract issued. A contract is an agreement between two or more parties enforceable by law. It can be oral or written; but Government sales contracts must be written and signed by the SCO. There are five basic elements of a contract, as follows:

a. **Offer.** The offer is the communication which creates a power of acceptance in the offeree. To be valid, an offer must meet the following conditions:

(1) The expression must be intended as an offer. An IFB is not an offer, but an invitation for others to make offers. In sales contracting, the bidder makes the offer, FAA makes the acceptance.

(2) It must be complete in all its essential terms. In Government sales contracting, whenever an offer is submitted which fails to meet this requirement, that bid is rejected on the grounds it is nonresponsive.

(3) It must be communicated with the offeree. In Government sales contracting, this normally requires the offer to be submitted before the bid opening date. With the exception of certain permissible late bids, bids received after the bid opening date are not considered.

(4) It must be clear and unambiguous.

b. **Acceptance.** Sales acceptance occurs when the SCO agrees that the price(s) offered for the property represents a fair return. This is done by the mailing of an award at sealed bid sales. At spot bid sales, it is accomplished by announcement that an award is made. At auctions, the award is made when an item is "knocked down" by the auctioneer.

c. **Consideration.** This is the price bargained for and bid. FAA's consideration will usually be its promise to award an item of property to the highest responsible and responsive bidder, price and other factors considered. The purchaser offers as consideration a promise to pay the price stated in the bid document. This signifies "mutuality of obligation." A contract that lacks consideration is null and void.

d. **Legal and possible objective.** All contracts must have a legal and possible objective.

e. **Competent Parties.** All parties to a contract must be competent; i.e. have the legal capacity to enter into a contract.

6-14. PRESCRIBED FORMS.**a. SF-114, Sale of Government Property - Bid and Award (appendix 3, figure 13).**

(1) The SF-114 has spaces to be completed by FAA and the bidder. It provides that the SF-114c and the standard form of special conditions applicable to the method of sale being employed are made a part of the Invitation for Bid by reference. The block indicating the standard form of special conditions for the appropriate method of sale must be checked by the FAA. If special terms and conditions in addition to those contained in the prescribed standard forms are required, they are made part of the invitation by reference. Such additional terms and conditions should be identified by a form number and so indicated in the appropriate place on SF-114. Special terms and conditions that are not identified by a form number must be included in the invitation and not made part thereof by reference. SF-114c and the applicable standard forms of special conditions may be attached to the invitation for bids at FAA's option. The SF-114 is part of the sealed bid sales and may be used in auction and spot bid sales.

(2) The time set for bid opening or commencement of a sale will be the local time at the place of bid opening or sale and be indicated in the appropriate block on SF-114. The opening time will include the phrase "local time at the place of bid opening" in lieu of references to "daylight time" or "daylight savings time" and abbreviations such as "EDT" or "PDT." When the SF-114 does not readily permit the inclusion of the phrase "local time at the place of bid opening," use an asterisk to call attention to an explanatory phrase stated elsewhere in the IFB. The time set for commencement of spot bid and auction sales is also the local time at the place of sale, indicated in an appropriate place in IFB's and sales offerings.

b. SF-114a, Sale of Government Property - Item Bid Page - Sealed Bid (appendix 3, figure 14). This form requires entries be made by the bidder prior to submission of bid. It provides for the bidder to enter the item number of the property on which s/he is bidding, the offered unit price bid per item, and the total price bid per item. Except as indicated in paragraph c below, this form will be made part of sealed bid sales.

c. SF-114b, Sale of Government Property - Item Bid Page - Sealed Bid (appendix 3, figure 15). This form may be used in lieu of SF-114a when:

- (1) The number of property items being sold can be described sufficiently on one page.
- (2) Property is offered on an "as generated" basis (term-type sale).
- (3) Bidding on an incremental basis is permitted by the terms and conditions of the sale.

(4) A SF-114a might not be appropriate, in which case a short, accurate, and to the extent feasible, commercially clear description will be prepared for each item offered for sale.

d. SF-114c, Sale of Government Property-General Sale Terms and Conditions. The SF-114c is applicable to all sales of personal property and is part of all sales invitations, either by reference, by attachment, or both. It lists 25 general sales terms and conditions, some of which may be modified, deleted, or expanded. If included in contracts, they are binding on the FAA and the purchaser. It is important that anyone involved in the sale of personal property understand the terms

and conditions to avoid a possible breach of contract. General sales terms and conditions that are typically included in sales offerings, either for emphasis or because of a required modification are shown below:

- (1) Inspection (condition #1).
- (2) Condition and location of property (condition #2).
- (3) Title (condition #7).
- (4) Delivery, Loading, and Removal of Property (condition #8).
- (5) Interest (condition #11).
- (6) Risk of Loss (condition #14).
- (7) Limitation on Government's Liability (condition #15).
- (8) Oral Statements and Modifications (condition #16).
- (9) Disputes (subject to the Contract Disputes Act of 1978 [P.L. 95-463]).
- (10) Withdrawal of Property After Award (condition #22).
- (11) Eligibility of Bidders (condition #23).
- (12) Definitions (condition #25).

e. Special conditions applicable to the sale of Government property are contained in SF-114c-1 through SF-114c-4 (appendix 3, figures 16, 17, 12, and 11, respectively). They address requirements for submission, consideration, modification, and withdrawal of bids, awards, bid deposits, partial payments, etc., that are applicable to a special type of sale (sealed bid, spot bid, or auction). As in general sale terms and conditions, the special terms are a part of the sale, either by reference, or by inclusion in the sales offering.

f. In addition to the terms and conditions of sale contained in the SF-114 series, other information and conditions of sale provided in the sales offerings are shown in Figure 6-3, Other Special Conditions, on pages 6-11 and 6-12.

6-15. MISDESCRIPTION. When it becomes known prior to award that an item of property offered by the sealed bid method of sale is misdescribed, the item will be withdrawn immediately from sale and readvertised on a subsequent offering. Bids received for an item withdrawn prior to bid opening are not be recorded on the abstract of bids. This is also the procedure for spot bid sales when attendance by prospective buyers is not required. However, such an item may be sold at an auction or spot bid sale where attendance is required in order to submit bids, provided the misdescription is called to the attention of all bidders and the item is described correctly; bids are requested on the item as "redescribed"; and the successful bidder confirms that his/her bid was submitted on this basis by signing a proper notation on the award document.

6-16. NOTICE OF AWARD. A form similar to GSA Form 27, or Optional Form (OF) 16, Sales Slip (appendix 3, figures 6 and 18), must be prepared as soon as possible after award. Prior to preparing the award for each proposed successful bidder, the SCO carefully examines the highest bid received to ensure that:

- a. The bid is signed.
- b. The bid is accompanied by a bid deposit, if required, in the full amount and in an acceptable form.
- c. There are no qualifications which, if the bid was accepted, would compromise the position of the FAA or would afford the bidder an advantage over other bidders.
- d. The name of the bidder does not appear on the Bidders Indebtedness List or the Consolidated List of Debarred, Suspended, and Ineligible Contractors.
- e. The bid fairly represents the best price obtainable in conjunction with the established upset price.
- f. The bid is not so far in excess of the next highest bid or of the established upset price as to indicate a possible mistake.
- g. When there is a substantial difference between bid prices and the established upset price, a review should be made to determine if it is to FAA's advantage to accept the highest bid. If it is considered advantageous to accept the highest bid, the award may be made and an appropriate notation made in the contract file setting forth the reasons for accepting a price that is substantially less than the upset price. If the highest bid is considered unreasonable, all bids for that particular item or lot will be rejected and, unless some other disposition is in order, the property reoffered on a subsequent sale. A notation as to why the highest bid was rejected is recorded in the sale file. When the property for which all bids were rejected is reoffered, a review should be made to determine the adequacy of the distribution of the offering and advertising.

FIGURE 6-3. OTHER SPECIAL CONDITIONS

1. **Payment.** Certified payments are required. Uncertified personal or business checks are not acceptable forms of payment for this sale. Payment must be in cash, certified check, money order, traveler's check, cashier's check, irrevocable commercial letter of credit, or other certified form.
2. **Default.** You are cautioned to bid only on those items you are prepared to pay for and remove in accordance with the terms and conditions of this sale. All items awarded to you as the high bidder are contractually yours and must be paid for and removed within the time allowed by this Invitation for Bids. Failure to do so may subject you to pay as liquidated damages a sum equal to the greater of a) 20 percent of the purchase price of the item(s) as to which the default has occurred, or (b) \$25.00, or (c) the purchase price of such item(s) if the purchase price is less than \$25.00.
3. **Bidders Indebted to the Government.** Purchasers of surplus personal property must make arrangements to pay promptly all amounts administratively found to be due to the United States Government arising out of their prior purchase of surplus personal property. Failure to pay any such amount upon demand may be cause for rejection of all future bids until such time as the debt is paid.
4. **Sales to Government Employees.** To the extent not prohibited by the regulations of an Executive agency, an employee of such agency (either a civilian or a member of the Armed Forces of the United States, including the U.S. Coast Guard, on active duty) may be allowed to purchase Government personal property. The term "employee" as used in this statement includes an agent or immediate member of the household of the employees.
5. **Property Condition.** Deficiencies, when known, have been indicated in the item description. However, absence of any indicated deficiency does not mean the item may not have deficiencies. Bidders are cautioned to inspect property before bidding.
6. **Removal Responsibilities.** Property custodians are not responsible for and will not make any removal arrangements. The successful bidder must make these arrangements, including labor for packing, crating, removal, and transportation. The property custodian must be notified in writing, of the removal arrangements and must have proper authorization to release property to anyone other than the successful bidder.
7. **Consideration of Bids.** Telephonic and telegraphic bids are not acceptable and will not be considered. The terms "telegraphic bid" and "telegraphic notice" include bids and notices by telegram and mailgram. Qualified bids; i.e., bids specifying order of choice, and unsigned bids are not acceptable and will not be considered.

FIGURE 6-3. OTHER SPECIAL CONDITIONS (continued)

8. **Description Warranty.** Description of an item in a sales offering is warranted by contract to be accurate. It includes count within some limitations but does not include condition or a warranty as to the marketability or usefulness for any specific purpose. It is not a warranty of purchaser satisfaction. The clause reads:

DESCRIPTION WARRANTY (GSA FORM 2736)

"The Government warrants to the original purchaser that the property listed in the Invitation for Bids will conform to its description. If a misdescription is determined before removal of the property, the Government will keep the property and refund any money paid. If a misdescription is determined after removal, the Government will refund any money paid if the purchaser takes the property at his expense to a location specified by the contracting officer. No refund will be made unless the purchaser submits a written notice to the contracting officer within 15 calendar days of the date of removal that the property is misdescribed and maintains the property in the same condition as when removed. After property has been removed, no refund will be made for shortages for property sold by the lot.

"This warranty is in place of all guarantees and warranties, express or implied. The Government does not warrant the merchantability of the property or its fitness for any use or purpose. The amount of recovery under this provision is limited to the purchase price of the misdescribed property. The purchaser is not entitled to any payment for loss of profit or any other money damages, special, direct, indirect or consequential. Clause No. 2 of Standard Form 114c is deleted."

9. **Interest.** The quarterly percentage rate established by the Department of Treasury, reflecting the current value of funds to the Treasury, will be used instead of 6 percent under condition 11 entitled "Interest," General Sale Terms and Conditions (SF-114c, 1974 Edition). This rate is published quarterly in Treasury Department Bulletins.

10. **Inspection Period.** A sufficient period of time shall be allowed prior to the closing date for submission of bids to permit inspection of the property by potential bidders. Unless unusual circumstances dictate, there should be a maximum of 21 calendar days and a minimum of 7 calendar days depending on the circumstances of the sale, the method of sale, the volume of property offered for sale, or the location of the property being offered. If the inspection period is going to be less than 7 calendar days, the IFB's, flyers, or other announcements shall be distributed far enough in advance of the inspection period to provide prospective bidders sufficient time to plan their inspections.

11. **Bid opening place, date, and time.** Careful planning must be exercised in establishing bid opening dates, places, and times to preclude any conflicts with other scheduled sales or any sales business planned for that particular time.

SECTION 4. FAA SALES - ADMINISTRATIVE PROCESSES

6-17. PROPERTY DESCRIPTIONS. One of the most important elements in the preparation of IFB's is complete, adequate, and accurate descriptions of the property being offered for sale. An adequate description can increase the number of bids received. Conversely, inaccurate and incomplete descriptions discourage bidding. Buyers must know on what they are bidding.

a. Sales personnel must provide the most accurate and complete description possible, reviewing each item description of property submitted for sale. Any major change in the factual information will not be made by sales personnel until it is verified with the reporting organization. If descriptions of property provided are inadequate, sales personnel are to either contact the reporting facility or return the reporting document for inclusion of the needed information.

b. The following descriptive information, to the extent feasible, is to be included as part of the item description in all IFB's and other listings of property for sale:

- (1) Noun name and a clear, concise description.
- (2) Serial, part numbers, and pertinent size and type specifications, etc., when applicable.
- (3) Any known commercial use or interchangeability.
- (4) Manufacturer's name or trade name and year of manufacture.
- (5) Shelf-life expiration date, when applicable.
- (6) Total weight or cube, when applicable.
- (7) Condition of property.

(a) Since there can be an honest difference of opinion as to the condition of property, opinions should not be expressed. Instead, limit descriptions to factual statements such as "unused," "used," "salvage," or "scrap." Qualifying statement such as "some surface rust," "in broken cartons," or "rubber may be deteriorated," when known and applicable, should be added to the general description of condition.

(b) When listing an item of mechanical equipment, such as a motor vehicle, that has major parts, such as the engine or transmission, include in the description any pertinent facts such as if the engine or transmission has been removed from a vehicle or a refrigerator which has been drained of its refrigerant for recovery and recycling purposes.. In addition the following should be included, if available, for vehicles: make, model, year, series or model, kind of body, engine (gas or diesel), number of cylinders, and odometer reading.

(8) Quantity will be stated in the same unit as that for which bids are solicited, e.g., pounds, each, etc.

(9) Acquisition cost will be included per unit or line item for all property, except items offered in lots, when the total acquisition cost will be provided. If necessary, use an estimated cost and enter "E" after the amount.

6-18. ESTABLISHING UPSET PRICES. The term "upset price" means the confidential amount, determined by the SCO as the estimated fair market value for a given item or lot of personal property for use in evaluating bids. It represents a prudent estimate of the worth of property. It can be established by someone designated by the SCO; but the SCO must make the final determination of the upset price. It is used as a guide in evaluating bids. Upset prices are confidential and must not be made known to prospective bidders or other unauthorized personnel. The SCO is responsible for evaluating bids to determine if the bid prices are fair and reasonable in light of current knowledge of the market and in consideration of the number and range of bids received. Upset prices established for a given sale are retained in the permanent record for that sale. The following factors should be considered in establishing upset prices:

- a. Prices received previously for same or similar items.
- b. Past sales experience on the same or similar items.
- c. Prices published in commercial surplus property publications.
- d. Condition of property.
- e. Proximity of probable markets and costs incident to transportation and handling.
- f. Value of basic material content.
- g. Information obtained from site and regional office personnel.
- h. Consultation with other SCO's.
- i. Advertisements for current values of similar or like items; e.g., used cars, trucks, etc.

6-19. LOTTING.

a. Lotting is an important task in sales preparation. Proper lotting gives prospective bidders the opportunity to bid only on those items, and in the quantities, in which they have real interest. Most property is purchased by small business concerns and individuals, and lot sizes should be established accordingly.

b. To the extent practicable (and consistent with the types of property and usual commercial practices) property offered for sale should be assembled in reasonably sized lots of like or similar items by make or manufacturer. Unused property is normally lotted separately from used items. Scrap and other surplus property having scrap value is not generally sold with usable items. Exceptions can be made when a few items of scrap are involved and site clearance is imperative or because of the expense of a separate scrap sale. Lot sizes should be based on the buying capacities of prospective buyers and the requirement that adequate competition be obtained. Large quantities of identical items should be lotted to encourage bidding by small business and individuals.

c. Property should be offered by units of pounds, each, gallons, net or gross tons, etc., conforming to established trade practices in the industry or commodity area in which the property falls. If this is impractical and the sale must be on a "per lot" basis, the offering should state the approximate quantity of material in the lot in easily understood terms. Property should be sold on a "per lot" basis when the quantities and dollar values are so small that the administrative costs of segregation and sale as individual items will exceed the anticipated proceeds.

6-20. ADVERTISING. Adequate public notice is required for each property sale offering. Except where the nature or condition of the property does not permit, advertising is to be made in sufficient time previous to the sale to permit full and free competition. The extent of solicitation must be related to the quantity and type of property to be sold, the logical market of disposal, the type of sale contemplated, and the public interest.

a. Advertising media by type of sales.

(1) Sealed bid sales. In the case of sealed bid sales, advertising should be by distribution of written IFB's, including public posting thereof, and may be supplemented by newspaper or trade journal advertising.

(2) Spot bid sales. Advertising in the case of spot bid sales should be by written IFB's or other appropriate notices, including public posting thereof. Notice of such sales may also be given by appropriate newspaper or trade journal advertising.

(3) Auction sales. In the case of auction sales, newspaper or trade journal advertising ordinarily should be employed in addition to other written notice deemed appropriate.

b. Advance notice of each proposed sale (when the acquisition cost of the property to be sold at one time and at one place is \$250,000 or more) must be forwarded to the U.S. Department of Commerce, Room 1300, 433 West Van Buren Street, Chicago, Illinois 60607. The Department of Commerce publishes a synopsis of principal proposed sales of Government personal property. When the acquisition cost is less than \$250,000, notice may be transmitted when considered desirable. The notice should be sent as early as possible in advance of the sale but at least 20 days prior to the date when the bids will be opened, or in the case of spot bid or auction sale, when the sale will be conducted. The notice is to be transmitted by the fastest mail available and be in synopsis form suitable for printing directly from the text as transmitted without editing or condensing.

c. A copy of each IFB or other form of offering involving contractor inventory is to be provided to the servicing GSA office at the time of public distribution.

6-21. INSPECTION BY BIDDERS. Allow sufficient time prior to the date for submission of bids to permit inspection by potential bidders. Such time should be a minimum of 7 calendar days, depending upon the circumstances of the sale, the method of sale, or the volume of property offered for sale. When the inspection period will be less than 7 days, IFB's, flyers, or other announcements must be distributed to prospective bidders sufficiently in advance of the inspection period.

SECTION 5. FAA SALE PROCEDURES**6-22. AUCTION SALE PROCEDURES.**

a. **Sales Planning.** A timely sales program and schedule should be developed to permit maximum use of personnel skilled in merchandising, advertising, publicity, market research, and pre-auction assistance. There are neither restrictions nor limitations for programming auctions if the type and volume of property permit.

b. **Auctioneers.** The specialized nature of an auction necessitates the services of a qualified auctioneer to "cry" the sale. GSA has employees qualified as auctioneers who are available to perform this service, with prior coordination with the servicing GSA office.

c. **Facilities, equipment, and services.** It is essential that the auction bid room (if held inside) has adequate lighting, ventilation, and seating facilities. If possible, a bulletin board should be placed in or near the bid room to provide general information on the sales program and specific information pertaining to the auction. The following facilities, equipment, and services are ordinarily required for an auction:

- (1) Public address system.
- (2) Fire, safety, and police protection.
- (3) Traffic control.
- (4) Vehicle parking spaces.
- (5) Public telephones.
- (6) Restroom accommodations.
- (7) Catering or luncheon facilities.

d. **Personnel required.** The number of personnel needed to conduct an auction varies depending upon the anticipated number of bidders, the number of items, and the type of property being offered. However, a minimum of three persons is required. In addition to the auctioneer, the following positions should be staffed, depending on the type of property, size of sale, and availability of personnel:

- (1) SCO.
- (2) Person to register bidders and distribute number paddles/cards and property listings.
- (3) Person to record high bid on a bid card or form similar to GSA Form 2451 and on the master catalog.
- (4) Person to immediately obtain successful bidder's signature on a bid card.

- (5) Personnel to help spot and solicit bids.
- (6) Runner to take signed bid cards to the office for documentation.
- (7) Mechanics (vehicle sales).
- (8) Drivers (vehicle sales).
- (9) Vehicle dispatcher to send vehicles through the auction block in numerical sequence during the sale.
- (10) Typists.
- (11) Cashier/collection officer.
- (12) Property custodian to obtain signatures after the sale on a copy of a "Notice of Award and Release of Property" (similar to GSA Form 27).

e. Registration.

(1) A form similar to GSA Form 2452, Sales Register (appendix 3, figure 8), should be used to register each bidder who intends to participate in the auction. This number must be the same as the number on the bidder paddle or card. A property listing will be furnished the bidder upon registration. The numbers on the cards or paddles must be large enough for easy identification by the auctioneer. Throughout the sale, bids will be received by the auctioneer and awards will be made by registration number.

(2) As an option, a prenumbered registration, similar to GSA Form 2912, Bidder Registration (appendix 3, figure 9), may be used in lieu of a sales register form. At the time of registration, bidders are provided property listings, a paddle or card, and a registration form prenumbered to agree with the paddle or card. The bidder completes the form and returns it to the registrar. After the registration period the cards are filed numerically. As awards are made, the bid card, indicating the amount of the bid, item number, and bidder number, is given to the typist to prepare the award documents.

f. Amendments. When an amendment to the terms and conditions or item descriptions in an auction IFB is necessary, the amendment is prepared in writing and distributed at the time of bidder registration. If time does not permit, a copy of the amendment must be posted in an appropriate place in the immediate sales area. The auctioneer should announce the amendment(s) and call attention to its posting. The auctioneer should again call attention to the amendment just prior to offering the item(s) from the sale, and time permits, the amendment should be mailed to all receiving the original IFB. This action will help preclude a bidder from making an unnecessary trip to bid on items which are no longer available for sale.

g. **Announcements.** Each auction will commence with an announcement concerning the conduct of the sale. The announcement will include corrections or changes to the property listing, any amendments issued, instructions for payment and removal of property, and other information pertinent to sale. Payment in full should be required on the date of the sale. After award, no property is to be delivered until payment has been made.

h. **Recording the sale.** Sales will be tape recorded to establish an official record of the sale proceedings. Tapes are retained for one year in the office where the official contracts are filed.

i. **Bidding and Awards.**

(1) The auctioneer offers each numbered item separately. Bidders will communicate the amount of their bids either orally or by any other means that will be recognized by, and acceptable to, the auctioneer. Unless otherwise provided in the invitation, bids will not be recognized from any person not properly registered.

(2) All items cataloged by weight, count, or measure should be in like units unless specifically changed by announcement from the auctioneer. FAA reserves the right to sell items in units or groups as it deems most expedient. Items should not be subdivided or grouped unless a specific announcement is made. The "knocking down" of an item by the auctioneer constitutes an award and a contract between the FAA and purchaser except as otherwise specified.

(3) Prior to the beginning of the sale, the sale number and item number will be filled in on the bid card. When the auctioneer "knocks down" an item to the bidder, a clerk located on the auction block records on the bid card the amount bid and the bidder registration number. The form is attached to a clipboard and handed to the person responsible for obtaining the buyer's signature. The buyer signs the bid card confirming his/her bid. At this time, the recorder also makes a record of the transaction on the master copy of the property listing by noting the amount of the bid and the bidder number next to the appropriate item sold. As bid cards are completed, they should be given to the typist for preparation of the award documents.

(4) In the event of a dispute as to the monetary amount bid, the item or item number, and/or the paddle number of a bidder, FAA reserves the right to reoffer the property. The decision of the auctioneer is final.

(5) Auction records, certified by the SCO as to name and number of the bidder, the item number, and amount thereof, and the tape recording of the sale is prima facie evidence of the circumstances of the sale, disagreements will be resolved in accordance with these records.

(6) Special provisions by the bidder are unacceptable and will cause rejection of the bid. SF-114c, Sale of Government Property - General Sale Terms and Conditions (appendix 3, figure 10), and SF-114c-4, Sale of Government Property - Special Auction Conditions (appendix 3, figure 11), constitute part of the sale contract between the FAA and the purchaser (see paragraph 6-14). All bidders acknowledge, by signing the registration form or the bid card, that they have full and complete understanding of the terms and conditions, and agree to be bound thereby.

6-23. SPOT BID PROCEDURES.

a. Bidders may be required to register in advance of the sale. Any special conditions of sale are set out in the IFB's in order to ensure all bidders are afforded an opportunity to compete on the same terms and conditions.

b. A copy of SF-114c, and SF-114c-3, Sale of Government Property - Special Spot Bid Conditions (appendix 3, figure 12), will be posted at the sales site for perusal by prospective bidders.

c. A copy of the property listing, properly annotated with the bidder's registration number, should be furnished to each registered bidder, together with a number of "bid cards." These cards are used to submit bids. Bid cards are completed by bidders and submitted from the floor, item by item, as the sale progresses.

d. Requests for bids on items offered for sale may be made by a representative of the SCO, but the decision whether or not to award is only made by the SCO. In requesting bids, the item is announced with its identification number and a brief description of the item or lot. A registered bidder indicates his/her number, item number, bid price, and signature on the card prior to turning in bids. Mailed-in bids are acceptable when authorized in the IFB. These bids are compared to bids submitted from the floor to determine the high bid.

e. After examining all bids, award is made or bids rejected immediately following the offering of the item or lot. The bids at spot bid sales are not disclosed prior to the announcement of award of an item or lot. Where mailed written or drop bids are permitted, they are not disclosed to the public prior to the announcement of award.

f. The right to reject all bids for a lot or item is reserved in the terms of sale; and when the IFB's so specify. Lots or items for which all bids have been rejected may be reoffered at the same sale in order to secure an acceptable bid price.

g. Sales may also be tape recorded to establish a record of the proceedings and held for a year by the office where contracts are maintained.

SECTION 6. FAA SALES - BID PROCESS**6-24. SUBMISSION OF BIDS.**

a. In order to be considered for award, a bid must comply in all material respects (terms and conditions, special instructions, etc.) with the IFB so that all bidders have an equal chance for award. Bids must be received by the SCO not later than the exact time set for public bid opening. Bids received after this time are considered late bids. Telegraphic, telephonic, and faxed bids will not be considered unless provided for in the IFB. Telegraphic bids, when authorized and received by telephone from the receiving telegraph office not later than the time set for opening of bids, will be considered if confirmed by receipt of a copy of the telegram from the telegraphic company. If faxed bids are authorized, SCO's may, after the date set for bid opening, request the apparent successful offeror to provide the complete original signed bid.

b. Bids must be filled out, executed, and submitted in accordance with the instructions contained in the IFB. If a bidder uses his/her own bid form or a letter to submit a bid, the bid may be considered only if the bidder accepts all the terms and conditions of the IFB. Award on the bid would result in a binding contract, the terms and conditions of which do not vary from the terms and conditions of the IFB.

c. Once bids are received they should immediately be dated and time stamped or logged in to establish documentary evidence of timely receipt of bids at the address designated in the IFB.

d. Until the time scheduled for official public opening, all bids shall be safeguarded in a locked cabinet of a type which precludes unauthorized access to the contents. Under no circumstances shall an original bid be permitted to pass out of the hands of the bid custodian or other person authorized to have possession.

6-25. LATE BIDS.

a. Bids received after the exact time for bid opening will be considered for an award only in the following instances:

(1) Sealed Bid Sales. Bids submitted by mail that were received by the SCO prior to award if they were mailed and delivered to the address specified in the IFB in adequate time to have been received by the SCO by the specified date and time and, except for delays attributable to personnel of the sales office or their designee would have been received in time.

(2) Spot Bid Sales and Auctions. Bids submitted by mail (when authorized) that were received by the SCO after the time and date set forth in the IFB but prior to the time set for the start of the sale; mailed and delivered to the address specified in the IFB in adequate time to have been received by the SCO by the specified date and time; and would have been received in time except for delays attributable to sales office personnel or their designees.

b. Late telegraphic and fax bids (where telegraphic bids are authorized) that are received after the exact time for bid opening will not be considered for award regardless of the cause, including delays caused by the telegraph company, except for those delayed solely because of mishandling on the part of the FAA in its transmittal to the office designated in the IFB for receipt of bids.

c. Late hand-carried bids or any other late bids not submitted by mail, telegram, or fax will not be considered for award.

d. Late bids that cannot be considered will be returned to the bidder as soon as possible unless other disposition is requested or agreed to by the bidder. Unidentifiable late bids may be opened solely for the purpose of identification by the SCO or authorized representative. Late bids opened for identification reasons or by mistake will be resealed in the same envelope, and the SCO or his designee is to write on the envelope his/her signature, title, date, and time opened, IFB number, and the reason why the bid was opened. No information contained therein will be discussed.

e. To the extent available, the following information is to be included in the contract case file on each late bid:

- (1) Date and hour of posting or filing.
- (2) Date and hour of receipt.
- (3) A mechanical reproduction of the envelope or other covering if the late bid was returned, in lieu of (a) or (b) above.
- (4) A statement, with supporting facts, as to whether or not the late bid was considered for award.
- (5) A statement on the disposition of the bid.
- (6) The envelope or other covering if the late bid was considered for award.

6-26. MODIFICATION/WITHDRAWAL OF BIDS.

a. Bids may be modified or withdrawn by written, telegraphic, or faxed notice received by the SCO not later than the time set for opening of bids (sealed bid sales) or not later than the exact time set for the receipt of mailed, telegraphic, or faxed bids (spot bid sales) where such bids are authorized.

b. A telegraphic modification or withdrawal of a bid received by telephone from the receiving telegraph office not later than the time set for opening of bids, will be considered if the telegraphic company confirmed the message by sending a copy of the telegram itself. Modifications received by telegram (including a record of those telephoned by telegraph companies) will be sealed in an envelope by sales personnel who will write thereon the date and time of receipt, the name of the recipient, the IFB number, and his/her signature. No information contained therein is to be disclosed before the time set for bid opening or for the start of the sale.

c. A bid may be withdrawn in person by a bidder or an authorized representative, by identifying him/herself and signing a receipt for the bid, but only if the withdrawal is prior to the time set for bid opening (sealed bid sales) or the time set for the start of the sale (spot bid sales).

d. Late modifications and withdrawals.

(1) Requests to modify or withdraw bids received by the SCO after the time set for bid opening (sealed bid sales) are late modifications and late withdrawals, respectively. However, a late modification of an otherwise successful bid will be opened at any time it is received and, if in the judgment of the SCO it makes the terms of the bid more favorable to the FAA, it will be considered.

(2) Mailed, telegraphic, or faxed modifications or withdrawals that are received by the SCO after the exact time set for the start of a spot bid sale are not to be considered, regardless of the cause of the delay.

6-27. MISTAKES IN BIDS. After the opening of bids, SCO's examine all bids for mistakes. If a mistake is apparent or if the SCO has reason to believe that a mistake may have been made, the SCO will request verification of the bid from the bidder, calling attention to the suspected mistake. If the bidder alleges a mistake was made the matter will be processed in accordance with this paragraph. These actions are to be taken prior to award. Approval of sales organization's legal office is required prior to award and should be annotated on the notice of award and in the contract file.

a. Apparent clerical mistakes. Any clerical mistakes apparent on the face of the bid may be corrected by the SCO prior to award if the SCO has first obtained from the bidder verification of the bid actually intended.

b. Other mistakes disclosed before award. The authority to permit correction of bids is limited to bids which as submitted are responsive to the IFB, and may not be used to permit correction of bids to make them responsive.

(1) A determination may be made permitting the bidder to withdraw his/her bid if the bidder requests permission to do so and clear and convincing evidence establishes the existence of a mistake. However, if evidence is clear and convincing both as to the existence of a mistake and as to the bid actually intended, and if the bid as submitted and corrected is the highest received, the SCO may allow the bid to be corrected and not permit its withdrawal.

(2) A determination may be made permitting the bidder to correct his/her bid if the bidder requests permission to do so and clear and convincing evidence establishes both the existence of a mistake and the bid actually intended. However, if the correction would result in displacing one or more higher acceptable bids, the determination will not be made unless existence of the mistake and the bid actually intended are ascertainable substantially from the IFB and bid itself. If the evidence is clear and convincing only as to the mistake but not as to the intended bid, the SCO may permit the bidder to withdraw his/her bid.

(3) If the evidence does not warrant a determination under (a) or (b) above, the SCO may determine that a bid may neither withdraw nor correct his/her bid.

c. Mistakes disclosed after award. When a mistake in bid is not discovered until after award, the mistake may be corrected by supplemental agreement if correcting the mistake would make the contract more favorable to the FAA without changing the essential requirements of the contract.

6-28. IDENTICAL (TIE) BIDS. When an IFB results in the submission of identical bids, consideration will be given to whether adequate price competition was obtained. The award will be determined by the drawing of lots, the toss of a coin, or any other acceptable means when two or more acceptable bids are identical (tied). For manually tabulated sealed bid sales, a time and place will be established for a public drawing and the bidders whose bids are tied will be advised accordingly. At the appointed time, whether or not the bidders are present, the drawing will be made by a disinterested person and the contract awarded.

CHAPTER 7. ABANDONMENT OR DESTRUCTION OF SURPLUS PERSONAL PROPERTY

***7-1. AUTHORITY AND APPROVAL.** Normally, property reaches the abandonment or destruction phase only after reutilization, donation, and sale efforts have produced no results. If unforeseen circumstances make it necessary to accelerate the disposal process, the GSA disposal timeframes can be altered provided GSA is aware of the urgency. Contact the GSA regional office to request accelerated disposal action.

a. Disposal by abandonment or destruction is of interest to Federal auditors and the public, and so great care should be taken to fully justify, document, and ensure audit trail visibility of all abandonment and destruction actions. Abandonment or destruction of property is the least preferred method of disposal and is used only when other methods of disposal have been exhausted, were unsuccessful, or were uneconomical to pursue.

b. Before any abandonment or destruction action is considered, the property should have been processed through the following sequence:

- (1) Screening for reutilization within the agency.
- (2) Federal screening through GSA for reutilization or donation.
- (3) Sale, either through FAA or GSA.

c. If property survives the reutilization, donation, and sale efforts, it has been demonstrated that the property has no reutilization, donation, or sales value and is eligible for disposition through abandonment or destruction. In certain cases, disposal by abandonment or destruction is authorized by law, regulation, or agency directive for reasons of public health, safety, or security. In such cases, and depending on the cited reason or authority, abandonment or destruction can take place at any time during the disposal process.

d. Abandonment or destruction of FAA surplus property must be documented properly and must meet complete, auditable trail of all transactions.

7-2. APPROVING/REVIEWING OFFICIAL. Each organizational element will designate, in writing, by name and position title, an Approving Official to determine the authority selected that will be used as the basis for the abandonment or destruction action. (The Approving Official is usually the Property Disposal Officer). In addition to the Approving Official, a Reviewing Official will also be appointed to review and approve the authority used as a basis for the abandonment or destruction action. (The Reviewing Official is usually the Region/Center/Headquarters Property Officer). The designation will be made in writing by name and position title.

7-3. PROCEDURES.

a. The first requirement in preparing to dispose of property through abandonment or destruction is to determine the proper authority. Approving Officials may provide written approval to abandon or destroy property in response to a report of excess, or a custodian's request. Complete and accurate written justification shall be provided in order for the Approving Official to make a proper determination. Justification (e.g. condition codes) shall not be falsified in order to justify abandonment or destruction. The Approving Official is responsible for determining the cost effectiveness of using abandonment or destruction as the means of disposal. Any one or more of the following authorities may be used.

(1) The property has no commercial value. No commercial value means that the property, through determination, has neither utility nor monetary value (either as an item or as scrap). In other words, if a reasonably prudent person could not find 'some' economic purpose, then the item has no commercial value. Every effort should be made to sell property as a separate item, or when appropriate, as scrap before classifying it as having no commercial value.

(2) The cost of care, handling, and preparation of the property for sale would be greater than the expected sale proceeds (estimated fair market value).

(3) A law, regulation, or directive requires abandonment or destruction. Return of the item accompanied by a letter from GSA stating that the agency should dispose of the item under agency procedures is not a valid authority.

(4) Written instructions by a duly authorized official (health, safety, or security) directing abandonment or destruction.

b. After selecting the appropriate authority, the Approving Official will prepare a written finding justifying the abandonment or destruction action. The written finding will include:

(1) A detailed description of the property, condition, and total acquisition cost.

(2) The authority for the abandonment or destruction action along with any pertinent supporting documentation.

(3) A statement describing the proposed method of destruction (i.e., burning, burying, etc.) or the abandonment location.

(4) A statement that the proposed abandonment or destruction action will not be detrimental or dangerous to public health or safety, and will not infringe on the rights of other persons.

(5) The signature of the appropriate agency official approving the abandonment or destruction.

(6) Request for abandonment or destruction approval for property with an acquisition cost of over \$1,000 should, in addition to the signature of the agency Approving Official, include the title, telephone number, and signature of the agency Reviewing Official.

c. Once approved, the Approving Official will inform the Property Custodian. Property may be abandoned or destroyed ONLY when directed by the Approving Official.

d. If, at any time prior to the actual abandonment or destruction, donation becomes feasible, abandonment or destruction action will cease and donation processing will begin.

7-4. NOTICE OF PROPOSED ABANDONMENT OR DESTRUCTION.

a. Following appropriate approval, the FAA must provide for public notice of the abandonment or destruction action. Public notice will be given in the area in which the property is located and should be for a period not less than 7 calendar days. A sample notice is provided in Figure 7-1, Public Notice of Abandonment or Destruction, on page 7-6. If, as a result of the notice, the property is donated or sold that information should be annotated in the property file. The public notice will include:

- (1) A general description of the property.
- (2) The date and location of the abandonment or destruction action.
- (3) An offer to donate the property to public bodies (see FPMR 101-44.7).
- (4) An offer to sell the property.

b. The public can be notified by posting announcements in public places, or publishing the announcement on the Internet, in organizational newsletters, or local newspapers. Sale of property pending abandonment or destruction action may be carried out by the FAA or the appropriate GSA regional sales office.

c. There are exceptions to the requirement for public notice of abandonment or destruction action. The exceptions are when:

(1) In the best interest of the public, immediate abandonment or destruction is necessary or desirable because of the nature of the property or because of the difficulty or expense of its care and handling. In this case, the written justification and approval by the agency reviewing authority should indicate one of the following:

(a) The value of the property is so little or the cost of care and handling is so great that retention and advertising for sale is clearly uneconomical.

(b) Immediate abandonment or destruction is required because of health, safety, or security considerations.

(c) The property to be abandoned or destroyed is unserviceable, expendable property, such as electric light bulbs, radio tubes, fuses, resistors, capacitors, air filters, dust cloths, etc., and the accumulation of this type of property is uneconomical and not in the best interest of the Government.

(2) A single line item of property to be abandoned or destroyed at any one location at any one time has an acquisition cost of less than \$500.

7-5. CERTIFICATION OF FINAL PROPERTY DISPOSITION. Following the abandonment or destruction, a certificate of abandonment or destruction should be prepared to document the action and satisfy audit trail requirements. A sample certificate is provided in Figure 7-2, Certificate of Final Property Disposition on page 7-7. This certification, signed by the custodian (or designee) and a witnessing FAA employee (for abandonment or destruction), is to be part of FAA's official property records. A copy should be maintained by the property custodian and a copy provided to the Approving Official.

7-6. ABANDONMENT OR DESTRUCTION OF HAZARDOUS MATERIALS. With the exception of electronic equipment, hazardous material, including empty hazardous material containers, are to be disposed of using the authority contained in this Chapter only in accordance with Federal, State, local waste disposal, and air and water pollution control standards. Hazardous wastes that are intended for off-site shipment for treatment, storage, or disposal must be accompanied by the Uniform Hazardous Waste Manifest developed jointly by EPA and DOT (see U.S. EPA Form 8700-22 and -22A in the Appendix to 40 CFR Part 262).

7-7. ABANDONMENT OR DESTRUCTION OF ELECTRONIC EQUIPMENT. Electronic equipment is all equipment that plugs into an electric power source or runs on batteries, including subsystems and components. It includes, but is not limited to the following Federal Supply Groups:

<u>FS Group</u>	<u>Description</u>
58	Communication, Detection, and Coherent Radiation Equipment
59	Electrical and Electronic Equipment Components
60	Fiber Optics Materials, Components, Assemblies, and Accessories
61	Electric Wire, and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems
70	General Purpose Automatic Data Processing Equipment, Software, Supplies, and Support Equipment

a. Electronic equipment and components often contain materials that are harmful to human health and the environment, and may require special handling under environmental regulations when being abandoned or destroyed.

- (1) Monitors (CRTs) may contain high concentrations of lead.
- (2) Circuit boards and switches may contain lead, mercury, arsenic, and possibly other heavy metals.
- (3) Batteries may contain acid, lithium, nickel, cadmium, or lead.
- (4) Heat sinks may contain beryllium.
- (5) Capacitors and transformers manufactured prior to 1983 may contain PCBs.

b. Rapid technological advances and an aging inventory of electronic equipment have resulted in an increase in electronic waste produced by FAA activities. This trend is likely to continue for the foreseeable future. Limited landfill space and the hazardous characteristics of various electronic equipment components place the issue at the forefront as an environmental concern.

c. Executive Order (EO) 13101 Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition and EO 13148 Greening the Government through Leadership in Environmental Management mandate that federal agencies promote reuse and recycling (to include demanufacturing) efforts of electronic equipment over abandonment or destruction.

d. The June 2000 Administrator's Policy on Pollution Prevention aligns the FAA's stance on environmental protection with those of the National Environmental Policy Act, the Council on Environmental Quality, and EO 13148. It states that the FAA will strive "to minimize adverse impacts on the air, water, and land resulting from actions we undertake, approve, or finance."

e. When FAA electronic equipment reaches the end of its useful life, personnel responsible for its disposal shall reuse, sell, or recycle the equipment to the maximum extent possible, in lieu of disposing of the equipment through abandonment or destruction. To avoid potential liability for landfill clean-up, electronic equipment will not be disposed of in a landfill.

f. Electronic equipment will be disposed of through recyclers (demanufacturing agents) that meet Federal and state requirements to conduct business as a recycler to minimize the impact on the environment. Due diligence must be exercised in identifying and contracting with such recyclers. At a minimum, a waste management contractor should provide closed loop documentation through the final disposition of the equipment, comply with all environmental laws and regulations, and provide proof of insurance or legal indemnification against liability for improper disposal of electronic equipment. A site inspection of the proposed waste management contractor's facility is also advisable.

FIGURE 7-1. PUBLIC NOTICE OF ABANDONMENT OR DESTRUCTION

1. NOTICE.

Notice is hereby given that the _____ proposes to initiate abandonment or destruction procedures for the following surplus Government property:

NSN	NOUN NAME/DESCRIPTION	QTY AVAIL	UNIT UI	PRICE
9999-99-999-9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	00000	XX	\$9,999,999.00
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
9999-99-999-9999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	00000	XX	\$9,999,999.00
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			

(Continue to list all items entered by PDO on same page. When finished, follow with remainder of notice.)

2. DONATION.

Beginning on _____, until close of business, _____, the above property will be available for donation to public bodies. After this time all remaining property will be abandoned or destroyed in accordance with applicable Government disposal regulations.

3. SALE.

Notwithstanding the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.

4. INSPECTION.

This property is available for inspection at _____, from _____ to _____ Monday through Friday, excluding holidays, until _____. Interested parties are invited to contact _____, phone number _____.

FIGURE 7-2. CERTIFICATION OF FINAL PROPERTY DISPOSITION

As a result of the attached Property Custodian Final Disposition Instructions, dated 99/99/99, the following actions have been taken on items remaining on Excess Report # _____.

1. **DONATION.** Item number(s) _____ have been donated to a public body.

Recipient name/organization: _____

2. **SALE.** Item number(s) _____ have been sold for \$ _____.

Recipient name: _____
Address/phone number: _____

3. **ABANDONMENT OR DESTRUCTION.** Item number(s) _____ have been abandoned or destroyed in the following manner and location, as authorized by the Federal Management Regulations:

Method of Destruction or Abandonment/Location*: _____

SIGNATURE (for donation, sale, or abandonment/destruction)

Property custodian or custodian designee Date _____

WITNESS SIGNATURE (for abandonment/destruction)

I have witnessed the (abandonment or destruction) of the described property in the manner and on the date stated herein.

FAA Witness Date _____

* I agree to accept full responsibility for the abandoned items.

Real Estate/Property Owner Date _____

*

**CHAPTER 8. DISPOSAL OF NATIONAL AIRSPACE SYSTEM (NAS)
SYSTEMS/EQUIPMENT**

8-1. SPECIAL NAS DISPOSITION AUTHORITY.

a. The National Airspace System (NAS) is a complex, highly interactive "system of systems". The NAS comprises subsystems and components on the ground and in aircraft - including facilities, equipment, and computer hardware and software. The NAS is evolving into a more integrated information sharing system to support collaborative decision making in tactical and strategic operations. Many systems and equipment unique to the agency would serve no practical purpose to other entities, and may endanger NAS integrity if used outside the NAS. Therefore, any FAA airport, airway systems, or technical equipment with the capacity to transmit across NAS-controlled airway frequencies is authorized for disposal under the provisions of Public Law 103-272. Examples are shown in Figure 8-1, Automatic Special Disposal Authority Inclusion. Spares and test equipment unique to these systems are also covered under this authority.

**Figure 8-1. Automatic Special Disposal Authority Inclusion
(Examples only, not all-inclusive)**

Systems/Equipment Type	Example
Surveillance	Airport Surveillance Radars (ASR) Radar Microwave Links (RML) Airport Surface Detection Equipment (ASDE) Air Traffic Control Beacon Interrogators (ATCBI)
Navigation Aids	VOR/VORTAC/TACAN DME Instrument Landing System (ILS)
Communications	FAA radios

b. Other systems, not meeting the automatic special NAS disposal authority inclusion cited above, may qualify for special disposal authority due to unique capabilities or components. Such systems, previously approved for special disposal authority, are contained in Figure 8-2, Special Disposal Authority Not Automatic Inclusion.

Figure 8-2. Special Disposal Authority Not Automatic Inclusion

9020 Systems (A through D)

Flight Data Entry and Printout (FDEP) Equipment

Radar Bright Display Equipment (RBDE): scan converters, voltage regulator for scan converters, RBDE control rack assemblies, plan position indicators, etc.

Beacon Decoder Equipment (BDE) and indicator site equipment associated with ATCBI-2 and -3 and AN/BPX (decoder equipment components)

c. To request inclusion of additional systems, provide a written request to the Program Director, Resource Management Program, AFZ-1, through the applicable AFZ Division. The request must contain the following information:

(1) A description of the system, including technical aspects of the unique requirements or specifications, under which the equipment was or is being acquired.

(2) The legal and internal procedures authorizing FAA special disposal authority.

(3) Signature lines for the requesting and approving official.

(4) A copy of the system's disposition plan.

d. Due to national security concerns, the FSCs listed in table 8-3 require a higher degree of scrutiny. When these items are not assigned a NSN, the record should include the appropriate FSC, the valid part number and manufacturers name, nomenclature that accurately describes the item, the end item application, and a clear text statement explaining why the NSN is not included.

Figure 8-3. Critical FSCs

FSCs	Commodity
1560	Airframe Structural components
1670	Parachutes: Aerial Pick Up Delivery Recovery
1710	Aircraft Landing Equipment
1720	Aircraft Launching Equipment
1810	Space Vehicles

FSCs	Commodity
1820	Space Vehicle Components
1830	Space Vehicle Remote Control Systems
1840	Space Vehicle Launchers
1905	Combat Ships and Landing Vessels
2305	Ground Effect Vehicles
2330	Trailers
2350	Combat, Assault, and Tactical Vehicles, Tracked
2845	Rocket Engines and Components
2915	Engine Fuel System Components, Aircraft and Missile Prime Movers
3690	Specialized Ammo and Ordnance Machinery
4230	Decontaminating and Impregnating Equipment
4470	Nuclear Reactors
4921	Torpedo Maintenance, Repair, and Checkout Specialized Equipment
4923	Depth Charges and Underwater Mines
4925	Ammunition Maintenance, Repair, and Checkout Specialized Equipment
4927	Rocket Maintenance, Repair and Checkout Specialized Equipment
4931	Fire Control Maintenance and Repair and Checkout Specialized Equipment
4933	Weapons Maintenance and Repair Shop Specialized Equipment
4935	Guided Missile Maintenance, Repair Shop Specialized Equipment
4960	Space Vehicle Maintenance, Repair and Checkout Specialized Equipment
5810	Communications Security Equipment and Components
5811	Other Cryptologic Equipment and Components
5821	Radio and Television Communication Equipment, Airborne
5825	Radio Navigation Equipment, Except Airborne
5826	Radio Navigation Equipment, Airborne
5840	Radar Equipment, Except Airborne
5841	Radar Equipment, Airborne
5845	Underwater Sound Equipment
5850	Visible and invisible Light Communication Equipment
5855	Night Vision Equipment, Emitted and Reflected Radiation
5860	Stimulated Coherent Radiation Devices, Components, and Accessories
5865	Electronic Countermeasures
5963	Electronic Modules
5985	Antennas, Waveguides, and Related Equipment
5998	Electrical and Electronic Assemblies, Boards, etc
5999	Miscellaneous Electrical and Electronic Components
6615	Automatic Pilot Mechanisms and Airborne Gyro Components
6920	Armament Training Devices
6930	Operation Training Devices
6940	Communication Training Devices
8470	Armor, Personal
8475	Specialized Flight Clothing and Accessories

e. Special disposal authority means FAA is not mandated to follow the disposal requirements contained in the FMR/FPMR. It does not mean FAA can arbitrarily dispose of equipment in a haphazard manner, inconsistent with sound management practices, or not in compliance with various Federal, State, and local laws pertaining to the environment, safety, security, and health.

While across-the-board Federal screening is not required, contact should be made to agencies such as the Defense Logistics Agency or the National Weather Service whenever an excess NAS system may be used by that agency.

8-2. DISPOSITION PLANS.

a. All NAS systems require a disposition plan to provide accurate information to make sound, timely management decisions. FAA property targeted for replacement is often the only source of replacement parts for systems or subsystems not being replaced. Property scheduled for replacement, not intended to be used as parts replacement, must be destroyed locally, to avoid possible reissue to other facilities. The Inventory Manager will be the focal point for coordination and will validate whether there is a need for obsolete equipment components or the entire subsystem from the system being replaced.

(1) Newly Identified Requirements. To minimize funding and supply-support problems associated with NAS system replacements, disposition-planning must begin early in the life cycle process, prior to initial acquisition.

(2) Previously-Identified Requirements and Fielded Systems. Disposition plans are also required for NAS systems under contract or already deployed. This ensures timely identification of future agency support needs, potential funding shortfalls, or other problems, such as identification of environmental considerations; e.g., hazardous waste, EPA permits, etc.

b. The applicable AFZ Resource Management officer ensures disposition planning is fully integrated into the Integrated Product Team (IPT) processes. The plan should be a chapter/section of any official program or product planning documentation developed. The disposition plan is a distinct "living" document; as the Systems/Equipment moves through its life cycle from acquisition through, final disposition the plan should be updated, as required.

c. The particulars of a disposition plan depend on the characteristics of what is being procured as well as what it replaces. (See Appendix 6, Attachment 1, Template for Disposition Plan). All data elements must be filled out. Included in the sample of the dispositions issues is an outline of questions/concerns, which must be addressed prior to the plan's development. Plans must consider each item. If an issue is not relevant, an explanation of how that decision was made is to be included. If relevant, the plan must include enough information to indicate how issues will be addressed, what organization is responsible for taking each action, the potential costs, if any, associated with the action, and how funding requirements will be addressed.

d. Because of the risk of unauthorized use, donations shall be restricted within each plan and abandonment on site or in place is prohibited.

e. Disposition plan coordination should include the following organizations/functional entities:

- (1) IPT members.
- (2) ARS Air Traffic Systems Requirements Services.
- (3) In-Service Management Division, AOP-1000.
- (4) FAALC.
- (5) FAA Technical Center, ACX
- (6) Regional Airway Facilities (AF) and Logistics (property management) organizations.
- (7) Defense Logistics Agency and AF field personnel (including those performing logistics functions).
- (8) FAA Property Management Officer, AFZ-500, for national personal property issues.
- (9) ATB-300 for building/facility, environmental/hazardous and integration issues.
- (10) AEE (200) for historical, environmental, and hazardous issues.
- (11) FAA Environmental Officer, Environmental/hazardous personal property issues, AFZ-800
- (12) Office of International Aviation (AIA), Department of State (DOS) for international loan program issues.
- (13) Professional Airways Systems Specialist (PASS), American Federation of State, County and Municipal Employees (AFSCME), National Air Traffic Controllers Association (NATCA), and the National Association of Air Traffic Specialists (NAATS) for union issues.
- (14) The Office of Acquisitions, Contractual and real property issues, ASU (100/300).
- (15) Department of Commerce (DOC) and Department of State (DOS) for international sales.

8-3. EXECUTION OF DISPOSITION INSTRUCTIONS.

a. Once either (1) new installations or (2) removal of equipment is scheduled, the Terminal Facilities, ATB-300, will ensure disposition requirements are properly coordinated and disseminated to organizations responsible for plan execution. The requirements should address the following:

(1) Technical instructions to regional AF divisions to render inoperable, any equipment covered by special disposal authority, when applicable.

(2) Any special disposal requirements identified in the disposition plan.

(3) Planned system removal schedule.

(4) Technical instructions for removal, packaging, shipping, handling, and transportation, if required.

(5) Technical instructions for site restoration, if required.

b. The FAALC is to coordinate return of any systems/spare parts with the regional AF installation engineers, the property custodian at the facility, and the regional property manager.

c. Directions for cannibalization (the act of removing serviceable parts from one item of equipment in order to install them on another item of equipment), movement and/or disposition of equipment must be coordinated with the APML, FAALC, and PDO.

d. Property remaining after specific disposition issues are addressed will be disposed of in accordance with the procedures contained in this order.

e. Special NAS Disposal Authority allows the FAA to bypass the Federal Excess and surplus screening requirements, to support an immediate final disposal of applicable property, as a means of preventing unauthorized reuse. Property that qualifies for exclusion under this authority should be reported in the LIS/USD with a special handling code of Z for reporting purposes.

CHAPTER 9. SPECIAL DISPOSAL REQUIREMENTS

9-1. **PROPERTY WITH SPECIAL DISPOSAL REQUIREMENTS.** Disposal of items listed in this chapter require special handling over and above that contained in other chapters of this order.

9-2. **ABANDONED OR OTHER UNCLAIMED PROPERTY.** While this property may be retained for official use or processed for reutilization and disposal as provided in this order, reimbursement must be deposited in a special fund in the Treasury to reimburse former owners if they file a proper claim within 3 years. Reimbursement will be equivalent to the estimated fair market value or actual sales proceeds less cost of care and handling

9-3. **AGRICULTURAL COMMODITIES.** Surplus agricultural commodities (including foods processed from agricultural commodities) may be disposed of in accordance with the provisions contained herein when the quantity of the commodity or product in any one location has an acquisition cost of \$5,000 or less or it must be disposed of immediately to prevent spoilage. Commodities costing \$5,000 or more will be referred to the Department of Agriculture for either a determination that the items should be transferred to them for disposition or a statement setting forth the conditions and prices which should be used in the disposition of the commodities or products. FAA may execute transfers without charge to the Department of Agriculture.

9-4. **AIRCRAFT AND FLIGHT EQUIPMENT.** The Flight Standards Service (AFS) determines when aircraft are no longer required by FAA and notifies the Aviation System Standards (AVN) office of all such determinations. Upon receipt of AFS determinations, the AVN custodian reports unrequired aircraft and installed avionics equipment to the FAALC, which maintains aircraft and installed avionics equipment, on FAA Form 4800-1 or its electronic equivalent. Excess fixed wing and rotary wing aircraft is reported to and processed by GSA (9FB), San Francisco, California 94015, by the FAALC PDO.

9-5. **ALL-TERRAIN VEHICLES (ATV).** Three- and four-wheeled ATV's may be offered for public sale only after they have been mutilated in a manner to prevent future operational use.

9-6. **BATTERIES.** Dry lead-acid batteries can be recycled through numerous commercial battery recyclers. Other battery recyclers may accept wet lead-acid batteries or other types of batteries for recycling. Many regions have battery disposal contracts already established. If none is available, check with the battery recyclers in your area to determine the services they can provide. If you need to hold your batteries for any length of time, you must store them properly while they await recycling. Proper storage includes not "cracking" the batteries, keeping them off the ground, and storing them in a well-ventilated area. If recycling options are not available or feasible, waste batteries should be evaluated to determine if they exhibit the characteristics of hazardous waste and managed accordingly. Lead acid batteries will typically be considered hazardous waste as a result of their corrosive properties and presence of toxic heavy metals; i.e., lead.

9-7. **BEDDING AND UPHOLSTERED FURNITURE.** This property must be disposed of in accordance with state laws and health regulations.

9-8. **CHLOROFLUOROCARBONS (CFC).** CFC's are to be disposed of in accordance with 40 CFR Parts 260-268, the latest version of Order 1050.18, Chlorofluorocarbons and Halon Use at FAA Facilities, and the AEE Hazardous Property Management Manual. CFC's are found in refrigerants, solvents, fire suppressants, and dielectric media. Before disposal of CFC-containing equipment, all CFC's must be removed by a recovery method, as release of CFC's into the atmosphere is illegal and the recovered CFC's may be recycled or reclaimed.

9-9. **EDUCATION-RELATED EQUIPMENT.**

a. Executive Order 12999, dated April 17, 1996, requires Federal departments and agencies to make educationally useful equipment available to schools and eligible nonprofit organizations to help ensure opportunities for all children in the next century. This can be accomplished by the following mechanisms:

(1) Direct transfer under the Stevenson-Wydler Technology Innovation Act, as amended (see paragraph 4-3).

(2) Normal GSA donation program (see Chapter 5).

b. All accredited public and private schools, including those with religious affiliations, are eligible and are to be considered for donations and transfers.

c. Equipment which can be used for math or science education should be considered for donation. In addition to computers, the following equipment is considered "education-related."

(1) Electrical and electronic equipment components.

(2) Instruments and laboratory equipment.

(3) Medical, dental, and veterinary equipment and supplies.

(4) Photographic equipment.

(5) Communications, detection, and coherent radiation equipment.

(6) General purpose automatic data processing equipment (including firmware) and software (dependent on the manufacturer's license/terms), supplies, and support equipment.

(7) Pumps and compressors.

(8) Valves.

(9) Applicable books/manuals.

(10) Vocational/technical (vo/tech) type materials.

9-10. **FILM.** The metals contained in film, as well as in reels, may be considered hazardous waste. Since film also possesses some silver (which is a heavy metal), it should not be discarded in a manner where it would end in a landfill due to possible contamination and agency liability. If at all possible, disposal of film should include silver recovery (see paragraph 4-22). Generally, the older the film, the higher the silver content.

9-11. **FIP HARDWARE AND SOFTWARE.** The FAA Senior Information Resource Management (IRM) Official (SIRMO) is the Manager, Office of Information Technology, AIT-1. Each region, center, and headquarters organization has their own delegated IRM manager. FAA IRM and property managers are joint focal points for screening FIP equipment and software.

a. FIP Hardware.

(1) FIP equipment designed for and capable of performing only a single function related to the NAS; e.g., doppler navigators, inertial navigation systems, radar video data processors, etc., is excluded from the provisions of this section.

(2) Contact the SIRMO prior to reassigning outdated FIP equipment. FIP equipment is considered outdated when it is over 8 years old based on the initial installation date of that model of equipment, and is no longer in current production.

(3) FIP equipment can be reassigned within FAA, processed through exchange sale provisions contained in this order, or transferred to another Government agency if a potential user is found. GSA does not require interagency screening of FIP equipment unless it is not outdated and has an original acquisition cost (OAC) of \$1,000,000 or more. However, under special circumstances, we can request GSA process FIP equipment with an OAC of less than \$1,000,000 if the equipment is not outdated. Requests should be sent to GSA, Authorizations Branch (KMAS), 18th & F Streets, NW, Washington, DC 20405.

(4) Exchange/sale authority for FIP equipment not transferred may be initiated in parallel with interagency screening, but any required GSA screening must be completed prior to concluding the exchange/sale transactions.

(5) All files, except those associate with the computer's operating system(s), should be deleted from the hard drive prior to any disposal action (reassignment, transfer, donation, sale, or abandonment or destruction). Any official agency files should be archived rather than erased.

b. FIP Commercially Licensed Software (including all applicable documentation and media, even if never opened or used).

(1) In all cases, software that has been replaced (upgraded) by a new release shall be destroyed.

(2) Consistent with the limitations of any applicable license, commercially licensed software no longer required (other than by upgrade) may be reassigned within FAA, processed through exchange sale provisions contained in this order, or transferred to another Government agency if a potential user is found. GSA does not require interagency screening of FIP software. Software not reassigned, transferred, exchanged or sold, should be returned to the licensor. If the

licensor declines return, the PDO should document the file that destruction is the most cost-effective disposal approach and have the software destroyed.

(3) If no license agreement is available, destroy the software after the PDO manually screens within FAA and the Department. Do not screen outside the Department.

(4) Software documentation excess to the needs of the organization can be destroyed.

(5) Software destruction is to be by tearing, cutting, or shredding and documented in accordance with paragraph 7-3 and Figure 7-2 on page 7-4.

9-12. FOREIGN GIFTS. Any FAA employee who receives a foreign gift or decoration is to report and turn over custody of the item to their property custodian. The custodian is to notify the employee that he/she may purchase the item at a later date, provide a receipt to the employee, keep the item in a secure place, and report it to the PDO on FAA Form 4800-1. At the PDO's instruction the custodian will ship the gift to the PDO if it cannot be secured locally.

a. The PDO determines if the gift can be used within FAA. If it cannot be used, the PDO needs to obtain a commercial appraisal for the gift and instruct the property custodian on subsequent steps to sell or dispose of the item.

b. Unrequired gifts and decorations appraised at or below \$225 need not be reported to GSA and may be disposed of, in the following order:

(1) Offering the gift or decoration for sale to the employee for the appraised value plus the cost of appraisal.

(2) Public body donation.

(3) Public sale (with prior approval from the Secretary of State or designee).

(4) Destruction.

c. Gifts and decorations appraised above \$225 must be reported to GSA for possible reutilization by another Federal agency, within 30 days from the determination it is unrequired by the FAA. The SF-120 should be sent to GSA, Property Management Division (FBP), Washington DC, 20406, conspicuously marked "Foreign Gifts and/or Decorations." Gifts not picked up by another agency are processed as in paragraph b above.

9-13. FORFEITED PROPERTY. Forfeited property is processed as provided by statutory authority of the seizing agency, or in the absence of such authority, under the provisions contained in this order, where it may be retained for official use or reported as excess.

9-14. FRANKED AND PENALTY ENVELOPES AND PAPER WITH OFFICIAL LETTERHEAD. All Federal government markings on envelopes and paper are to be completely obliterated (covered by a label, blocked out with a black marker, etc.) before disposal.

9-15. GARBAGE. All IFB's for removal of garbage from property occupied or controlled by FAA, unless specifically requiring destruction by incineration, must state that all bidders must comply with basic requirements for sterilization prescribed by the Animal Disease Eradication Division, Bureau of Animal Industry, Department of Agriculture. The following provision is to be included in all IFB's where garbage collected may, under any circumstances, be fed to livestock or poultry:

Prior to award the bidder agrees to furnish a certification from an Animal Disease Eradication Division representative of the U.S. Department of Agriculture, that he possesses adequate and approved garbage sterilization equipment. In the event of an acceptance of his bid by the Government, the bidder warrants that all garbage received under the contract will be sterilized not less than 30 minutes at 212 degrees Fahrenheit before being fed to livestock or poultry. The bidder agrees to permit representatives of the Animal Disease Eradication Division of the U.S. Department of Agriculture to make inspections at any time without prior arrangements to determine that the garbage is heat treated in accordance with this provision.

9-16. HAZARDOUS MATERIAL AND OTHER SPECIAL PROPERTY CATEGORIES.

Appendix 5 contains excerpts from Title 41 CFR Chapter 41, containing special requirements for the utilization, donation, sale, abandonment, or destruction of the items contained in Figure 9-1, Hazardous Materials and Special Property Categories, on page 9-6.

9-17. HISTORICAL PROPERTY INCLUDING ARCHEOLOGICAL RESOURCES.

a. **Objects and Equipment Related to Aeronautics.** Persons responsible for disposing of property must make a preliminary determination whether the item may possibly require preservation due to its historical value. FAA objects and equipment that possess historical value are those that document key aspects of past technology or operating practices and hence should be preserved as part of a museum collection or as a resource for future researchers. At least one example of each kind of such artifacts should be preserved. When this requirement has been satisfied, the historical importance of identical items normally declines.

(1) Materiel of historical value may include the last few remaining examples of:

(a) Components (including software) of a major system used for air traffic control, air navigation, or some other important function of the NAS. Examples of items in this category that have already been preserved include a four-course radio range and the antenna of an ASR-1 radar.

(b) Documentation (manuals, photographs, drawings, and description material) pertaining to an important system or system component.

(c) Items of equipment that were in use for some time and demonstrate aspects of key agency functions. Examples already preserved include a light gun from an air traffic control tower, carbon-type microphones, and old telephones.

(d) Memorabilia that illustrate important events, activities, or procedures.

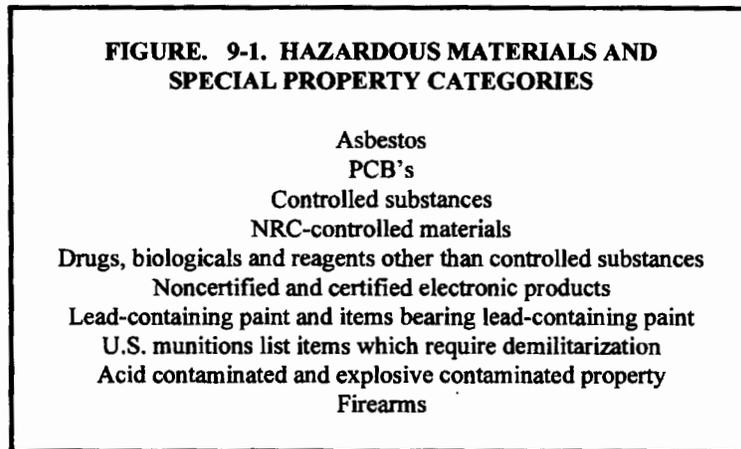
(e) Items that may be eligible for inclusion on the National Register of Historic Places in accordance with paragraph c below.

(2) If objects of equipment appear to merit consideration for preservation on historical grounds, seek advice from the appropriate source, as follows:

(a) For items related to air traffic control, flight service, or air navigation, contact the manager of the Preserve Your Heritage program located in the Office of Public Affairs at the Mike Monroney Aeronautical Center.

(b) For all other items, contact the FAA Federal Preservation Officer, AEE-300 or other persons designated by the FAA Federal Preservation Officer.

b. Other Historical and Archeological Resources. Disposal of properties that are eligible for or listed on the National Register of Historic Places require special consultation before disposition. For more information on the current status of various laws and regulations pertaining to historical property and archeological resources, contact FAA's Federal Preservation Officer, AEE-300.



9-18. INTERNATIONAL ACTIVITIES. When it will not adversely affect FAA operations, FAA may provide excess personal property to foreign aviation authorities for the purposes of enhancing international aviation safety. AIA serves as the FAA focal point for guidance and coordination of the international activities of the FAA, and maintains foreign and domestic liaison with the Department of State and other agencies engaged in international activities. International disposal activities are not covered by this order; any FAA organization intending to dispose of FAA personal property should contact AIA for assistance and guidance on determining whether this property would be appropriate for use in the FAA's foreign assistance programs.

9-19. NONAPPROPRIATED FUND PROPERTY. This property may be transferred upon terms agreed to between the owning and receiving agencies.

9-20. **PARACHUTES.** Do not report serviceable parachutes as excess without their first being physically inspected and certified for airworthiness. Unserviceable parachutes shall not be donated, and may be sold only for salvage value.

9-21. **PROPERTY DESTROYED BY NATURAL OR MAN-MADE DISASTERS.** Any property destroyed by localized disasters such as fires, hurricanes, floods, earthquakes or tornadoes should be handled as nonreportable property. Depending on the property's condition, it may be either salvaged, scrapped, abandoned, or destroyed. Some conditions may warrant special handling due to the potential for health or safety hazards. Immediately following disasters, localities may conduct special clean-up activities to which the agency may avail itself.

9-22. **SAFES AND LOCKING FILE CABINETS.** Empty and unlock safes and file cabinets when reporting as excess, attaching any keys or instructions to change the lock's combination to the front of the item.

9-23. **SHELF-LIFE ITEMS.** Quantities of shelf life items which exceed requirements for the period ending on the expiration (or extended expiration) date, are to be processed as excess or returned for credit. Items with a remaining useful life of 3 or more months before reaching the expiration date are to be reported through normal reutilization procedures. Those with a remaining useful life of less than 3 months, regardless of acquisition cost or condition, are to be processed as nonreportable property. Reporting documents should designate the item as shelf life by including "SL" on the document along with the item's expiration date. If the item has an extendible-type expiration date, indicate whether the expiration date is the original or extended date. Final disposal of shelf-life items is to be done so as not to endanger public health and safety.

9-24. **SMALL BOATS OR LIFERAFTS.** These items are not to be donated or sold without first being physically inspected and certified for safe use.

9-25. **UNAPPROVED "BOGUS" PARTS.** Report any suspected unapproved parts to the Suspected Unapproved Parts (SUPS) Program Office, AVR-20, P.O. Box 16317, Washington, D.C. 20041, in accordance with the latest version of Order 8120.10, Suspected Unapproved Parts Program. You can use FAA Form 8120-10, Suspected Unapproved Parts Notification, and/or call FAA's confidential Aviation Safety Hotline toll free number (800 255-1111), as referenced in FAA Advisory Circular AC 21-29, Detecting and Reporting Suspected Unapproved Parts for identification prior to disposal. The circular gives further guidance on how parts or materials may be mutilated and disposed.

APPENDIX 1. DEFINITIONS

Abandonment or Destruction	A method of disposing of surplus personal property which usually involves leaving the property at its original location and site, or taking action to relocate the property to a public or private dump where it is normally crushed, burned, or buried. This method is not permitted for hazardous materials.
Abandoned or Other Unclaimed Property	Personal property that is found on premises owned or leased by the Government and which is subject to the filing of a claim therefore by the former owner(s) within 3 years from the vesting of title in the United States.
Abstract of Bids	The official document upon which all bids are recorded, including "no bids" and "non-responsive" bids.
Acid Contaminated Property	Property that may cause burns or toxicosis when improperly handled due to acid residues adhering to or trapped within the material. (definition from FPMR 101-42.001)
Acquisition Cost	The original purchase price of an item. Acquisition cost is estimated if not known.
Agricultural Commodity	A product resulting from the cultivation of the soil or husbandry on farms and in the form customarily marketed by farmers.
Approving Official	The individual designated by a Regional Administrator/ Center Director as having final authority to approve property actions related to the utilization and disposal of excess and surplus personal property in addition to the duties defined in Chapter 1 of FAA Order 4650.21B.
Award Document	The official document (GSA Form 27, OF 16, or equivalent) used to advise a bidder of the item(s) for which he/she was the successful bidder and for which the SCO accepted on behalf of the Government.

APPENDIX 1. DEFINITIONS

Auxiliary or Accessorial Federal Information Processing Equipment	Equipment such as plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, and other data acquisition devices), computer performance evaluation equipment, etc., designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand-alone, and whether selected or acquired with a computer or separately.
Bid	Any document (normally a SF 114a or SF 114b) submitted in response to an IFB soliciting offers for the sale of Government property. Receipt of a bid on other than the prescribed form does not preclude its consideration provided other legal requirements are met.
Bid Opening	The official act of opening, reading, and recording of all bids received in response to a specific IFB. It is held in the exact place and at the exact time and date designated in the IFB.
Biologicals	Hazardous materials which are or pertain to the products and operations of applied biology, or any biochemical products, especially serums, vaccines, etc., from microorganisms. (definition from FPMR 101-42.001)
Cannibalize	The act of removing serviceable parts from one item of equipment in order to install them on another item of equipment.
Certified Electronic Product	Any electronic product which bears the manufacturer's certification label or tag (21 CFR 1010.2) indicating that the product meets applicable radiation safety performance standards prescribed by the Food and Drug Administration under 21 CFR part 1020. (definition from FPMR 101-42.001)
Combat Material	Arms, ammunition, and implements of war listed in the U.S. Munitions List (22 CFR part 121).
Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)	The act which addresses abandoned or uncontrolled hazardous waste sites, liabilities, and enforcement (superfund).

APPENDIX 1. DEFINITIONS

Condition Code	A one character GSA code that describes the physical condition, serviceability, and the need for repairs of an item of excess or surplus personal property.
Contractor Inventory	Any property acquired by and in the possession of a contractor or subcontractor (both Government furnished and contractor acquired property) under a contract pursuant to the terms of which title is vested in the Government.
Controlled Substances	<ol style="list-style-type: none">a. Any narcotic, depressant, stimulant, or hallucinogenic drug, or any other drug, other substance, or immediate precursor included in Schedules I, II, III, IV, or V of Section 2-02 of the Controlled Substances Act (21 USC 812) except chemical preparations and mixtures, and excluded substances listed in 21 CFR part 1308;b. Any other drug or substance that the Attorney General determines to be subject to control pursuant to Subchapter I of the Controlled substance Act (21 USC 801 et seq.); orc. Any other drug or substance that by international treaty, convention, or protocol is to be controlled by the United States. (definition from FPMR 101-42.001)
Cooperative Administrative Support Unit (CASU)	A Government-wide program sponsored by the President's Council on Management Improvement to provide administrative services for Federal Agencies.
Cotton or Woolen Goods	Any textile, article, or product resulting from the processing or manufacturing, in whole or in major part, of cotton or wool.
Decoration	An order, device, medal, badge, insignia, emblem, or award tendered by or received from a foreign government.
Default	A condition which occurs when a contractor fails to perform a contract in accordance with its terms. When this occurs the contractor is issued a "Notice of Default" with a set period of time in which to "cure" or correct the deficiency.

APPENDIX 1. DEFINITIONS

Disposal	The act of discarding or relinquishing responsibility and control over excess or surplus property in accordance with appropriate Government regulations through transfer, donation, sale, abandonment or destruction. (Note: Generators of hazardous waste can be held liable for improper disposal.)
Dispute	A difference of opinion arising under a contract between the contractor and the U.S. Government. Disputes are resolved in accordance with the Contract Disputes Act of 1978.
Donation	A method of disposing of surplus personal property whereby at the direction of GSA or other authorized sources, surplus property is given without reimbursement to eligible donees under regulations prescribed by the Administrator, GSA.
Donee	An entity that may be a service, educational, municipal, state, tax-exempt, or non-profit type of organization that performs governmental, public service, educational, or welfare activities and which is approved by the GSA.
Emergency Planning and Community Right-to-Know Act (EPCRA)	Act which requires development and dissemination of information to the public, particularly local communities most at risk, and the setting of goals for eliminating the acquisition, generation, or use of toxic chemicals.
Excess Personal Property	Any personal property under the control of a Federal agency which is not required for its needs and the discharge of its responsibilities.
Exchange	To replace a non-excess personal property item by trade or trade-in with the supplier of the replacement items when the value of the replaced item is used to reduce or offset the cost of the acquired item. The supplier may be a Government agency, commercial or private organization, or an individual.
Exchange/Sale Property	Personal property which is NOT EXCESS to the needs of the owning agency but which is eligible for replacement, and is exchanged or sold under the provisions of the FPMR in order to apply the exchange allowance or proceeds of sale, in whole or part payment, to the replacement of a similar item.

APPENDIX 1. DEFINITIONS**Explosive Contaminated Property**

Property that may ignite or explode when exposed to shock, flame, sparks, or other high temperature sources due to residual explosive material in joints, angles, cracks, or around bolts. (definition from FPMR 101-42.001)

Extremely Hazardous Material

- a. Those materials which are hazardous to the extent that they generally require special handling such as licensing and training of handlers, protective clothing, and special containers and storage.
- b. Those materials which, because of their extreme flammability, toxicity, corrosivity or other perilous qualities, could constitute an immediate danger or threat to life and property and which usually have specialized uses under controlled conditions.
- c. Those materials which have been determined by the holding agency to endanger public health or safety or the environment if not rendered innocuous before release to other agencies or to the general public. (definition from FPMR 101-42.001)

Fair Market Value

The best estimate of the gross proceeds that would be recovered if the property were to be sold by competitive bid.

Federal Property Management Regulations (FPMR)

The Government regulations issued by the General Services Administration to govern and guide Federal agencies relative to management and control of property.

Firearms

Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon or any firearm muffler or firearm silencer; or any destructive device. This term does not include an antique firearm. (definition from FPMR 101-42.001) Note: Firearms are considered dangerous property.

Foreign Excess Personal Property

Any excess personal property located outside the United States, the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and the Virgin Islands.

APPENDIX 1. DEFINITIONS

- Forfeited Property** Personal property acquired by a Federal agency either by summary process or by order of a court of competent jurisdiction pursuant to any law of the United States.
- Freeze** The process of reserving, at a holding activity or at the controlling GSA regional office, an item of excess personal property that has been requested by a user or has been selected by a GSA AUO or other GSA representative to fulfill an existing or known requirement.
- Gift** A tangible or intangible present (other than a decoration) tendered by or received from a foreign government.
- Hazardous Material** Property that is deemed a hazardous material, chemical substances or mixture, or hazardous waste under the Hazardous Materials Transportation Act (HMTA), the Resource Conservation and Recovery Act (RCRA), or the Toxic Substances Control Act (TSCA). Generally, hazardous materials have one or more of the following characteristics:
- a. Has a flash point below 200 F (93.3 C), closed cup, or is subject to spontaneous heating (spontaneously combusting);
 - b. Is subject to polymerization with the release of large amounts of energy when handled, stored, or shipped without adequate controls;
 - c. In the course or normal operations, may produce fibers, dusts, gases, fumes, vapors, mists, or smokes which have one or more of the following characteristics:
 - (1) Causes 50% fatalities to test animals below 500 mg/kg of test animal weight when a single oral dose LD50 is used;
 - (2) Is a flammable solid or a strong oxidizing or reducing agent;
 - (3) Causes first degree burns to skin in a short time exposure, or is systematically toxic by skin contact;

APPENDIX 1. DEFINITIONS**Hazardous Material
(continued)**

(4) Has a permissible exposure limit (PEL) below 1,000 p/m for gases and vapors, below 500 mg/mm³ for fumes, below 30 mmppcf (10 mg/m³), or 2 fibers/cm³ for dust;

(5) Causes occupational chemical dermatitis, which is any abnormality of the skin induced or aggravated by the work environment which includes but is not limited to primary irritant categories, allergic sensitizers, and photo sensitizers;

- d. Is radioactive to the extent it requires special handling;
- e. Is a recognized carcinogen according to OSHA regulations at 29 CFR part 1910; or
- f. Possesses special characteristics which in the opinion of the holding agency could be hazardous to health, safety, or the environment if improperly handled, stored, transported, disposed of, or otherwise improperly used. (definition from FPMR 101-42.001)

Hazardous Waste

Those materials or substances, the handling and disposal of which are governed by 40 CFR part 261 (definition from FPMR 101-42.001).

- a. In general, hazardous materials are hazardous wastes when one or both of the following is true:
 - (1) They have passed through the disposal cycle without having successfully been reutilized, transferred, donated, or sold, and the holding agency declares an intent to discard.
 - (2) They are no longer usable for their intended purpose, a valid alternate purpose, or resource recovery.
- b. In general, solid non-hazardous wastes, as defined at 40 CFR 261.2, become hazardous wastes when:
 - (1) They exhibit one or more of the characteristics of ignitability, corrosivity, reactivity, or EP toxicity; or

APPENDIX 1. DEFINITIONS

Hazardous Waste (continued)

(2) They are predetermined hazardous wastes upon generation as listed in 40 CFR part 261, subpart D.

- c. Hazardous materials having an expired shelf life shall be reclassified as hazardous wastes if required by Federal and/or State environmental laws or regulations. Before such reclassification, the shelf life may be extended if supported by results of tests and recertification performed by authorized personnel in accordance with applicable regulations.
- d. The transportation of hazardous wastes (including pre-transport preparation requirements) is governed by EPA regulations in 40 CFR 262.30 through 262.33, 40 CFR Part 263, and the DOT regulations in 49 CFR part 171 through 180.

In addition, the EPA definition of solid hazardous wastes includes any discarded solid, semi-solid, liquid, or contained gaseous materiel as defined in 40 CFR 261.2

Historical Item

Property having added value for display purposes because its historical significance is greater than the fair market value of the item for continued use. Items that are commonly available and remain in use for their intended purposes such as military aircraft, still in use by active or reserve units, would not be regarded as historical items.

Holding Agency

The executive agency (e.g., FAA) which has accountability for the property involved.

Identical Bids

Two or more bids which are found to be the same as to unit price or total amount.

Increment Bids

A method of bidding that permits bidders to select the number of units, from a single line item, in the quantity desired. Increment bids may be permitted when a large quantity of identical items, in identical manufacturer's pack, and in unused condition, are available for sale. This method may be used only when these criteria are present.

Inspection

The critical examination of material by any means to verify quantity, to determine condition, or to compare actual characteristics with those given in applicable specifications.

APPENDIX 1. DEFINITIONS

Inspection Period	That period of time designated to permit prospective bidders an opportunity to inspect property advertised, if they so desire. This is a legal requirement.
Intangible Personal Property	Property including, but not limited to, such classes of items as patents, patent rights, processes, techniques, inventions, copyrights, negotiable instruments, money orders, bonds, shares of stock, and similar evidences of value, except as, in a given case or class of cases, may be excluded by GSA.
Lead-Containing Paint	Paint or other similar surface coating material that contains lead or lead compounds in excess of 0.06 percent of the weight of the total nonvolatile content of the paint or the weight of the dried paint film. (definition from FPMR 101-42.001)
Line Item	A single line entry on a reporting form which indicates a quantity of personal property located at any one activity having the same description, condition code, and unit cost.
No Commercial Value	A determination that property has neither utility nor monetary value (either as an item or as scrap).
Nonappropriated Fund Property	Property acquired by religious or morale, welfare or recreational activities, post exchanges, ship stores, military officer or enlisted clubs, veterans' canteens, and similar activities with funds generated by Government employees and their dependents for operation of these activities. Such property is not Federal property.
Noncertified Electronic Property	Any electronic product for which there is an applicable radiation safety performance standard prescribed or hereafter prescribed by the Food and Drug Administration (FDA) under 21 CFR part 1020, and which the manufacturer has not certified as meeting such standard. The noncertification may be due to either (a) manufacture of the product before the effective date of the standard or (b) the product was exempted from the applicable standard and is so labeled. (definition from FPMR 101-42.001)
Non-Responsive Bid	A bid received in response to an IFB which fails to conform with some critical element of the IFB.

APPENDIX 1. DEFINITIONS

Nuclear Regulatory Commission (NCR)- Controlled Materials

Those materials the possession, use, and transfer of which are subject to the regulatory controls of the NRC pursuant to the Emergency Reorganization Act of 1974. The materials are defined as follows:

- a. Byproduct materials means any radioactive material (except special nuclear material) yielded in or made radioactive by exposure to the radiation incident to the process of producing or utilizing special nuclear material. (See 10 CFR part 30.)
- b. Source material means uranium or thorium, or any combination thereof, in any physical or chemical form, or ores which contain by weight, one-twentieth of one percent (0.05%) or more of uranium, thorium, or any combination thereof. Source material does not include special nuclear material. (See 10 CFR part 40.)
- c. Special nuclear material means plutonium, uranium 233, uranium enriched in the isotope 233 or in the isotope 235, any other materials which the NRC, pursuant to the Atomic Energy Act of 1954 (68 Stat. 919), including any amendments thereto, determines to be special nuclear material, or any material artificially enriched by any of the foregoing, but does not include source material. (see 10 CFR part 70, definition from FPMR 101-42.001)

Personal Property

Any property, except real property, records of the Federal Government, and naval vessels of the following categories: Battleships, cruisers, aircraft carriers, destroyers, and submarines.

Project Grant

A grant made for a specific purpose and with a specific termination date.

Public Agency

Any State; political subdivision thereof, including any unit of local government or economic development district; any department, agency, or instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions; multijurisdictional substate districts established by or pursuant to State law, or any Indian tribe, band, group, pueblo, or community located on a State reservations.

APPENDIX 1. DEFINITIONS

Public Body	Any State, Territory, or possession of the United States, or any political subdivision thereof, the District of Columbia, the Commonwealth of Puerto Rico, or American Samoa, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands, any agency, or instrumentality of any of the foregoing, or any Indian tribe.
Reagent	Any hazardous material which is used to detect or measure another substance or to convert one substance into another by means of the reactions it causes. (definition from FPMR 101-42.001)
Recycling	A series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.
Recyclability	The ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.
Related Personal Property	Any personal property which: <ul style="list-style-type: none"> a. Is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common-use items, including but not limited to general-purpose furniture, utensils, office machines, office supplies, or general-purpose vehicles, are not considered to be related personal property; or b. Is determined by GSA to be related to the real property.
Resource Conservation and Recovery Act (RCRA)	The act which regulates solid and hazardous wastes and their generation, transport, treatment, storage, and disposal.
Reutilization	The act of transferring excess personal property internally within FAA or among Federal agencies to fill current or future authorized requirements in lieu of new procurements.

APPENDIX 1. DEFINITIONS

Sale	A method of disposing of surplus personal property, whether by GSA or at the direction of GSA or other authorized source, interest or ownership in the property is exchanged for monetary reimbursement to the U.S. Treasury.
Sale Item	An item of personal property specified in an IFB which, under the terms of the invitation, is open to a separate contract award.
Salvage	Personal property having value greater than its basic material content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or other Federal agency), and its repair or rehabilitation for use as a unit is clearly impractical. Repairs or rehabilitation estimated to cost in excess of 65% of acquisition cost would be considered "clearly impracticable" for purposes of this definition.
Scrap	Personal property that has no value except for its basic material content.
Screening	The act of comparing requirements with available excess or surplus personal property (either by the scanning of descriptive data, by physical examination of the property, or by using on-line computer queries or want lists), in order to obtain maximum utilization.
Screening Period	For reportable excess property, it is the calendar days from the day following receipt of a report in the appropriate GSA office to and including the day specified as the surplus release date. For nonreportable property, it is the calendar days from the day following the date of the determination by the holding agency that the property is available for screening as excess, to and including the day specified as the surplus release date.
Service Education Activity	Any educational activity designated by the Secretary of Defense as being of special interest to the armed services; e.g., maritime academies or military, naval, Air Force, or Coast Guard preparatory schools.
State Agency for Surplus Property	An agency in each State designated under State law as responsible for the fair and equitable distribution within the State of all donations of surplus personal property to public agencies and eligible nonprofit, tax-exempt activities.

APPENDIX 1. DEFINITIONS

Surplus	Any excess personal property which GSA has determined is not required for the needs and the discharge of the responsibilities of any and all Federal agencies.
Surplus Release Date	The predetermined date on which Federal utilization screening of excess personal property is terminated and the property is then available for disposition as surplus.
Unrequired Personal Property	Personal property which has been determined unneeded on a particular project or in a particular FAA custodial area or region and is thus available for regional or FAA-wide screening (includes returned government-furnished or contractor-acquired personal property).
Upset Price	The confidential amount which has been determined by the SCO to be the estimated fair market value for a given item or lot of personal property for use in evaluating bids.
Want List	A projection of known or expected requirements for equipment, supplies, or materials which are needed by an FAA office to replace obsolete, worn-out, or currently authorized and budgeted items to support operations or programs.

APPENDIX 2. ACRONYMS

AAF	Airway Facilities Service
ACT	FAA Technical Center
AEE	Office of Environment and Energy
AFS	Flight Standards Service
AIA	Office of International Aviation
AIR	Aircraft Certification Service
AIT	Office of Information Technology
AMC	Mike Monroney Aeronautical Center, AMC
AMP	Office of Facility Management, AMC
APML	Associate Program Manager of Logistics
APP	Office of Airport Planning and Programming
ASDE	Airport Surface Detection Equipment
ASR	Airport Surveillance Radar
ASU	Office of Acquisitions
ATCBI	Air Traffic Control Beacon Interrogators
ATV	All Terrain Vehicle
AUO	Area Utilization Officer
AVN	Aviation System Standards
BDE	Beacon Decoder Equipment
CA Type	Civil Aviation (pre-FAA) numbers

APPENDIX 2. ACRONYMS

CASU	Cooperative Administrative Support Unit
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CFC	Chlorofluorocarbons
CFR	Code of Federal Regulations
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DME	Distance Measuring Agency
DOC	Department of Commerce
DOD	Department of Defense
DOS	Department of State
DOT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know-Act
F&E	Facilities and Equipment
FA Type	Federal Aviation (post CAA) Numbers
FAA	Federal Aviation Administration
FAALC	FAA Logistics Center
FAX	Facsimile
FDA	Food and Drug Administration
FDEP	Flight Data Entry and Printout

APPENDIX 2. ACRONYMS

FEDSTRIP	Federal Standard Requisitioning and Issue Procedure
FEMA	Federal Emergency Management Agency
FIP	Federal Information Processing
FPMR	Federal Property Management Regulations
FSC	Federal Supply Classification
FSG	Federal Supply Group
GSA	General Services Administration
HMIS	Hazardous Materials Information System
IFB	Invitation for Bid
ILS	Instrument Landing System
IPT	Integrated Product Team
IRM	Information Resource Management
LIS	Logistics and Inventory System
LMS	Logistics Management Specialist
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NAILS	National Airspace Integrated Logistics Support
NAS	National Airspace System
NRC	Nuclear Regulatory Commission
NSN	National Stock Number
OAC	Original Acquisition Cost
OF	Optional Form

APPENDIX 2. ACRONYMS

OPAC	On-line Payment and Collections
OSHA	Occupational Safety and Health Administration
PASS	Professional Airways Systems Specialist
PCB	Polychlorinated biphenyl
PDO	Property Disposal Officer
PMO	Property Management Officer
PR	Procurement Request
RCRA	Recourse Conservation and Recovery Act
RDBE	Radar Bright Display Equipment
RIS	Report Identification Symbol
RML	Radar Microwave Links
SCO	Sales Contracting Officer
SCREEN	Screen by Computer and Request Excess by Electronic Notification
SF	Standard Form
SIRMO	Senior IRM Official
SL	Shelf Life
TACAN	Tactical Air Navigation
TO	Troy Ounce
TSCA	Toxic Substances Control Act
TSSC	Technical Support Service Contract
UI	Unit of Issue

APPENDIX 2. ACRONYMS

U.S.	United States
USC	United States Code
USD	Utilization, Screening, and Disposition
VOR	Very High Frequency Omni Directional Range
VORTAC	Very High Frequency Omni Directional Range TACAN
ZIP	Zone Improvement Plan

APPENDIX 3. FORMS**INDEX. Part A. Forms specifically identified within the order**

Figure	Form No.	Form Title
1	SF 122	Transfer Order - Excess Personal Property. NSN's 7540-00-159-4837 and 7540-00-965-2415
2	FAA Form 4650-12	Material Requisition/Issue/Receipt, NSN 0052-00-691-8001
3	SF 126	Report of Sale, NSN 7540-00-900-9859
4	SF 120	Report of Excess Personal Property, NSN 7540-00-634-4074
5	SF 123	Transfer Order Surplus Personal Property. NSN 7540-00-965-2415
6	GSA Form 27	Notice of Award
7	SF 1081	Voucher and Schedule of Withdrawals and Credits, NSN 7540-00-634-4234
8	GSA Form 2452	Sales Register
9	GSA Form 2912	Bidder Registration
10	SF 114c	Sale of Government Property-General Sale Terms and Conditions NSN 7540-00-753-4688
11	SF 114c-4	Sale of Government Property-Special Auction Conditions
12	SF 114c-3	Sale of Government Property-Special Spot Bid Conditions
13	SF 114	Sale of Government Property - Bid and Award
14	SF 114a	Sale of Government Property - Item Bid Page - Sealed Bid
15	SF 114b	Sale of Government Property - Item Bid Page - Sealed Bid
16	SF 114c-1	Sale of Government Property - Special Sealed Bid Conditions
17	SF 114c-2	Sale of Government Property - Special Sealed Bid - Term Conditions
18	OF 16	Sale of Government Personal Property, NSN 7540-00-753-4941

APPENDIX 3. FORMS

INDEX. Part B. Sale related forms not specifically identified within the order

Figure	Form No.	Form Title
19	GSA Form 687	Register of Remittances Received
20	GSA Form 1650	Sale of Government Personal Property
21	GSA Form 2451	Bid Card
22	GSA Form 2465	Notice of Appeal
23	GSA Form 2554	Sale - Sealed Bid
24	GSA Form 2555-A	Sales Letter (No Deposit Required)
25	GSA Form 2555-R	Personal Property Sales (Item Bid Page)
26	GSA Form 2931	Item Number Card (Vehicle)
27	GSA Form 2831	Item Number Card
28	GSA Form 3195	Sale of Government Property - Sealed Bid
29	GSA Form 3196	Sale of Government Property - Auction
30	GSA Form 3197	Sale of Government Property - Spot Bid
31	OF 15	Sale of Government Property (Poster), NSN 7540-00-473-5482
32	SF 97	Certificate of Release of a Motor Vehicle, NSN 7540-00-634-4047
33	SF 114d	Sale of Government Property - Amendment of Invitation for Bids/ Modification of Contract
34	SF 114f	Sale of Government Property - Item Bid Page - Spot Bid or Auction

APPENDIX 3. FORMS

FIGURE 1. Transfer Order - Excess Personal Property, SF 122

STANDARD FORM 122 JULY 87 GEN. SERV. ADMIN. PRINTED BY GPO: 1987-3-358 PRICE BY GPO: 75-25-250		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1. ORDER NO. 2. DATE	
3. TO: GENERAL SERVICES ADMINISTRATION			4. ORDERING AGENCY (Full name and address)			
5. HOLDING AGENCY (Name and address)			6. SHIP TO (Company and destination)			
7. LOCATION OF PROPERTY			8. SHIPPING INSTRUCTIONS			
9. ORDERING AGENCY APPROVAL SIGNATURE _____ DATE _____			10. APPROPRIATION SYMBOL AND TITLE			
TITLE			11. ALLOTMENT		12. GOVERNMENT BAL. NO.	
13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY USE (a)	ITEM NO. (b)	DESCRIPTION (Include item name, FIC Group and Class, Condition Code and, if available, Federal Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
14. GSA APPROVAL		SIGNATURE	TITLE		DATE	
FOR GSA USE ONLY	AGENCY AND LOCATION		FIC	CONDITION	SOURCE CODE	
	AGENCY	STATE				
25-75 © U.S. GOVERNMENT PRINTING OFFICE: 1973-325-074						

APPENDIX 3. FORMS

FIGURE 2. Materiel Requisition/Issue/Receipt, FAA Form 4650-12

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	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP	QQ	RR	SS	TT	UU	VV	WW	XX	YY	ZZ	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL	MM	NN	OO	PP

APPENDIX 3. FORMS

FIGURE 3. Report of Sale, SF 126

REPORT OF PERSONAL PROPERTY FOR SALE							PAGE 1	OF 1
1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)			2. REPORT NO.		3. DATE			
			4. FPC GROUP		5. TOTAL ACQUISITION COST			
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)			7. PROPERTY LOCATED AT					
8. TO General Services Administration			9. LOAD- SIC BY GOV'T		a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXTENT IF CHECKED "YES"			
			10. PROPERTY IS EXCHANGEABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO		11. PROPERTY IS REIMBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO			
12. SEND DISCUSSED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)			13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)					
			14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER					
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE			BY (SIGNATURE AND TITLE)					
16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)								
ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST			
					PER UNIT (f)	TOTAL (g)		
17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED				18. RECEIPT OF REPORT IS HEREBY ACKNOWLEDGED				
SIGNATURE AND TITLE		DATE		SIGNATURE AND TITLE		DATE		
FOR GSA INTERNAL USE ONLY								
19. SALE NO.		20. TYPE OF SALE		21. INSPECTION DATES		22. BID OPENING DATE AND TIME		

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STANDARD FORM 126 (REV. 7-76)
Prescribed by GSA, FPMR (41 CFR) 101-49.303

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FIGURE 4. Report of Excess Personal Property, SF 120

PAGE 1 OF _____

STANDARD FORM 120 REV. APRIL 1967 GSA GEN. ADMIN. FORM (41 CFR) 101-11.602		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO.	2. DATE MAILED	3. TOTAL COST \$	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		a. ORIGINAL b. CORRECTED	c. PARTIAL W/S d. TOTAL W/S	(Also check "e" and/or "f" if appropriate)		e. OVERSEAS f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU				6. APPROV. OR FUNDS TO BE REIMBURSED (if any)			
7. FROM (Name and Address of Reporting Agency)				8. REPORT APPROVED BY (Name and Title)			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)				10. AGENCY APPROVAL (if applicable)			
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)				12. GSA CONTROL NO.			
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (if location is to be abandoned give date)		15. REIM/REQD YES NO		16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE	
18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (g)
					PER UNIT (f)	TOTAL (h)	

STANDARD FORM 120 REV. (Use Standard Form 120A for Construction Sheets) APRIL 1967 EDITION NSN 7540-08-454-4074 120-108 PREVIOUS EDITION USABLE

APPENDIX 3. FORMS

FIGURE 5. Transfer Order Surplus Personal Property, SF 123

TRANSFER ORDER SURPLUS PERSONAL PROPERTY		1. ORDER NUMBER(S) a. _____ b. _____		FORM APPROVED OMB NUMBER 3090-0014	PAGE 1 OF _____		
2. TYPE OF ORDER <input type="checkbox"/> STATE AGENCY <input type="checkbox"/> DOD/SEA <input type="checkbox"/> FAA		3. SURPLUS RELEASE DATE	4. SET ASIDE DATE	5. <input type="checkbox"/> NON- REPORTABLE <input type="checkbox"/> REPORTABLE	6. TOTAL ACQUISITION COST		
7. TO: GENERAL SERVICES ADMINISTRATION (FPRS)*				8. LOCATION OF PROPERTY			
9. HOLDING AGENCY (Name and address)*				10. FOR GSA USE ONLY			
				SOURCE CODE <input type="checkbox"/>			
				STATE <input type="checkbox"/> <input type="checkbox"/> CITY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
				TYPE OF DONATION <input type="checkbox"/>			
				ADJUSTED ALLOCATION CODE <input type="checkbox"/>			
11. PICKUP OR SHIPPING INSTRUCTIONS*							
12. SURPLUS PROPERTY LIST							
L/I NO.	IDENTIFICATION NUMBER(S)	DESCRIPTION	DEMIL. CODE	COND. CODE	QUANTITY AND UNIT	ACQUISITION COST	
						UNIT	TOTAL
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
13. TRANSFEREE ACTION Transferee certifies and agrees that transfers and donations are made in accordance with 41 CFR 101-44, and to the terms, conditions, and assurances as specified on this document.		a. TRANSFEREE (Name and address of State Agency, SEA, or public airport)*		b. SIGNATURE AND TITLE OF STATE AGENCY OR DONEE REPRESENTATIVE		c. DATE	
				b. SIGNATURE OF HEAD OF THE SEA (Signatures of National Headquarters)		c. DATE	
14. ADMINISTRATIVE ACTION I certify that the administrative actions pertinent to this order are in accordance with 41 CFR 101-44 and as specified on this document have been and are being taken.		a. DETERMINING OFFICER (DOD or FAA)*		b. SIGNATURE OF DETERMINING OFFICER		c. DATE	
		a. GSA APPROVING OFFICER		b. SIGNATURE OF APPROVING OFFICER		c. DATE	

* Please include "ZIP Codes" in all address blocks.
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STANDARD FORM 123 (Rev. 6-6)
Prescribed by GSA
FPMR (41 CFR) 101-44.110

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FIGURE 6. Notice of Award, GSA Form 27

GENERAL SERVICES ADMINISTRATION NOTICE OF AWARD (SALE OF GOVERNMENT-OWNED PERSONAL PROPERTY)		100087
1 2 3 4	1. OWNING AGENCY OR REPORTING OFFICE	2. DATE
		3. INVITATION NO.
		4. CONTRACT NO.
		5. AGENCY FILE REFERENCE
A 1 2 3 4	6. PURCHASER	7. APPROPRIATION FUND SYMBOL AND TITLE
		8. STATION DEPOSIT SYMBOL OR ACCOUNT NO.
		9. SIGNATURE OF CONTRACTING OFFICER

Your bid for this property has been accepted. Payment of balance due, when indicated below, must be received along with return of free copy No. 2, and property must be removed by dates specified in this contract. Upon receipt of full payment, yellow copy No. 7 will be forwarded to you to present to custodian as his authority to release the property.

10. ITEM NO.	11. DESCRIPTION	12. QUANTITY	13. UNIT	14. UNIT PRICE	15. AMOUNT
A					
B					
16. DEPOSIT RECEIVED		17. BALANCE DUE GOVERNMENT		18. REFUND TO PURCHASER (IF ANY)	
B		B		B	
19. PURCHASER MUST REMOVE PROPERTY BY (DATE)				20. TOTAL \$	

A

23. CUSTODIAN

1
2
3
4

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APPENDIX 3. FORMS

FIGURE 7. Voucher and Schedule of Withdrawals and Credits, SF 1081

STANDARD FORM 1081
Revised September 1982
Department of the Treasury
IFORM 2-2500

VOUCHER AND SCHEDULE
OF WITHDRAWALS AND CREDITS

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING _____		Transaction Date _____	
		Document No. 567576	
CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)	Billing Agency Voucher No.
DEPARTMENT BUREAU ADDRESS		DEPARTMENT BUREAU ADDRESS	
SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
(MUST AGREE WITH BILLING AGENCY TOTAL)	TOTAL	(MUST AGREE WITH CUSTOMER AGENCY TOTAL)	TOTAL

Details of charges or reference to attached supporting documents

BILLING AGENCY CONTACT:
PREPARED BY _____
APPROVED BY _____
TELEPHONE NO. _____

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

(Date)

(Telephone No.)

(Authorized administrative or certifying officer)

NSN 7540-00-634-4224
PREVIOUS EDITION NOT USABLE

Original - Forward To Customer For Payment

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FIGURE 9. Bidder Registration, GSA Form 2912

BIDDER REGISTRATION	IDENTIFICATION NUMBER	
<p>SUBJECT TO THE GENERAL SALES TERMS AND CONDITIONS (STANDARD FORM 14C) AND ANY SPECIAL TERMS AND CONDITIONS APPLICABLE TO THIS SALE, I, THE UNDERSIGNED (for bidder number identified above), OFFER AND AGREE TO PURCHASE ALL ITEMS AWARDED TO ME ON THIS SALE AS REGISTERED.</p>	<p><i>Print below the name of person, or business (firm, or institution) that is to appear on the lists. THIS CANNOT BE CHANGED AFTER AWARD IS MADE.</i></p>	
	<p>NAME</p>	
	<p>NUMBER AND STREET (Room or box no., if applicable)</p>	
	<p>CITY, STATE AND ZIP CODE</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">SIGNATURE OF PERSON REGISTERED</td> <td style="width: 30%;">TELEPHONE NO. AND AREA CODE</td> </tr> </table>	SIGNATURE OF PERSON REGISTERED
SIGNATURE OF PERSON REGISTERED	TELEPHONE NO. AND AREA CODE	
<p>GENERAL SERVICES ADMINISTRATION GSA FORM 2912 (6-75) U.S.GPO:1975-0-210-964/83</p>		

APPENDIX 3. FORMS

FIGURE 10. Sale of Government Property -
General Sale Terms and Conditions, SF 114c

DO NOT RETURN WITH BID

SALE OF GOVERNMENT PROPERTY GENERAL SALE TERMS AND CONDITIONS	INVITATION FOR BIDS NO.	PAGE
--	-------------------------	------

1. INSPECTION.

The Bidder is invited, urged, and cautioned to inspect the property prior to submitting a bid. Property will be available for inspection at the places and times specified in the Invitation.

2. CONDITION AND LOCATION OF PROPERTY.

Unless otherwise provided in the Invitation, all property listed therein is offered for sale "as is" and "where is." Unless otherwise provided in the Invitation, the Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of any of the property, or its fitness for any use or purpose. Except as provided in Conditions No. 12 and 14 or other special conditions of the Invitation, no request for adjustment in price or for rescission of the sale will be considered. *This is not a sale by sample.*

3. CONSIDERATION OF BIDS.

(a) Unless otherwise provided in the Invitation, telegraphic or telephonic bids will not be considered.

(b) The Bidder agrees that his bid will not be withdrawn within the period of time specified for the acceptance thereof following the opening of bids (60 calendar days if no period is specified by the Government or by the Bidder, but not less than 10 calendar days in any case) and that during such period his bid will remain firm and irrevocable. The Government reserves the right to reject any or all bids, including bids under which a Bidder would take unfair advantage of the Government or other Bidders, to waive any technical defects in bids, and unless otherwise specified by the Government or by the Bidder, to accept any one item or group of items in the bid, as may be in the best interest of the Government. Unless the Invitation otherwise provides, a bid covering any listed item must be submitted on the basis of the unit specified for that item and must cover the total number of units designated for that item.

4. FORMS OF BID DEPOSITS AND PAYMENTS.

Unless otherwise provided in the Invitation, bid deposits (when required by the Invitation) and payments shall be in U.S. currency or any form of credit instruments other than promissory notes, made payable on demand in U.S. currency. *Provided*, That unscrupulous personal or business checks must be first party instruments. *Provided further*, That if in connection with any prior sale, the Bidder or Purchaser tendered an unscrupulous personal or business check which was not paid by the drawee for any reason and the Bidder, Purchaser, and the Drawer of the check were so notified in writing by the selling agency, unscrupulous personal or business checks will not be an acceptable form of bid deposit or payment. Bids submitted after the effective date specified in the written notification referred to which are not accompanied by the property bid deposit will be summarily rejected.

5. BID PRICE DETERMINATION.

When bids are solicited on a unit price basis, Bidders will insert their unit prices and total prices in the space provided for each item.

(a) In the event the Bidder inserts a total price on the item but fails to insert a unit price, the Government will determine the unit price by dividing the total price by the quantity of the item set out in the Invitation. The unit price so determined shall be used for the purpose of bid evaluation, award, and all phases of contract administration.

(b) When bids are solicited on a "lot" basis, Bidders should submit a single total price in the Total Price Bid column of the bid sheet. Bidders should not make any entry in the Unit Price Bid column. In the event a Bidder submits a total bid price and also a unit bid price which are not identical, the unit bid price will not be considered.

6. PAYMENT.

The Purchaser agrees to pay for property awarded to him in accordance with the prices quoted in his bid. Subject to any adjustments made pursuant to other provisions of this contract, payment of the full purchase price, after applying the total bid deposit, if any, must be made within the time specified in the Invitation and prior to delivery of any of the property. If an adjustment is made requiring additional payment, such payment must be made immediately upon notice of such adjustment. In the absence of any debts owed to the selling agency, where the total sum becoming due to the Government from the Purchaser on a contract awarded to him under the Invitation is less than the total amount deposited with his bid, the difference will be promptly refunded and also, deposits accompanying bids which are not accepted will be promptly

refunded to the Bidder. No refund or demands will be made for any amount less than one dollar (\$1).

7. TITLE.

Unless otherwise provided in the Invitation, title to the property sold hereunder shall vest in the Purchaser as and when removal is effected. On all motor vehicles and motor-propelled or motor-drawn equipment requiring licensing by a State motor vehicle regulatory agency, a certificate of release, Standard Form 97, will be furnished for each vehicle and piece of equipment unless otherwise provided in the Invitation.

8. DELIVERY, LOADING, AND REMOVAL OF PROPERTY.

(a) Unless otherwise provided in the Invitation, the Purchaser shall be entitled to obtain the property upon full payment thereof with delivery being made only from the exact place where the property is located within the installation. The Purchaser must make all arrangements necessary for packing, removal, and transportation of property. The Government will not act as liaison in any fashion between the Purchaser and carrier, nor will the Government recommend a specific common carrier. Loading will only be performed as set forth in the Invitation, and unless otherwise provided in the Invitation, loading will not be performed on Saturdays, Sundays, Federal holidays, or any day that the installation where the property is located is closed. Where it is provided that the Government will load, the Government will make the initial placement of the property on conveyance(s) furnished by the Purchaser and the initial placement on the Purchaser's conveyance shall be as determined by the Government. Unless otherwise provided in the Invitation, the Government will not block, chock, brace, lash, bend, or in any other manner secure the cargo on such conveyance(s) furnished by the Purchaser.

(b) Where it is provided in the Invitation that the Government will not load or that the Purchaser will load, the Purchaser will make all arrangements and perform all work necessary to effect removal of the property. The Purchaser shall remove the property at his expense within the period of time allowed in the Invitation. If the Contracting Officer determines that the failure to remove the property within the period of time originally allowed arose out of causes beyond the control and without the fault or negligence of the Purchaser, such determination shall be reduced to writing, and a reasonable extension of time for removal shall be allowed. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather. If the Purchaser is permitted to remove the property after the expiration of the time originally allowed for removal or any additional time allowed by the Contracting Officer pursuant to this clause, the Government, without limiting any other rights which it may have, may require the Purchaser to pay a reasonable storage charge. The Purchaser shall reimburse the Government for any damage to Government property caused during the removal operations by the Purchaser or his authorized representative.

(c) Items purchased under the Invitation will be released only to the Purchaser or his authorized representative. The authorized representative must furnish authorization from the Purchaser to the Custodian of the property location before any delivery or release will be made. When property is described as being boxed, packed, crated, skidded, or in containers, the Government does not warrant that the property, as packaged, is suitable for shipment.

(d) Segregation, calling, or selection of property for the purpose of effecting partial or incremental removals will not be permitted except as specifically authorized and prescribed by the Government.

9. DEFAULT.

If, after the award, the Purchaser breaches the contract by failure to make payment within the time allowed by the contract as required by Condition No. 6, or by failure to remove the property as required by Condition No. 8, then the Government may send the Purchaser a 15-day written notice of default (calculated from date of mailing), and upon Purchaser's failure to cure such default within that period (or such further period as the Contracting Officer may allow) the Purchaser shall lose all right, title, and interest which he might otherwise have acquired in and to such property as to which a default has occurred. The Purchaser agrees that in the event he fails to pay for the property or remove the same within the prescribed period(s) of time, the Government shall be entitled to retain (or collect) or liquidated damages a sum equal to the greater of (a) 20 percent of the purchase price of the item(s) as to which the default has occurred, or (b) \$25, or the purchase price of such item(s) if the

FORM 7540-00-753-0000

110-000

STANDARD FORM 114C
REVISED 6-85
Prescribed by GSA
FPMR (41 CFR) 101-11.3

(TERMS AND CONDITIONS COMPLETELY REVISED)

APPENDIX 3. FORMS

FIGURE 10. Sale of Government Property -
General Sale Terms and Conditions, SF 114c

(page 2)

purchase price is less than \$25. *Provided*, That in the event of multiple awards of items under a single invitation for Bids, the amount to be charged, if the minimum charge provided for in (b) above is applicable, shall be determined by the total purchase price reflected in the award documents. *Provided further*, That the maximum sum which may be recovered by the Government as damages for failure of the Purchaser to pay for and remove the property shall be the formula amount. The Government shall specifically apprise the Purchaser, either in its original notice of default (or in separate subsequent written notice), that upon the expiration of the period prescribed for curing the default, the formula amount will be retained (or collected) by the Government as liquidated damages. However, if the property was sold on a "per lot" basis and the Purchaser removes a portion of the lot but fails to remove the balance, no portion of the purchase price will be refunded. If the Purchaser otherwise fails in the performance of his obligations, the Government may exercise such rights and may pursue such remedies as are provided by law or under the contract.

10. SETOFF OF REFUNDS.

The Bidder or Purchaser agrees that the selling agency may use all or a portion of any bid deposit or refund due him to satisfy, in whole or in part, any debts arising out of prior transactions with the Government.

11. INTEREST.

Notwithstanding any other provision of this contract, unless paid within 30 calendar days from the date of first written demand, all amounts that become payable by the Purchaser to the Government under this contract shall bear simple interest at the rate which has been established by the Secretary of the Treasury as provided in Section 12 of the Contract Disputes Act of 1978 (Public Law 95-265), from the date of first written demand until paid.

12. ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT.

Unless otherwise provided in the invitation, when property is sold by a unit other than "weight," the Government reserves the right to vary the quantity ordered or delivered to the Purchaser by 10 percent, when the property is sold by "weight," the Government reserves the right to vary the weight ordered or delivered to the Purchaser by 25 percent. The purchase price will be adjusted upward or downward in accordance with the unit price and on the basis of the quantity or weight actually delivered. Unless otherwise specifically provided in the invitation, no adjustment for such variation will be made where property is sold on a "price for the lot" basis.

13. WEIGHING, SWITCHING, AND SPOTTING.

Where weighing is necessary to determine the exact purchase price, the Purchaser shall arrange for and pay all expenses of weighing the property (unless Government scales are available on the premises). All weighing and spotting charges shall be paid by the Purchaser unless such services are performed with Government-owned or Government-operated locomotives on Government property. When removal is by truck, weighing shall be under the supervision of the Government and at its option on: (a) Government scales, (b) certified scales, or (c) other scales acceptable to both parties. When removal is by rail, weighing shall be on railroad track scales, or by other means acceptable to the railroad for freight purposes.

14. RISK OF LOSS.

Unless otherwise provided in the invitation, the Government will be responsible for the care and protection of the property subsequent to its being available for inspection and prior to its removal. Any loss, damage, or destruction occurring during such period will be adjusted by the Contracting Officer to the extent it was not caused directly or indirectly by the Purchaser, its agents, or employees. At the discretion of the Contracting Officer, the adjustment may consist of rescission. With respect to losses only, in the event the property is offered for sale by the "lot," no adjustment will be authorized under this provision unless the Government is notified of the loss prior to removal from the immediate of any portion of the lot with respect to which the loss is claimed.

15. LIMITATION ON GOVERNMENT'S LIABILITY.

Except for reasonable packing, loading, and transportation costs (such as packing, loading, and transportation costs being recoverable only when a return of property or Government car is specifically authorized in writing by the Contracting Officer) the measure of the Government's liability in any case where liability of the Government to the Purchaser has been established shall not exceed refund of such portion of the purchase price as the Government may have received.

16. ORAL STATEMENTS AND MODIFICATIONS.

Any oral statement or representation by any representative of the Government, changing or supplementing the invitation or contract or any Condition thereof, is unauthorized and shall confer no right upon the Bidder or Purchaser. Further, no interpretation of any provision of the

contract, including applicable performance requirements, shall be binding on the Government unless furnished or agreed to, in writing, by the Contracting Officer or his designated representative.

17. COVENANT AGAINST CONTINGENT FEES.

(a) The Purchaser warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency," as used in this clause, means an established commercial or selling agency, maintained by a Purchaser for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee," as used in this clause, means a person, employed by Purchaser and subject to the Purchaser's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee," as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence," as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

18. OFFICIALS NOT TO BENEFIT.

No member of or Delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit arising from it. However, this clause does not apply to this contract to the extent that this contract is made with a corporation for the corporation's general benefit.

19. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION.

(a) The Purchaser certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Purchaser or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the Purchaser, directly or indirectly, to any other Purchaser or competitor before bid opening (in the case of a formally advertised solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the Purchaser to include any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the Purchaser's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2)(i) Has been authorized, in writing, to act as agent for the principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(ii) As an authorized agent, does certify that the principals have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the Purchaser deletes or modifies subparagraph (a)(2) above, the Purchaser must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

20. ASSIGNMENTS OF CONTRACTS.

Any contract awarded under the invitation is subject to the provisions of 41 U.S.C. 15 which generally precludes assignment of such contract.

21. CLAIMS LIABILITY.

The Bidder or Purchaser agrees to save the Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, costs and attorneys' fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property and injuries, illness or disabilities to or death of any and all persons whatsoever, including

APPENDIX 3. FORMS

FIGURE 10. Sale of Government Property -
General Sale Terms and Conditions, SF 114c
(page 3)

members of the general public, or to the property of any legal or political entity including State, local and interstate bodies, in any manner caused by or contributed to by the Bidder or Purchaser, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of or subject to the control of the Bidder or Purchaser, its agents, servants or employees after the property has been removed from Government control.

22. WITHDRAWAL OF PROPERTY AFTER AWARD.

The Government reserves the right to withdraw for its use any or all of the property covered by this contract, if a bona fide requirement for the property develops or exists prior to actual removal of the property from Government control. In the event of a withdrawal under this condition, the Government shall be liable only for the refund of the contract price of the withdrawn property or such portion of the contract price as it may have received.

23. ELIGIBILITY OF BIDDERS.

The Bidder warrants that he is not: (a) under 18 years of age; (b) an employee of an agency of the Federal Government (either as a civilian or as a member of the Armed Forces of the United States, including the United States Coast Guard, on active duty) prohibited by the regulations of that agency from purchasing property sold hereunder; (c) an agent or immediate member of the household of the employee in (b), above. For breach of this warranty, the Government shall have the right to annul this contract without liability.

24. REQUIREMENTS TO COMPLY WITH APPLICABLE LAWS AND REGULATIONS.

It is the Bidder's responsibility to ascertain and comply with all applicable Federal, State, local, and multi-jurisdictional laws, ordinances, and regulations pertaining to the registration, licensing, handling, possession, transportation, transfer, export, processing, manufacture, sale, use or disposal of the property listed in the Invitation. Purchasers or users of this property are not excused from any violation of such laws or regulations either because the United States is a party to this sale or has had any interest in the property at any time.

25. DEFINITIONS.

As used herein, the following terms shall have the meaning set forth below:

(a) "Telegraphic bid" and "telegraphic notice" include bids and notices by telegram or by mailgram.

(b) "Contracting Officer" means the person accepting the bid in whole or in part on behalf of the Government, and any other officer or civilian employee who is a properly designated Contracting Officer, and includes, except as otherwise provided in this contract, the authorized representative of a Contracting Officer acting within the limits of the representative's authority.

(c) A "small business concern" for the purpose of the sale of Government-owned property is a concern which can qualify under the small business classification criteria referenced in 13 CFR § 121.3-9.

APPENDIX 3. FORMS

FIGURE 11. Sale of Government Property -
Special Auction Conditions, SF 114c-4

DO NOT RETURN WITH BID		
SALE OF GOVERNMENT PROPERTY SPECIAL AUCTION CONDITIONS	INVITATION FOR BIDS NO.	PAGE

A. SUBMISSION OF BIDS AND AWARD.

(a) The Auctioneer will offer each numbered item separately. Bidders will communicate the amount of their bids either orally or by such other means as may be recognized by and acceptable to the Auctioneer. Unless otherwise provided in the Invitation, bid offers will not be recognized from any person not properly registered and where applicable issued a numbered paddle.

(b) All items cataloged by weight, count or measure will be sold in like units unless specifically changed by announcement by the Auctioneer. The Government reserves the right to sell in such units or groups thereof as it deems most expedient. Items will not be subdivided or grouped unless specific announcement is made.

(c) The Auctioneer's "knocking down" an item will constitute an award by the Contracting Officer to the successful Purchaser for each item except as otherwise herein specifically provided.

(d) In the event of a dispute as to the amount bid, item or item number, and/or paddle number of a Bidder, the Contracting Officer reserves the right to reoffer the item in question. Once an item is "knocked down" the Purchaser may not withdraw the bid.

(e) Records of the Government, certified by the Contracting Officer, as to name and number of the Bidder, the bid, and amount thereof shall be prime facie evidence of the circumstances of the sale, and all disagreements will be resolved in accordance with such records.

(f) Special provisions made by the Bidder will not be acceptable and will be cause for rejection of bids. The General Sale Terms and Conditions (Standard Form 114C) and Special Conditions of Sale constitute a part of the contract of sale between the Government and the Purchaser. All Bidders acknowledge (b)

signing the registration card) that they have full and complete understanding of the terms and conditions, and agree to be bound thereby.

B. PARTIAL PAYMENTS.

(a) Unless full payment is required, the successful Bidder for any item must make a partial payment on the day of the sale of at least 20% of the total amount awarded him.

(b) Full or partial payments shall be made in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C).

(c) In the event the successful Bidder has on file an approved Deposit Bond-Annual, Sale of Government Personal Property (Standard Form 151), that deposit bond may be used in lieu of the 20% partial payment required in subparagraph (a), above, when its use is authorized as an acceptable form of partial payment in the Invitation. Deposit Bond-Individual Invitations, Sale of Government Personal Property (Standard Form 150), is also acceptable if it has been approved in advance by the selling agency, when its use is authorized as an acceptable form of partial payment in the Invitation.

(d) The Purchaser agrees that in the event he fails to make partial payment on the day of the sale, as required by this clause, the contract price shall be increased in a sum equal to 5% of the amount of the required partial payment which remained unpaid on the date of sale for each day that the amount remains unpaid not to exceed 20% of such amount. Such amount will be considered paid at such time as payment is deposited in the mail or with a telegraph company.

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APPENDIX 3. FORMS

FIGURE 12. Sale of Government Property -
Special Spot Bid Conditions, SF 114c-3

DO NOT RETURN WITH BID		
SALE OF GOVERNMENT PROPERTY SPECIAL SPOT BID CONDITIONS	INVITATION FOR BIDS NO.	PAGE

A. MAILED-IN OR HAND-CARRIED BIDS.

Unless otherwise provided in the Invitation, mailed-in or hand-carried bids will not be considered.

B. BID DEPOSIT.

In the event mailed-in or hand-carried bids are provided for in the Invitation and a bid deposit is required, such bids must be accompanied by a bid deposit of 20% of the total amount bid and must be in the possession of the Contracting Officer by the time and date set forth in the Invitation. Bid deposits shall be in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C), Deposit Bond-Individual Invitation, Sale of Government Personal Property (Standard Form 150) properly executed or reference to an approved Deposit Bond-Annual, Sale of Government Personal Property (Standard Form 151) are acceptable when their use is authorized as acceptable forms of bid deposit in the Invitation. Any such bid which is not timely supported by an acceptable bid deposit may be rejected as non-responsive. Any bid deposit received after the time and date set forth in the Invitation for the receipt of bids will be considered in the same manner as late bids.

C. MODIFICATION OR WITHDRAWAL OF BIDS.

(Applicable only when mailed-in or hand-carried bids are authorized by the terms and conditions of the Invitation.)

(a) Bids may be modified or withdrawn by written or telegraphic notice and a bid also may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is prior to the exact time for the start of the sale.

(b) Where a bid deposit is required by the Invitation, any bid modification which increases the amount of a bid already submitted or which submits bids on items not previously bid on must provide for an additional bid deposit.

D. CONSIDERATION OF LATE BIDS, MODIFICATIONS, OR WITHDRAWALS.

(Applicable only when mailed-in or hand-carried bids are authorized by the terms and conditions of the Invitation.)

(a) Mailed-in or hand-carried bids or modifications or withdrawals thereof, must be in the possession of the Contracting Officer by the time and date set forth in the Invitation. Any mailed-in bid or modification or withdrawal thereof, received after the time and date set forth in the Invitation for receipt of bids will not be considered unless received by the Contracting Officer before the time set for the start of the sale, was mailed and in fact delivered to the address specified in the Invitation in sufficient time to have been received by the Contracting Officer by the time and date set forth in the Invitation for receipt of bids, and, except for delay attributable to personnel of the sales office or their designees, would have been received on time. In no event will mailed-in bids or modifications or withdrawals, be considered if received by the Contracting Officer after the time set for the start of the sale, regardless of the cause of delay.

(b) Any hand-carried bid or modification not received by the Contracting Officer by the exact time set for the receipt of bids will not be considered, regardless of the cause of the delay. The foregoing sentence does not, however, preclude the submission of bids from the floor, item by item, as the sale progresses.

E. SUBMISSION OF BIDS AND AWARD.

Each numbered item will be offered separately by requesting bids from the floor which may be submitted by means of a bid card showing the item number, unit bid price, registrant's number and signature of the Bidder. After announcement is made that bidding for that item is closed, no further bids will be accepted for that item. Bids submitted from the floor will be compared with mailed-in or hand-carried bids (if authorized) to determine the high bid. Award of each item offered will be made to the highest responsible and responsive Bidder, item by item, as the sale progresses unless the Contracting Officer specifically announces that the award of a particular item must be delayed. Awards so delayed will be made on a later date by mailing or otherwise furnishing a notice of award to the successful Bidder. The amount of the high acceptable bid, and the name or registration number of the successful Bidder will be publicly announced. All awards publicly announced will be confirmed in writing. In the event that all bids are rejected, the amount of the high bid received will be publicly announced. Items for which all bids have been rejected may be resold during the sale or at a later date at the discretion of the Contracting Officer. Qualified, Go-in, all-or-none or combination bids will not be acceptable and will be rejected as non-responsive.

F. PARTIAL PAYMENTS.

(a) Payment shall be made as required within the time set forth in the Invitation, except that whenever mailed-in or hand-carried bids are authorized and a bid deposit is required, the successful Bidder present at the sale must make a partial payment on the day of the sale of at least 20% of the total amount awarded to him.

(b) Full or partial payments shall be made in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C).

(c) In the event the successful Bidder has on file an approved Deposit Bond-Annual, Sale of Government Personal Property (Standard Form 151), that deposit bond may be used in lieu of a 20% partial payment required in subparagraph (a), above, when its use is authorized as an acceptable form of partial payment in the Invitation. Deposit Bond-Individual Invitation, Sale of Government Personal Property (Standard Form 150) is also acceptable, if it has been approved in advance by the selling agency and its use authorized as an acceptable form of partial payment in the Invitation.

(d) The Purchaser agrees that in the event he fails to make partial payment on the day of the sale, as required by this clause, the contract price shall be increased in a sum equal to 1% of the amount of the required partial payment which remained unpaid on the date of the sale for each day that the amount remains unpaid not to exceed 20% of such amount. Such amount will be considered paid at such time as payment is deposited in the mail or with a overnight company.

APPENDIX 3. FORMS

FIGURE 13. Sale of Government Property -
Bid and Award, SF 114

RETURN WITH BID

SALE OF GOVERNMENT PROPERTY—BID AND AWARD		INVITATION FOR BIDS NO.	PAGE NO.	FORM APPROVED OMB NO. 28-R0022
ISSUED BY		ADDRESS YOUR BID TO		
FOR INFORMATION CONTACT (Name & tel. no.)		BIDS WILL BE OPENED AT (Place, date and time)		

Sealed bids in _____ copy(ies) for purchasing any or all items listed on the accompanying schedule, will be received at the place designated above until the date and time specified above and at that time publicly opened, subject to: (1) The General Sale Terms and Conditions, SF 114C, (_____ edition) and Special Sealed Bid Conditions, SF 114C-1, (_____ edition) ; Special Sealed Bid-Term Conditions SF 114C-2, (_____ edition) ; all incorporated herein by reference; and such other special terms and conditions attached or incorporated herein by reference and identified as _____ (Copies of these forms, unless attached hereto, are on file at the issuing office and will be made available upon request.) (2) BID DEPOSIT IS NOT REQUIRED: IS REQUIRED IN AN AMOUNT NOT LESS THAN _____% OF THE TOTAL BID, MADE PAYABLE TO:

(3) Bidder is required to pay for any or all of the items listed on the Item Bid page(s) as part of this Bid, at the price set opposite each item, within _____ calendar days after date of award, and to remove the property within _____ calendar days after date of award by the Government.

BID (This section to be completed by the Bidder)

In compliance with the above, the undersigned offers and agrees, if this Bid is accepted within _____ calendar days (60 calendar days if no period is specified by the Government or the Bidder, but not less than 10 calendar days in any case) after date of Bid opening, to pay for and remove the property. The total amount of the Bid(s) is \$ _____ and attached is the bid deposit, when required by the Invitation, in the form(s) of _____ in the amount of \$ _____.

BIDDER REPRESENTS THAT: (Check appropriate boxes)

(1) He/She has, has not, inspected the property on which he/she is bidding.

(2) He/She is, is not, an individual or a small business concern. (See CFR, Title 13, Chapter 1 Part 121, Sec. 121.3-9, for the definition of small business.) (Complete the following only if the total amount of the bid(s) exceeds \$25,000.)

(3) (a) He/She has, has not, employed or retained any company or person (other than a full-time, bona fide employee working solely for the Bidder) to solicit or secure this contract, and (b) he/she has, has not, paid or agreed to pay any company or person (other than a full-time, bona fide employee working solely for the Bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract; and agrees to furnish information relating to (a) and (b), above, as requested by the Contracting Officer. (For interpretation of the representation, including the term "bona fide employee," see CFR, Title 41, Subpart 101-45.3.)

NAME AND ADDRESS OF BIDDER (Block, zip, city & ZIP Code) <i>(Type or print)</i>		SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS BID	
TELEPHONE NUMBER: BIDDER IDENTIFICATION NO. (if applicable)		BIDDER'S NAME & TITLE <i>(Type or print)</i>	DATE OF BID

ACCEPTANCE BY THE GOVERNMENT (This section for Government use only)

ACCEPTED AS TO ITEMS NUMBERED	UNITED STATES OF AMERICA	DATE OF ACCEPTANCE
	BY <i>(Contracting Officer)</i>	
TOTAL AMOUNT	CONTRACT NUMBER(S)	NAME AND TITLE OF CONTRACTING OFFICER

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APPENDIX 3. FORMS

FIGURE 16. Sale of Government Property -
Special Sealed Bid Conditions, SF 114c-1

DO NOT RETURN WITH BID		
SALE OF GOVERNMENT PROPERTY SPECIAL SEALED BID CONDITIONS	INVITATION FOR BIDS NO.	PAGE

A. BID DEPOSITS.

When a bid deposit is required by the Invitation, all bids must be accompanied by such deposit in the amount of 20% of the total amount bid which must be in the possession of the Contracting Officer by the time set for bid opening. Bid deposits shall be in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C), Deposit Bond-Individual Invitation, Sale of Government Personal Property (Standard Form 130) properly executed or, when provided for in the Invitation, reference to an approved Deposit Bond-Annual, Sale of Government Personal Property (Standard Form 131) are acceptable in lieu of the form of deposit authorized in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C). Any bid which is not timely supported by an acceptable bid deposit may be rejected as non-responsive. Any bid deposit received after bid opening will be considered in the same manner as late bids.

B. MODIFICATION OR WITHDRAWAL OF BIDS.

Bids may be modified or withdrawn by written or telegraphic notice and a bid also may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid. Where a bid deposit is required by the Invitation, any modification which increases the amount of a bid already submitted or which submits bids on items not previously bid upon must provide for an increased bid deposit.

C. CONSIDERATION OF LATE BIDS, MODIFICATIONS, OR WITHDRAWALS.

Bids and modifications or withdrawals thereof, must be in the possession of the Contracting Officer by the time set for bid opening. Any bid, modification, or withdrawal received after the time set for bid opening will not be considered unless received by the Contracting Officer prior to award, was mailed (or telegraphed where authorized) and in fact delivered to the address specified in the Invitation for Bids in sufficient time to have been received by the Contracting Officer by the time and date set forth in the Invitation for the bid opening, and, except for delay attributable to personnel of the sales office or their designees, would have been received on time. In no event will hand-carried bids or withdrawals be considered if delivered to the Contracting Officer after the exact time and date set for bid opening. However, a modification which makes the terms of the otherwise successful bid more favorable to the Government will be considered at any time it is received prior to award and may be accepted.

D. AWARD OF CONTRACT.

The contract will be awarded to that responsible Bidder whose bid conforming to the Invitation will be most advantageous to the Government, price and other factors considered. A written award mailed (or otherwise furnished) to the successful Bidder within the time for acceptance provided in the Invitation shall be deemed to result in a binding contract without any further action by either party.

NO. 1979-07-000-104

STANDARD FORM 114C-1
JAN. 1979 EDITION
General Services Administration
FORM (41 CFR) 101-11.3
114-000

APPENDIX 3. FORMS

FIGURE 17. Sale of Government Property
Special Sealed Bid - Term Conditions, SF 114c-2

DO NOT RETURN WITH BID		
SALE OF GOVERNMENT PROPERTY SPECIAL SEALED BID—TERM CONDITIONS	INVITATION FOR BIDS NO.	PAGE
<p>A. BID DEPOSITS.</p> <p>All bids must be accompanied by a bid deposit which must be in the possession of the Contracting Officer by the time set for bid opening. Bid deposits shall be in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C). Unless otherwise provided in the Invitation, a bid deposit of 20% of the estimated total contract price is required on sales not exceeding one year; sales exceeding one year's duration will require a bid deposit computed at 20% of the total price estimated for one year's removal of property. Deposit Bond—Individual Invitations, Sale of Government Personal Property (Standard Form 150), or Deposit Bond—Annual, Sale of Government Personal Property (Standard Form 151) are NOT acceptable as bid deposits. In accordance with Condition No. 6 of the General Sale Terms and Conditions entitled "Payment" (Standard Form 114C), the 20% bid deposit submitted by the Purchaser will be retained by the Government and applied against the last delivery effected under the contract. At the option of the successful bidder, a Performance Bond (Standard Form 25) may be substituted by the successful bidder for his bid deposit at any time after notification of award of the contract. Any bid which is not timely supported by a proper bid deposit may be rejected as non-responsive. Any bid deposit received after bid opening will be considered in the same manner as late bids.</p> <p>B. MODIFICATION OR WITHDRAWAL OF BIDS.</p> <p>Bids may be modified or withdrawn by written or telegraphic notice and a bid also may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid. Any bid modification which increases the amount of a bid already submitted or which submits bids on items not previously bid on must provide for an increased bid deposit.</p> <p>C. CONSIDERATION OF LATE BIDS, MODIFICATIONS, OR WITHDRAWALS.</p> <p>Bids and modifications or withdrawals thereof, must be in the possession of the Contracting Officer by the time set for bid opening. Any bid, modification, or withdrawal received after the time set for bid opening will not be considered unless received by the Contracting Officer prior to award, was mailed (or telegraphed where authorized) and in fact delivered to the address specified in the Invitation for Bids in sufficient time to have been received by the Contracting Officer by the time and date set forth in the</p>	<p>Invitation for the bid opening, and, except for delay attributable to personnel of the sales office or their designees, would have been received on time. In no event will hand-carried bids or withdrawals be considered if delivered to the Contracting Officer after the exact time and date set for bid opening. However, a modification which makes the terms of the otherwise successful bid more favorable to the Government will be considered at any time it is received prior to award and may be accepted.</p> <p>D. ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT.</p> <p>Condition No. 12, General Sale Terms and Conditions (Standard Form 114C) is modified to authorize the Government to vary in quantity or weight delivered by 30% from the quantity or weight listed in the Invitation.</p> <p>E. TERMINATION.</p> <p>Unless otherwise provided in the Invitation, this contract may be terminated by either party without cost to the Government: upon 30 days' written notice to the other, to be calculated from the date the notice is mailed.</p> <p>F. FAILURE TO PERFORM.</p> <p>In the event the Purchaser fails to make payment as required by Condition No. 6, General Sale Terms and Conditions (Standard Form 114C), or fails to remove the property as required by Condition No. 8, General Sale Terms and Conditions, and fails to cure the default within the time allowed by the notice given in accordance with Condition No. 9, General Sale Terms and Conditions, the Purchaser will lose all right, title and interest which he may otherwise have acquired in and to the property as to which a default occurred and said Condition No. 9 is modified to provide that the Government shall be entitled to retain or collect as liquidated damages a sum equal to 20% of the contract price for the quantity estimated to be generated within a 30-day period.</p> <p>G. AWARD OF CONTRACT.</p> <p>The contract will be awarded to that responsible Bidder whose bid conforming to the Invitation will be most advantageous to the Government, price and other factors considered. A written award, mailed (or otherwise furnished) to the successful Bidder within the time for acceptance provided in the Invitation shall be deemed to result in a binding contract without any further action by either party.</p>	

STANDARD FORM 114c-2
MAY 1970 EDITION
General Services Administration
GPO: 1981 O-181-463
114-000

119

APPENDIX 3. FORMS

FIGURE 18. Poster, Sale of Government Property, OF-16

SALES SLIP		NO1316648
SALE OF GOVERNMENT PERSONAL PROPERTY		
SELLING AGENCY		DATE OF SALE
BUYER'S NAME AND ADDRESS		SALE NO.
		REGISTRATION NO. (if any)
ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY		DATE
ITEM OR LOT NO.	DESCRIPTION	PRICE
REIMBURSABLE ACCOUNT NO. (if any)		TOTAL AMOUNT
PAYMENT RECEIVED FOR CASH	BY (Signature)	PAID ON DATE OF SALE
	BY (Signature and Date)	BALANCE DUE
<p>NOTICE TO BUYER</p> <p>This copy is to be retained by the buyer. When full payment is made, this copy will be so marked. An additional copy will be issued to the property custodian authorizing release of the property. Sign the release copy when the property is received. Please note the deadline date for final payment and removal of property indicated above. This sales slip is accepted subject to the General Sale Terms and Conditions of SF 114-C, a copy of which is on file and will be made available upon request.</p>		
1. BUYER'S COPY		OPTIONAL FORM 16 DECEMBER 1966 GSA Circular No. 230

APPENDIX 3. FORMS

FIGURE 20. Sale of Government Personal Property,
GSA Form 1650

SALE OF GOVERNMENT PERSONAL PROPERTY (No Deposit Required)		1. DATE	2. REGION
3. INVITATION FOR BIDS NO.			
This office is offering for sale the following property, "as - is, where - is" on a competitive bid basis. This offering is subject to the General Sale Terms and Conditions (Standard Form 114C, _____ edition), and Special Sealed Bid Conditions (Standard Form 114C-1, _____ edition) which are incorporated herein by reference, and such other special terms and conditions as may be enclosed hereto. A copy of Standard Form 114C and Standard Form 114C-1 are on file and will be made available upon request.			
4. ITEM NO.	5. DESCRIPTION	6. QUANTITY	
7. PROPERTY LOCATION		8. NAME OF CUSTODIAN	
		9. TELEPHONE NO.	
INSPECTION AND BID PERIOD INFORMATION			
10. INSPECTION		11. BID PERIOD	
A. DATES	B. HOURS	A. DATES	B. HOURS
12. PAYMENT AND REMOVAL OF PROPERTY - Payment shall be made as prescribed in Condition No. 4, Standard Form 114C, _____ edition. Bidder is required to pay for any or all of the items listed on the bid form as part of this bid at the price set opposite each item, within _____ calendar days after date of award, and to remove the property within _____ calendar days after date of award by the Government.			
13. INSTRUCTIONS AND ADDITIONAL SPECIAL TERMS AND CONDITIONS			
14. BIDS MUST BE RECEIVED BY (Day and hour)		15. OFFICE, SALES BRANCH, PERSONAL PROPERTY DIVISION	
THIS IS YOUR BID FORM. Detach or remove line and send this portion to the address shown below.		16. INVITATION FOR BIDS NO. AND BID OPENING DATE	
YOUR ENVELOPE MUST SHOW THE INVITATION FOR BIDS NUMBER		▶	
17. Subject to the terms and conditions of this sale, I hereby submit bids on the following			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.
18. DO YOU REPRESENT YOURSELF AS AN INDIVIDUAL OR A SMALL BUSINESS?		19. HAS BIDDER INSPECTED PROPERTY?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
20. SIGNATURE			
21. RETURN TO:		22. NAME (Typed or stamped)	
		23. ADDRESS (No. Street, City, State, and Zip Code)	
INVITATION FOR BIDS NO.		GSA Form 1650 (Rev. 5-87)	
GENERAL SERVICES ADMINISTRATION			

APPENDIX 3. FORMS

FIGURE 21. Bid Card, GSA Form 2451

ITEM NO.	BID CARD	AMOUNT BID \$
BIDDER'S REGISTRATION NO.		
SUBJECT TO THE GENERAL SALE TERMS AND CONDITIONS (STANDARD FORM 114C) AND ANY SPECIAL TERMS AND CONDITIONS APPLICABLE TO THIS SALE, I, THE UNDERSIGNED, OFFER AND AGREE TO PURCHASE THE ITEM DESIGNATED ABOVE AT THE PRICE INDICATED ABOVE.		
PRINT NAME AND BUSINESS FIRM	STREET ADDRESS	
SIGNATURE	CITY, STATE AND ZIP CODE	
TELEPHONE (include area code)	SALE NO.	
GENERAL SERVICES ADMINISTRATION		GSA FORM 2451 (REV. 2-72)

APPENDIX 3. FORMS

FIGURE 23. Sale - Sealed Bid, GSA Form 2554

Government
Personal
Property

Sale

Sealed Bid
Sale No.
Bid Opening



General Services Administration
Federal Supply Service

APPENDIX 3. FORMS

FIGURE 26. Item Number Card (Vehicle), GSA Form 2931

SALE
NO.

ITEM



"I _____ state that the odometer
mileage indicated on the vehicle described as item _____
is _____ miles.

I further state that the actual mileage differs from
the odometer reading for reasons other than odometer
calibration error and that the actual mileage is unknown."

GSA Form 2931 12-700

GSA Form 2931. Item Number Card

APPENDIX 3. FORMS

FIGURE 27. Item Number Card, GSA Form 2931

The diagram shows the layout of GSA Form 2931, an Item Number Card. It consists of a large rectangular frame containing the following elements from top to bottom: a rectangular box for 'SALE NO.', the word 'ITEM' in large bold letters, a large empty rectangular box, a circular seal with a central emblem, and a horizontal line at the bottom.

GSA Form 2931. Item Number Card

APPENDIX 3. FORMS

FIGURE 28. Sale of Government Property - Sealed Bid,
GSA Form 3195

General Services Administration
Comes. Symbol _____



Official Business
Penalty for Private Use \$300

POSTAGE AND FEES PAID
U. S. GENERAL SERVICES
ADMINISTRATION
GSA-391

Sale of
Government Personal Property



Sealed Bid

Sale No:

Bid Opening - Date/Time:

Bid Opening - Location:

Inspection:

APPENDIX 3. FORMS

**FIGURE 29. Sale of Government Property - Auction,
GSA Form 3196**



General Services Administration

Postage and Fees Paid
U.S. General Services Administration
GSA-361



Official Business
Penalty for Private Use \$300

**Sale of
Government Personal Property**



Auction

Sale No:

Date/Time:

Location:

Inspection:

APPENDIX 3. FORMS

FIGURE 30. Sale of Government Property - Spot Bid,
GSA Form 3197



General Services Administration

Postage and Fees Paid
U.S. General Services Administration
GSA-361



Official Business
Penalty for Private Use \$300

**Sale of
Government Personal Property**



Spot Bid

Sale No:

Date/Time:

Location:

Inspection:

APPENDIX 3. FORMS

FIGURE 31. Sale of Government Property (Poster),
OF 15

OPTIONAL FORM 15
DECEMBER 1988
GSA CIRCULAR NO. 286

SALE

**GOVERNMENT
PROPERTY**

Consisting of

By

Time and Date

at

Inspection

For Additional Information Contact

at

Refer to Sale No.

OF 15. Sale of Government Property (poster)

APPENDIX 3. FORMS

FIGURE 32. The United States Government Certificate of Release of a Motor Vehicle Delivery, SF 97

THE UNITED STATES GOVERNMENT CERTIFICATE OF RELEASE OF A MOTOR VEHICLE <small>(See instructions on reverse)</small>				CERTIFICATE NO.	
<p>The undersigned DEPARTMENT or AGENCY of the UNITED STATES GOVERNMENT certifies that the motor vehicle described herein, the property of the UNITED STATES GOVERNMENT, has been transferred this _____ day of _____ 19____, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the UNITED STATES GOVERNMENT.</p>					
TRANSFEEE (Name of dealer, individual, etc.)			ADDRESS OF TRANSFEEE (Please include ZIP code)		
TRANSFEROR (Accountable office: i.e., department or agency; suburbs and address, including ZIP code)					
MAKE OF VEHICLE	YEAR	SERIES OR MODEL	ENGINE NO. ‡	MANUFACTURER'S SERIAL NO.	
TYPE OF VEHICLE *			KIND OF BODY †		
NUMBER OF CYLINDERS	HP. (SAID) ‡	FUEL	NUMBER OF AXLES ‡	NUMBER OF DUAL WHEELS ‡	TIRES <input type="checkbox"/> SOLID <input type="checkbox"/> PNEUMATIC
WEIGHT (Shipping)	NO. OF PASSENGERS ‡	WHEELBASE ‡	MANUFACTURER'S RATED CAPACITY	SALE PRICE	

ODOMETER MILEAGE STATEMENT

Federal Regulations require you to state the odometer mileage upon transfer of ownership. An inaccurate or untruthful statement may make you liable for damages to your transferee, for attorney fees, and for civil or criminal penalties, pursuant to Sections 409, 412, and 413 of the Motor Vehicle Information and Cost Savings Act of 1972 (Public Law 92-513, as amended by Public Law 94-364). I, _____ state that to the best of my knowledge, based upon United States Government records, the odometer of the vehicle described above reads _____ miles/kilometers.

CHECK ONE BOX ONLY:

- 1. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading as stated above reflects the actual mileage of the vehicle described above.
- 2. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading as stated above reflects the amount of mileage in excess of designed mechanical odometer limit of 99,999 miles/kilometers of the vehicle described above.
- 3. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading as stated above is not the actual mileage of the vehicle described above, and should not be relied upon.

CHECK ONE BOX ONLY:

- 4. I HEREBY CERTIFY that to the best of my knowledge, the odometer of said vehicle was not altered, set back, or disconnected while in my possession and I have no knowledge of anyone else doing so.
- 5. I HEREBY CERTIFY that to the best of my knowledge, the odometer was altered for repair or replacement purposes while in my possession, and that the mileage registered on the repaired or replacement odometer was identical to that before such service.
- 6. I HEREBY CERTIFY that to the best of my knowledge, the repaired or replacement odometer was incapable of registering the same mileage, that it was reset to zero, and that the mileage on the original odometer or the odometer before repair was _____.

SIGNATURE OF TRANSFEROR'S (Seller's) REPRESENTATIVE	TITLE	DATE
SIGNATURE OF TRANSFEEE (Buyer)		DATE

* Automobile, station wagon, ambulance, truck motor or tractor, trailer, motorhome, bus, motorcycle, motor scooter, etc.
 † Automobile coupe, two- or four door sedan, truck-pickup, panel, van, cargo, glass, platform, truck-pick, utility, estate van, hearse, truck (any specialty) etc.
 ‡ Where applicable. See instructions on reverse.

STANDARD FORM 97 (REV. 3-78)
 Prescribed by GSA FPMR (41 CFR) 101-11.6-78
 Previous Edition Not Usable

APPENDIX 3. FORMS

FIGURE 33. Sale of Government Property - Amendment of Invitation for Bids/Modification of Contract, SF 114d

SALE OF GOVERNMENT PROPERTY AMENDMENT OF INVITATION FOR BIDS/MODIFICATION OF CONTRACT			
1. AMENDMENT TO INVITATION FOR BIDS NO. SUPPLEMENTAL AGREEMENT NO.		2. EFFECTIVE DATE	PAGE 1 OF PAGES
3. ISSUED BY		4. NAME AND ADDRESS WHERE BIDS ARE RECEIVED	
5. <input type="checkbox"/> AMENDMENT OF INVITATION FOR BIDS NO. <i>(See Item 6)</i>	DATED	<input type="checkbox"/> MODIFICATION OF CONTRACT NO. <i>(See Item 8)</i>	DATED
<p>6. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF INVITATIONS FOR BIDS</p> <p>The above numbered invitation for bids is amended as set forth in Item 9. Bidders must acknowledge receipt of this amendment unless indicated otherwise in Item 11 prior to the hour and date specified in the invitation for bids, or as amended, by one of the following methods:</p> <p>(a) By signing and returning _____ copies of this amendment;</p> <p>(b) By acknowledging receipt of this amendment on each copy of the bid submitted; or</p> <p>(c) By separate letter or telegram which includes a reference to the invitation for bids and amendment number.</p> <p>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR BID. If by virtue of this amendment you desire to change a bid already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the invitation for bids and this amendment, and is received prior to the opening hour and date specified.</p>			
7. ACCOUNTING AND APPROPRIATION DATA <i>(If required)</i>			
8. THIS APPLIES ONLY TO MODIFICATION OF CONTRACTS This Supplemental Agreement is entered into pursuant to authority of			
9. DESCRIPTION OF AMENDMENT/MODIFICATION <i>(Except as provided below all terms and conditions of the documents referenced in Item 5 remain in full force and effect)</i>			
<p>THE HOUR AND DATE FOR RECEIPT OF BIDS <input type="checkbox"/> IS NOT EXTENDED. <input type="checkbox"/> IS EXTENDED UNTIL _____ O'CLOCK _____</p> <p>(LOCAL TIME) DATE</p>			
10. BIDDER/PURCHASER NAME AND ADDRESS <i>(Include ZIP Code)</i>		11. <input type="checkbox"/> BIDDER IS NOT REQUIRED TO SIGN THIS DOCUMENT <input type="checkbox"/> PURCHASER IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ORIGINAL AND _____ COPIES TO THE ISSUING OFFICE	
12. SIGNATURE FOR BIDDER/PURCHASER BY _____ <i>(Signature of person authorized to sign)</i>		13. UNITED STATES OF AMERICA BY _____ <i>(Signature of Contracting Officer)</i>	
13. NAME & TITLE OF SIGNER <i>(Type or print)</i>	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER <i>(Type or print)</i>	17. DATE SIGNED

STANDARD FORM 114B
JAN. 1976 EDITION
GENERAL SERVICES ADMINISTRATION
FPMR (41 CFR) 101-11.3
114-101

APPENDIX 4. REPORTS

FIGURE 1-1.
Utilization and Disposal of Excess and Surplus Personal Property
RIS: 4610-1 (USD-generated)

LIS / UTILIZATION SCREENING AND DISPOSAL
 UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY
 FAA ANNUAL REPORT (PREVIOUS YEAR)

DATE: 10/18/95 PAGE: 1

DESCRIPTIONS			
	1. BEGINNING INVENTORY		1,379,915.56
	2. ADJUSTMENTS		0.00
	3. DETERMINED EXCESS		1,482,603.04
	4. TRANSFERS TO OTHER DEPARTMENTAL ELEMENTS		0.00
	5. TRANSFERS TO OTHER FEDERAL AGENCIES FOR REUTILIZATION		0.00
D	6. TRANSFERS TO GSA FOR PROCESSING		1,014,755.77
I	7. TRANSFERS TO OTHER FEDERAL AGENCIES FOR FURTHER		
S	PROCESSING AS EXCESS OR SURPLUS		0.00
P	8. EXPENDED TO SCRAP		471,483.00
O	9. ABANDONED OR DESTROYED		1,203,015.73
S	10. DONATION (TOTAL)		73,975.21
I	A. PUBLIC BODIES	73,975.21	
T	B. PUBLIC AIRPORTS	0.00	
I	C. EDUCATION, PUBLIC HEALTH, AND CIVIL DEFENSE	0.00	
O	D. OTHER	0.00	
N	11. SALES (TOTAL)		2,162.82
S	A. SOLD BY REPORTING DEPARTMENTAL AGENCY	0.00	
	B. SOLD BY GSA	2,162.82	
	C. SOLD BY OTHER FEDERAL AGENCIES	0.00	
	12. SALES OF SCRAP		471,483.00
	13. ENDING INVENTORY		1,089,553.07
PROCEEDS	14. PROCEEDS FROM SALE OF OTHER THAN SCRAP		225.00
FROM	15. PROCEEDS FROM SCRAP SALES		7,355.27
SALES			
	16. REASSIGNED WITHIN REPORTING DEPARTMENTAL ELEMENT		22,328.77
	17. ACQUISITION OF EXCESS		0.00

REMARKS:

APPROVING OFFICIAL NAME:

APPROVING OFFICIAL TITLE:

APPENDIX 4. REPORTS

FIGURE 1-2.
Utilization and Disposal of Excess and Surplus Personal Property
RIS: 4610-1 (DOT Form 4400.1)

DEPARTMENTAL ELEMENT		REPORT FOR FY ENDING
DESCRIPTION		Acquisition Cost (Report Dollars Only)
D I S P O S I T I O N S	1. BEGINNING INVENTORY	
	2. ADJUSTMENTS	
	3. DETERMINED EXCESS BY REPORTING DEPARTMENTAL ELEMENT DURING THIS REPORTING PERIOD	
	4. TRANSFERRED BY REPORTING DEPARTMENTAL ELEMENT TO OTHER DEPARTMENTAL ELEMENTS	
	5. TRANSFERRED DIRECTLY BY REPORTING DEPARTMENTAL ELEMENT TO OTHER FEDERAL AGENCIES FOR UTILIZATION	
	6. TRANSFERRED BY REPORTING DEPARTMENTAL ELEMENT TO GSA FOR PROCESSING	
	7. TRANSFERRED BY REPORTING DEPARTMENTAL ELEMENT TO OTHER FEDERAL AGENCIES FOR FURTHER PROCESSING (DO NOT INCLUDE TRANSFERS REPORTED ABOVE IN LINES 4 AND 6)	
	8. DECLARED SCRAP BY REPORTING DEPARTMENTAL ELEMENT	
	9. ABANDONED OR DESTROYED BY REPORTING DEPARTMENTAL ELEMENT	
	10. DONATED BY REPORTING DEPARTMENTAL ELEMENT (TOTAL)	
	a. TO PUBLIC BODIES	
	b. TO PUBLIC AIRPORTS	
	c. TO EDUCATIONAL, PUBLIC HEALTH, AND CIVIL DEFENSE	
d. TO OTHER		
11. SALES, OTHER THAN SCRAP, BY REPORTING DEPARTMENTAL ELEMENT		
12. SALES OF SCRAP BY REPORTING DEPARTMENTAL ELEMENT		
13. ENDING INVENTORY		
P R O C E E D S F R O M S A L E S	14. PROCEEDS FROM SALE OF PROPERTY OTHER THAN SCRAP (SOLD BY REPORTING DEPARTMENTAL ELEMENT OR ITS AGENT)	
	15. PROCEEDS FROM THE SALE OF SCRAP (SOLD BY REPORTING DEPARTMENTAL ELEMENT OR ITS AGENT)	
P R O P E R T Y R E A S S I G N E D W I T H I N R E P O R T I N G D E P A R T M E N T A L E L E M E N T	16. PROPERTY REASSIGNED WITHIN REPORTING DEPARTMENTAL ELEMENT	
	17. ACQUISITION OF EXCESS PROPERTY BY REPORTING DEPARTMENTAL ELEMENT (DO NOT INCLUDE ACQUISITIONS FROM OTHER DEPARTMENTAL ELEMENTS)	
REMARKS.		
APPROVED		
TYPED NAME & TITLE OF APPROVING OFFICIAL	SIGNATURE	DATE

APPENDIX 4. REPORTS

**FIGURE 1-3.
Utilization and Disposal of Excess and Surplus Personal Property
RIS: 4610-1 SALES SECTION**

FSG	No. Line Items Sold	Acquisition Cost	Proceeds	Cost of Conducting Sale

This addendum to RIS 4610-1 is required to fulfill a FPMR requirement to report the cost of conducting a FAA sales program. For each FAA conducted sale when FAA elected to sell property in lieu of GSA (citing one of the alpha reimbursable codes). The cost column is to include all costs associated with the sale: salaries, advertising, contract costs, etc.

APPENDIX 4. REPORTS

**FIGURE 2.
Report of Exchange and Sale of Personal Property
RIS: 4830-1**

Reporting Activity _____

FY Ending _____

PART I - DOMESTIC EXCHANGE/SALE ACTIVITY

A.

FSG	Line Items Sold	Proceeds of Sale	Cost of Sales*

B.

FSG	Line Items Exchanged	Exchange Allowance

C. Total acquisition cost for property acquired from any source, other than new property which was subsequently sold/exchanged after placing in use less than one year **\$**

D. Total acquisition cost for historical items exchanged **\$**

PART II - FOREIGN EXCHANGE/SALE ACTIVITY - Same format

*This is required to fulfill a FPMR requirement to report the cost of conducting a FAA sales program. Include information for each FAA conducted sale when FAA elected to sell property in lieu of GSA (citing one of the alpha reimbursable codes). The cost column is to include all costs associated with the sale: salaries, advertising, contract costs, etc.

05/31/96

4800.2C
Appendix 4

APPENDIX 4. REPORTS

FIGURE 3. Annual Report of Excess Property Furnished to Recipients other than Federal Agencies RIS: 4830-3

Subject: **INFORMATION:** Annual Report of Excess
Property Furnished to Recipients Other than
Federal Agencies

Date: NOV 28 1994

From: Acting Manager, Materiel Management
Division, ALM-300

Reply to
Attn. of:

To: Director of Administrative Services and
Property Management, M-40
ATTN: M-44

The Federal Aviation Administration submits a negative annual report of excess property furnished to recipients other than Federal agencies for the fiscal year ended September 30, 1994.

Any questions should be directed to Ms. Marion Carlson, ALM-300, on extension 79686.

Mark Bishop

cc: ALM-1/300/MCarlson
File: 4800-2.3
WP: C:\WINDATA\WINWORD\nonfed.doc

ALM-300:MCarlson:mc:202 267-9686:11/28/94

APPENDIX 5 SPECIAL PROPERTY DISPOSAL CATEGORIES
41 CFR Chapter 101 (7/1/95 Edition)**CAVEAT**

The information contained in this appendix is based on the CFR, Chapter 101, issued July 1, 1995. These excerpts, along with other information relating to hazardous materials and wastes, based on various laws and regulations contain the "latest" available information at the time of this order's publication. Because legal requirements are subject to change based on new or revised laws and regulations, these citations are provided as information only. Any questions relating to this information should be directed to one of the agency's safety and environmental organizations, such as:

Office of Environment and Energy, AEE
Facility Environment and Safety Division, AEE-200
Policy and Regulatory Division, AEE-300
Airway Facilities Service, AAF
Engineering and Environmental Safety Division, ANS-500
Regional Program Managers for Environmental and Safety
Mike Monroney Aeronautical Center, AMC
Environmental, Safety, and Aeronautical Center Operations Division, AMP-100
FAA Technical Center, ACT
Environmental Section, Plant Engineering and Operations Branch, ACT-434

APPENDIX 5 SPECIAL PROPERTY DISPOSAL CATEGORIES
41 CFR Chapter 101 (7/1/95 Edition)

FIGURE 1. Federal Supply Classes and Groups Which Contain a Significant Number of Hazardous Items

Federal supply class/FP	Title	Examples of hazardous materials requiring identification
1370	Pyrotechnics	Warning flares, fire starter.
1376	Detonation materials	Explosive devices.
2650	Vehicle power transmission components	Items containing asbestos.
2659	Vehicle brake steering, axle, wheel, and track components	Items containing asbestos.
2660	Vehicle furniture and accessories	Items containing asbestos.
2664	The rebuilding and tire and tube repair materials	Items containing asbestos or toxic compounds.
2665	Engines, turbines, and components	Items containing metallic sodium.
Group 26	Engine accessories	Engine valves containing metallic sodium.
Group 28	Mechanical power transmission equipment	Equipment containing hazardous hydraulic fluids including PCBs.
Group 30	Metalworking machinery	Equipment containing hazardous hydraulic fluids including PCBs.
Group 34	Gas welding, heat cutting, and metalizing equipment	Compressed gases.
3433	Miscellaneous welding, soldering and brazing supplies and accessories	Hazardous items such as cleaners, acids, flux and supplies that contain or produce hazardous fumes.
3438	Flammable or toxic lithographic solutions.	
3610	Printing, duplicating, and bookbinding equipment	Items that produce hazardous fumes.
3665	Gas generating and dispensing systems, fixed or mobile	Flammable or toxic coating compounds.
3680	Foundry machinery, related equipment and supplies	Items which involve oxygen, or compressed gases, or contain emitting charges.
4240	Safety and rescue equipment	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, light deck compound.
6810	Mineral construction materials, bulk	Asbestos cloth which has loose fibers or particles that may become airborne and materials containing formaldehyde.
6860	Wallboard, building paper, and thermal insulation materials	Circuit cooler items that contain gases that are regarded as hazardous to the earth's ozone layer.
6820	Radio and television communication equipment, except airborne.	Recording tape cleaners that contain hazardous cleaning fluids.
6835	Sound recording and reproducing equipment	Items that contain polychlorinated biphenyls (PCBs) or sulfuric acid.
6910	Capacitors	Items that contain polychlorinated biphenyls (PCBs).
6915	Filters and networks	Items that contain radioactive material.
6920	Fuses and lightning arresters	Items that contain radioactive material.
6925	Circuit breakers	Items containing radioactive materials.
6930	Switches	Kits that contain flammable chemicals.
6935	Connectors, electrical	Items containing polychlorinated biphenyls (PCBs).
6940	Coils and transformers	Items that contain radioactive isotopes and require warning labels and magnetron tubes which require special precautions when being prepared for air shipment.
6945	Electron tubes and associated hardware	Items containing radioactive materials.
6950	Headsets, handsets, microphones, and speakers	Items containing flammable solvents.
6970	Electrical insulators and insulating materials	Items containing asbestos.
6975	Electrical hardware and supplies	Items containing asbestos.
6985	Antennas, waveguides, and related equipment	Control plates that contain beryllium.
6990	Miscellaneous electrical and related electronic components	Power factor capacitors containing PCBs.
Group 61	Electric wire and power and distribution equipment	Transformers containing PCBs.
6130	Transformers: Distribution and power station	Lead-acid, lithium and mercury batteries and alkaline (with electrolyte).
6135	Batteries, primary	Items that are wet or moist containing corrosive or other hazardous compounds.
6140	Batteries, secondary	Insulated wire containing asbestos.
6145	Wire and cable, electrical	Items that contain mercury.
6200	Electric portable and hand lighting equipment	Items that contain wet batteries.
6205	Electric lamps	Items that contain mercury.
6240	Non-electrical lighting fixtures	Items that contain mercury.
6260	Miscellaneous signal and security detection systems	Items that contain wet batteries or radioactive material.
6320		

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FIGURE 1. Federal Supply Classes and Groups Which
Contain a Significant Number of Hazardous Items
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Federal supply class/group	Title	Examples of hazardous materials requiring identification
8005	Drugs, biologicals and official reagents	Hazardous items as defined in § 101-42.301.
8006	Medicated cosmetics and relatives	Hazardous items as defined in § 101-42.301 subject to DOT Hazardous Materials Regulations.
8010	Surgical dressing materials	Items containing flammable solvents.
8020	Dental instruments, equipment, and supplies	Items containing flammable solvents, mercury, or asbestos.
8085	X-ray equipment and supplies: medical, dental, veterinary	Items containing hazardous chemicals, solvents.
8086	Electrical and electronic properties measuring and testing instruments.	Items containing radioactive materials.
8040	Laboratory equipment and supplies	Items containing flammable compounds, mercury, or asbestos.
8085	Pressure, temperature, and humidity and measuring and controlling instruments.	Items containing mercury or compressed gases.
6740	Photographic	Items containing radioactive compounds.
6760	Photographic supplies	Items containing hazardous chemicals, solvents, thinners, and cosmetics.
6760	Photographic sets, kits and outfits	Items containing hazardous chemicals, solvents, thinners, and cosmetics.
7380	Sets, kits, and outfits: food preparation and serving	Items containing compressed gases such as the extinguishers.
7810	Office supplies	Hazardous items, such as thinners, cleaning fluids, flammable liquids, and varnishes.
8405	Outerwear, men's	Maintenance kits containing flammable solvents.
8410	Outerwear, women's	Maintenance kits containing flammable solvents.
8415	Clothing, special purpose	Maintenance kits containing flammable solvents.
8465	Individual equipment	Maintenance kits containing flammable solvents.
8510	Perfumes, toilet preparations, and powders	Shipping containers, and pressurized containers with flammable or nonflammable propellants.
8550	Toilet soap, shaving preparations, and dentifrices	Shipping containers, pressurized containers with flammable or nonflammable propellants.
8720	Fertilizers	Items containing weed and pest control or other harmful ingredients or because of their composition, are hazardous.
9380	Miscellaneous fabricated nonmetallic materials	Items containing flammable solvents or asbestos.
9500	Soldiers' articles and matches	Lighter fuel and matches only.
9800	Memorials; ceremonial and mortuary equipment and supplies	Items containing formaldehyde or its solutions.

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FIGURE 2. Asbestos

§101-42.1102-1 Asbestos.

(a) *General.* (1) Asbestos is the common name for a group of natural minerals that occur as masses of compact or relatively long silky fibers. The Environmental Protection Agency classified asbestos as a hazardous air pollutant in 1972.

(2) Friable asbestos materials contain more than one percent asbestos by weight and can, by hand pressure, be crumbled, pulverized, or reduced to powder, thus allowing for potential release of asbestos fibers into the air.

(3) Nonfriable asbestos materials cannot, when dry, be crumbled, pulverized, or reduced to powder by hand pressure and contain asbestos which is bonded or otherwise rendered unavailable for release into the atmosphere through normal usage. However, cutting, sanding, crushing, or performing some other disruptive action on items containing nonfriable asbestos can release asbestos fibers into the air.

(4) As noted in this §101-42.1102-1, property containing friable asbestos normally shall not be transferred, donated, or sold. Notwithstanding these provisions, holding agencies may, on a case-by-case basis, request approval from the GSA Central Office (which will consult with EPA) to transfer, donate, or sell such property if, in the judgement of the holding agency, special circumstances warrant such action.

(b) *Utilization requirements.* (1) Excess personal property known to contain friable asbestos shall not be reported to GSA nor transferred among Federal agencies except as noted in §101-42.206(c) or paragraph (a)(4) of this section. GSA regional offices shall return any reports of excess property containing friable asbestos to the holding agency with instructions to dispose of the property under paragraph (e) of this section.

(2) Excess personal property containing nonfriable asbestos shall be reported and processed in the normal manner, as provided for in part 101-43, except that:

(1) The Standard Form (SF) 120, Report of Excess Personal Property, and SF 122, Transfer Order, Excess Personal Property, and any other appropriate documentation shall include the following warning:

WARNING

This property contains asbestos. Inhaling asbestos fibers may cause cancer. Do not release fibers by cutting, crushing, sanding, disassembling, or otherwise altering this property. End users and new owners, if transferred, should be warned. OSHA standards for personnel protection are codified at 29 CFR 1910.1001. EPA disposal standards are codified at 40 CFR part 763.

(1) Immediately after excess determination, all items of personal property known to contain nonfriable asbestos shall be labeled with a warning substantially as follows:

WARNING

This property contains asbestos. Inhaling asbestos fibers may cause cancer. Do not release fibers by cutting, crushing, sanding, disassembling, or otherwise altering this property.

(c) *Donation requirements.* (1) Surplus personal property containing friable asbestos shall not be donated. Such property shall be disposed of under paragraph (e) of this section.

(2) Surplus personal property containing nonfriable asbestos may be donated in the normal manner as provided for in part 101-44, except that:

(1) The Standard Form (SF) 123, Transfer Order Surplus Personal Property, and any other appropriate documentation shall include the warning as provided by paragraph (b)(2)(1) of this section.

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FIGURE 2. Asbestos
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(ii) All items of personal property to be donated which contain nonfriable asbestos shall be labeled as provided by paragraph (b)(2)(ii) of this section.

(d) *Sales requirements.* (1) Surplus personal property containing friable asbestos shall not be sold. Such property shall be disposed of under paragraph (e) of this section.

(2) Surplus personal property containing nonfriable asbestos may be sold as provided for in part 101-46, except that:

(1) Any documentation which lists the property to be sold and which is prepared incident to the sale, and any printed matter which advertises the sale of personal property containing nonfriable asbestos shall include the warning as provided by paragraph (b)(2)(i) of this section.

(ii) All items of personal property to be sold which contain nonfriable asbestos shall be labeled as provided by paragraph (b)(2)(ii) of this section.

(e) *Abandonment and destruction.* (1) Excess or surplus personal property which contains friable asbestos shall be disposed of by burial in a site which meets the requirements of 40 CFR 51.156. Holding agencies should contact the nearest office of the Environmental Protection Agency for assistance with regard to disposal of asbestos containing materials (with the exception of Department of Defense activities which should contact the Defense Logistics Agency).

(2) Personal property containing nonfriable asbestos which is not transferred, donated, or sold shall be abandoned or destroyed as provided for in subpart 101-46.9. However, if the holding agency judges that the nonfriable asbestos contained in the property has the potential of becoming friable for any reason during the process of abandonment or destruction, such property shall be disposed of as provided in paragraph (e)(1) of this section.

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FIGURE 3. Polychlorinated Biphenyls (PCB)

Also refer to the special provisions for the sale of PCB's identified in section 9 of the latest version of FAA Order 1050.14A, Polychlorinated Biphenyls (PCB's) in the National Airspace System

§ 101-42.1102-2 Polychlorinated biphenyls.

(a) *General.* (1) Polychlorinated biphenyls (PCBs) are one member of a class of chlorinated aromatic compounds which have been determined to be hazardous to health and the environment. They are used, among other things, as insulators and coolants for electric cables and components such as transformers and capacitors, as additives for extreme pressure lubricants, and as coatings in foundry use.

(2) Substances containing PCBs are divided into three classes according to the concentration of PCBs present, as measured by parts per million (ppm).

(i) Zero through 49 ppm is classified as an *excluded PCB product*.

(ii) Fifty through 499 ppm PCB is classified as *PCB item*.

(iii) Five hundred or greater ppm PCB is classified as *PCB*.

(3) Excluded PCB products (0-49 ppm PCB) are not subject to Federal restrictions and may be transferred, donated, sold, or otherwise processed under parts 101-43 through 101-46 of this chapter provided such processing conforms to the provisions of this section and all applicable State and local laws. Some States regulate PCB concentrations at a stricter level than does the Federal Government.

(4) All PCBs and PCB items to be transferred, donated, or sold shall be labeled or marked conspicuously with a warning substantially as follows:

Caution—This item contains PCBs (polychlorinated biphenyls), a toxic environmental contaminant requiring special handling and disposal in accordance with the U.S. Environmental Protection Agency regulation (40 CFR 761), applicable State laws, and 41 CFR 101-42.1102-2. For proper disposal information, contact the nearest EPA office. For transportation requirements, see 49 CFR Parts 171-180.

(5) Unmarked or unlabeled items containing PCBs or PCB items with an unknown level of concentration of PCBs shall not be transferred, donated, or sold.

(b) *Utilization requirements.* (1) PCBs and PCB items are reported for utilization screening in accordance with § 101-42.204.

(2) Transfers of excess PCBs or PCB items shall not be approved by GSA unless:

(i) The items are intact, non-leaking, and totally enclosed.

(ii) The SF 122, Transfer Order Excess Personal Property, or other transfer document cites the specific provision in 40 CFR Part 761 that permits continued use of the item, and contains a certification that the property has been inspected by the transferee and complies with all the use, inspection, labeling, and other provisions of 40 CFR part 761.

(3) When a PCB or PCB item is transferred as excess to another agency, the receiving agency shall annotate its property accountability records to reflect the nature and extent of the PCB content and shall list the provisions of 40 CFR part 761 authorizing use of the item. If tests are conducted to ascertain the nature and extent of PCB contamination, the receiving agency shall furnish the GSA regional office with a copy of the test results. Such information shall be perpetuated on any notification or release documents when the agency disposes of the property.

(c) *Donation requirements.* (1) No PCB or PCB-contaminated items shall be approved by GSA for donation under part 101-44 unless:

(i) The certification required by § 101-42.1102(a)(4) appears on the SF 123, Transfer Order Surplus Personal Property;

(ii) The specific donee has been determined; and

(iii) A justification from the recipient is attached stating the proposed use of the property and citing the specific provision in 40 CFR part 761 that permits continued use of the item.

(2) All PCBs and PCB items must be in usable condition and in working order to be eligible for donation. Such items that are not in usable condition will not be approved for donation.

(3) Items to be donated must be intact, totally enclosed, and non-leaking.

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FIGURE 3. Polychlorinated Biphenyls (PCB)
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(4) If PCBs or PCB items are donated to service educational activities or to public airports, the Department of Defense or the Federal Aviation Administration, respectively, shall obtain the following signed warning and certification from the donee. State agencies for surplus property shall have the warning and certification typed or stamped on the face of each copy of the distribution document and signed and dated by the authorized representative of the donee organization at the time the property is issued.

Warning and certification:

The donee is aware that the item(s) listed as containing polychlorinated biphenyls (PCBs), a toxic environmental contaminant, require(s) special handling and disposal in accordance with U.S. Environmental Protection Agency regulation (40 CFR part 761) and U.S. Department of Transportation regulations codified in 49 CFR parts 171-180. The donee certifies that this item will be handled and disposed of in accordance with applicable Federal statutes and regulations and applicable State laws.

(d) *Sales requirements.* (1) Surplus PCBs or PCB items normally shall not be sold by GSA or holding agencies. These items are regarded as extremely

hazardous and are to be disposed of by the holding agency under the Environmental Protection Agency regulations.

(2) Agencies may request the authority to sell, or that GSA sell, a specific PCB or PCB item. Such requests shall cite the provision in 40 CFR part 761 that authorizes sale and continued use of the specific item. Any such requests shall also include a justification for sale of the item rather than disposal under the EPA regulations.

(3) If PCBs or PCB items are to be sold, the corresponding invitation for bids (IFB), any Standard Form (SF) which lists such items, and any printed matter which advertises the sale of such items shall contain the warning as provided in paragraph (a)(4) of this section.

(e) *Abandonment and destruction.* (1) PCBs and PCB items of personal property not disposed of via utilization, donation, or sale shall be destroyed or otherwise disposed of in accordance with the Environmental Protection Agency regulation (40 CFR part 761) and applicable State laws.

(2) Holding agencies shall contact the nearest office of the EPA for assistance in complying with the provisions of 40 CFR part 761.

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FIGURE 4. Controlled Substances

§101-42.1102-3 Controlled substances.

(a) *Utilization requirements.* (1) Excess controlled substances are not required to be reported to GSA, but are subject to the utilization screening requirements of §101-43.311-2. Holding agencies shall make reasonable efforts to obtain utilization of excess controlled substances by offering them to those Federal agencies which certify that they are registered with the Drug Enforcement Administration (DEA), Department of Justice, and are authorized to procure the particular controlled substances requested for transfer. The certification shall include the registration number on the DEA Form 223, Certificate of Registration, issued by DEA.

(2) Holding agencies shall arrange for transfers of controlled substances under §§101-43.309-5 and 101-42.207.

(3) All controlled substances that a holding agency determines to be excess shall become surplus after the holding agency has complied with the utilization requirements of paragraph (a)(1) of this section.

(b) *Donation requirements.* Controlled substances shall not be donated.

(c) *Sales requirements.* Surplus controlled substances which are not required to be destroyed as provided in paragraph (d) of this section may be offered for sale by sealed bid under subpart 101-45.3 provided:

- (1) The invitation for bids (IFB):
 - (i) Consists only of surplus controlled substances;
 - (ii) Requires the normal bid deposit prescribed in §101-45.304-10;
 - (iii) Is distributed only to bidders who are registered with the DEA, Department of Justice, to manufacture, distribute, or dispense the controlled substances for which the bid is being submitted; and
 - (iv) Contains the following special condition of sale:

The bidder shall complete, sign, and return with his/her bid the certificate as contained in this invitation. No award will be made or sale consummated until after this agency has obtained from the Drug Enforcement Administration, Department of Justice, verification that the bidder is registered to manufacture, distribute, or dispense those controlled substances which are the subject of the award.

(2) The following certification shall be made a part of the IFB (and contract) to be completed and signed by the bidder and returned with the bid:

The bidder certifies that he/she is registered with the Drug Enforcement Administration, Department of Justice, as a manufacturer, distributor, or dispenser of the controlled substances for which a bid is submitted and that the registration number is _____

Name of bidder (print or type)

Signature of bidder

Address of bidder (print or type)

City, State, Zip code

(3) As a condition precedent to making an award for surplus controlled substances, the following shall be submitted to the Drug Enforcement Administration (DEA), Department of Justice, Washington, DC 20537, Attn: Regulatory Support Section (ODR):

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FIGURE 4. Controlled Substances
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(i) The name and address of the bidder(s) to whom an award is proposed to be made and the bidder(s) registration number(s);

(ii) The name and address of both the holding activity and the selling activity;

(iii) A description of the controlled substances, how those substances are packaged, and the quantity of substances proposed to be sold to the bidder;

(iv) The identification of the IFB by its number, and date on which such bid(s) expire(s); and

(v) A request for advice as to whether the bidder is a registered manufacturer, distributor, or dispenser of controlled substances.

(d) *Destruction of controlled substances.* Controlled substances shall not be abandoned, and destruction of controlled substances must be accomplished in accordance with the terms and conditions applicable to drugs, biologicals, and reagents under §101-42.1102-5(d).

(1) The following shall be destroyed by the holding agency or State agency:

(i) Controlled substances determined surplus at one time and one place with an acquisition cost of less than \$500;

(ii) Controlled substances in a deteriorated condition or otherwise unusable;

(iii) Controlled substances for sale in accordance with §101-42.1102-3(c) but for which no satisfactory or acceptable bids were received.

(2) In addition to the requirements set forth herein, each executive agency and State agency shall comply with the DEA regulations, 21 CFR 1307.21, which provide procedures for disposing of controlled substances, or with equivalent procedures approved by DEA.

(3) Destruction of controlled substances shall be performed by an employee of the holding agency or State agency in the presence of two additional employees of the agency as witnesses to that destruction unless the special agent in charge (SAC) of the DEA Divisional Office directs otherwise.

APPENDIX 5 SPECIAL PROPERTY DISPOSAL CATEGORIES
41 CFR Chapter 101 (7/1/95 Edition)**FIGURE 5. NRC-Controlled Materials****§ 101-42.1102-4 Nuclear Regulatory Commission-controlled materials.**

(a) *General.* The Nuclear Regulatory Commission (NRC) has exclusive control over licensing, use, transfer, and disposition of NRC-controlled materials.

(b) *Transfer of NRC-controlled materials.* NRC-controlled materials shall not be reported to GSA as excess personal property, nor shall they be made available for excess and surplus screening as nonreportable property. Transfer and disposition of such materials do not require GSA approval and shall be accomplished only under the applicable regulations of the NRC (see 10 CFR parts 30 through 35, 40, and 70).

(c) *Information and inquiries.* All inquiries for further information or specific instructions regarding the licensing, use, transfer, or disposition of NRC-controlled materials shall be directed to the U.S. Nuclear Regulatory Commission, Washington, DC 20555.

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FIGURE 6. Drugs, Biologicals and Reagents other than Controlled Substances

§101-42.1102-5 Drugs, biologicals, and reagents other than controlled substances.

In addition to the requirements of subparts 101-42.2 through 101-42.4, drugs, biologicals, and reagents which are fit for human use shall be reported as provided in this §101-42.1102-5. Drugs, biologicals, and reagents that are controlled substances are subject to the provisions of §101-42.1102-3.

(a) *Utilization requirements.* Excess drugs, biologicals, and reagents shall be reported or otherwise made available to GSA as provided in §101-42.204 and subpart 101-43.3. Drugs, biologicals, and reagents other than controlled substances may be separately packaged or may be components of a drug kit. Drug kits shall be clearly labeled to identify components unfit for human use. The holding agency shall destroy, as provided in paragraph (d) of this section, both separately packaged items and kit components which have been determined by the holding agency to be unfit for human use. However, items determined unfit because of expired shelf life may be transferred for animal experimental use on a case-by-case basis subject to prior approval by GSA.

(b) *Donation requirements.* Surplus drugs, biologicals, and reagents other than controlled substances which are not required to be destroyed as provided in paragraph (d) and which are not transferred pursuant to paragraph (a) of this section may be donated to eligible organizations as provided in subpart 101-42.3 and part 101-44. Drugs, biologicals, and reagents which are unfit for human use will not be offered for donation. However, items determined unfit because of expired shelf life may be donated for animal experimental use on a case-by-case basis subject to prior approval by GSA.

(1) When surplus drugs, biologicals, and reagents are considered for donation, a letter of clearance shall be obtained by the State agency or designated donee from the Food and Drug Administration (FDA) indicating that the items requested may be safely donated. The letter of clearance must accompany the SF 123. Items which do not fall within the purview of FDA, or which FDA indicates are unsuitable, will not be considered by GSA for donation.

(2) For purposes of obtaining the letter of clearance from FDA, the State agency or designated donee shall be responsible for obtaining samples from the holding agency, providing these samples to FDA, and ensuring the security of the samples while in transit. Before laboratory examinations are undertaken by FDA, an estimate of the expected cost of the quality assurance examination shall be furnished by FDA to the State agency or donee. Payment of any costs for laboratory examinations for quality assurance of samples shall be arranged by the State agency or donee.

(3) Surplus drugs, biologicals, and reagents requested for donation by State agencies shall not be transported by the State agency or stored in its warehouse prior to distribution to donees. Arrangements will be made by the State agency for the donee to make direct pickup at the holding agency after approval by GSA and after notification by the holding agency that the property is ready for pickup.

(4) Standard Forms 123 from a State agency requesting surplus drugs, biologicals, and reagents for donation shall not be processed or approved by GSA until it has been determined by

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FIGURE 6. Drugs, Biologicals and Reagents other than Controlled Substances
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the GSA donation representative that the specific donee is legally licensed to administer, dispense, store, or distribute such property.

(5) The SF 123 shall also contain a statement that:

(i) The property is being requested for donation to a specific donee whose complete name and address, including the name and telephone number of the donee's authorized representative, appear on the front of the SF 123 in block 12, and that a copy of the donee's license, registration, or other legal authorization to administer, dispense, store, or distribute such property is attached and made a part of the SF 123;

(ii) The items will be distributed only to institutions licensed and authorized to administer and dispense such items or to organizations authorized to store such items; and

(iii) In addition to the normal certifications required to be executed by authorized representatives of donee institutions or organizations when property is acquired by donation, the State agency shall obtain a certification from the donee indicating that:

(A) The items transferred to the donee institution or organization will be safeguarded, dispensed, and administered under competent supervision;

(B) Adequate facilities are available to effect full accountability and proper storage of the items under the Federal, State, and local statutes governing their acquisition, storage, and accountability;

(C) The administration or use of the items requested shall be in compliance with the Federal Food, Drug, and Cosmetic Act, as amended (21 U.S.C. 301-384).

(c) *Sales requirements.* Surplus drugs, biologicals, and reagents other than controlled substances which are not required to be destroyed as provided in paragraph (d) and which are not transferred pursuant to paragraph (a) or (b) of this section may be offered for sale by sealed bid under the provisions of subparts 101-45.3 and 101-42.4. The following safeguards and instructions shall be observed to ensure stability, potency, and suitability of the product and its labeling for use in civilian channels:

(1) Before reporting the surplus drugs, biologicals, and reagents to the selling agency pursuant to the provisions of §§101-45.303 and 101-42.402, holding agencies shall request that an examination be made by the Field Scientific Coordination Staff, ACFA-CF-30, located in the appropriate FDA district office, of surplus unexpired drugs and reagents, having an acquisition cost of \$500 or more per manufacturer's lot/batch number.

(i) When requesting such an examination, FDA requires the submission of a list and one sample of each of the drugs to be examined.

(ii) Additional samples may be requested if necessary for laboratory examination. Reimbursement for examination of the surplus drugs or reagents may be required by FDA. Before laboratory examinations are undertaken, FDA will give the inquiring agency an estimate of the expected costs. If, under subpart 101-45.9, the cost of the quality assurance is not justified by the value of the material involved, the lot or lots may be destroyed.

(iii) The reporting document prescribed in §101-45.303(b) shall have attached to it a copy of the letter received by the reporting agency from FDA stating that the articles offered have been reviewed and may appropriately be distributed or sold, subject when necessary to specified limitations.

(2) Surplus drugs, biologicals, and reagents normally shall not be physically transferred to the selling agency but should remain at the holding agency for precautionary and safety measures.

(3) Surplus drugs, biologicals, and reagents shall be sold only to those entities which are legally qualified to engage in the sale, manufacture, or distribution of such items.

(4) Sales of surplus drugs, biologicals, and reagents other than controlled substances shall be processed as follows:

(i) The invitation for bids (IFB) shall:

(A) Consist only of surplus drugs, biologicals, and reagents;

(B) Contain the expiration date of material being offered for sale;

(C) Describe the composition of the material being offered for sale;

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FIGURE 7. Noncertified and Certified Electronic Products

§101-42.1103-6 Noncertified and certified electronic products.

(a) *Utilization requirements.* (1) Excess electronic items for which radiation safety performance standards are prescribed by FDA under 21 CFR Part 1000 shall be reported or otherwise made available for transfer to Federal agencies under subparts 101-43.3 and 101-42.2. Excess reports shall identify noncertified electronic products and shall contain a statement that the items may not be in compliance with applicable radiation safety performance standards prescribed by FDA under 21 CFR Part 1000. Certified electronic products may be reported and transferred under the procedures in part 101-43.

(2) Transfers of noncertified electronic products among Federal agencies shall be accomplished as set forth in §§101-42.207, 101-43.309, and paragraph (a) of this section. The transfer order must contain a certification that the transferee is aware of the potential danger in using the item without a radiation test to determine the acceptability for use and/or modification to bring it into compliance with the radiation safety performance standard prescribed for the item under 21 CFR Part 1000 and agrees to accept the item from the holding agency under these conditions.

(b) *Donation requirements.* (1) Surplus noncertified and certified electronic products not required for transfer as excess personal property to Federal agencies under paragraph (a) of this section shall be made available for donation screening as provided in subpart 101-42.3 and part 101-44 and as follows:

(i) Under paragraph (b)(2) of this section in the case of:

(A) Noncertified color television receivers;

(B) Certified and noncertified diagnostic X-ray systems and their major components;

(C) Certified and noncertified cabinet X-ray systems;

(D) Noncertified laser products; or

(E) Any other electronic products subject to an FDA performance standard.

(ii) Only under conditions of destructive salvage in the case of noncertified cold-cathode gas discharge tubes, noncertified black and white television receivers, and noncertified microwave ovens.

(2) Donation of electronic products designated in paragraph (b)(1)(i) of this section shall be accomplished as provided in §101-44.109 provided the State agency, Department of Defense (DOD), or Federal Aviation Administration (FAA):

(i) Provides the applicable State radiation control agency (see §101-45.4909) with a copy of the SF 123 and the name and address of the donee; and

(ii) Requires the donee to certify on the SF 123 that it:

(A) Is aware of the potential danger in using the product without a radiation test to determine the acceptability for use and/or modification to bring it into compliance with the radiation safety performance standard prescribed for the item under 21 CFR part 1000, and agrees to accept the item from the holding agency for donation under those conditions;

(B) Agrees the Government shall not be liable for personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the item, its use, or its final disposition; and

(C) Agrees to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the item, its use, or its final disposition.

(c) *Sales requirements.* (1) The sale of the following certified and noncertified surplus electronic products which are not required for transfer or donation shall be accomplished under §101-45.304, subpart 101-42.4, and the special conditions of sale in this paragraph (c).

(i) Noncertified color and black and white television receivers;

(ii) Noncertified microwave ovens;

(iii) Noncertified and certified diagnostic X-ray systems and their major components;

(iv) Noncertified and certified cabinet X-ray systems;

(v) Noncertified laser products;

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FIGURE 7. Noncertified and Certified Electronic Products
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(vi) Noncertified cold-cathode gas discharge tubes under conditions of scrap or destructive salvage; and

(vii) Any other noncertified electronic product for which FDA may promulgate a performance standard.

(2) The IFB shall contain a notice to bidders substantially as follows:

Purchasers are warned that the item purchased herewith may not be in compliance with Food and Drug Administration radiation safety performance standards prescribed under 21 CFR part 1000, and use may constitute a potential for personal injury unless modified. The purchaser agrees that the Government shall not be liable for personal injuries to, disabilities of, or death of the purchaser, the purchaser's employees, or to any other persons arising from or incident to the purchase of this item, its use, or disposition. The purchaser shall hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to purchase or resale of this item. The purchaser agrees to notify any subsequent purchaser of this property of the potential for personal injury in using this item without a radiation survey to determine the acceptability for use and/or modification to bring it into compliance with the radiation safety performance standard prescribed for the item under 21 CFR part 1000.

(3) Within 30 calendar days following award, the selling agency shall provide the State radiation control agency for the State in which the buyer is located (see §101-45.4900) with a written notice of the award that includes the name and address of the purchaser and the description of the item sold.

(d) *Abandonment or destruction.* Noncertified and certified electronic products shall be abandoned under the provisions of subpart 101-45.9 and §101-42.408.

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FIGURE 8. Lead-containing Paint and Items Bearing Lead-containing Paint

§ 101-42.1102-7 Lead-containing paint and items bearing lead-containing paint.

(a) *General*—(1) *Health hazard.* Lead is a cumulative toxic heavy metal which, in humans, exerts its effects on the renal, hematopoietic, and nervous systems. Lead poisoning occurs most commonly when lead-containing paint chips in the environment are chewed or ingested by children or when lead-containing paint is burned off.

(2) *Banned hazardous products.* The following consumer products, in accordance with 16 CFR part 1303 and exemptions stated therein unless exempted by 16 CFR part 1303, are banned hazardous products:

(i) Paint and other similar surface coating materials for consumer use which are included within the definition of lead-containing paint.

(ii) Toys and other articles intended for use by children that bear lead-containing paint.

(iii) Furniture articles that bear lead-containing paint.

(3) *Disposal of banned hazardous products.* When a banned hazardous product described in paragraph (a)(2) of this section becomes excess to a holding agency, it shall be destroyed under paragraph (e) of this section except that those furniture articles that bear lead-containing paint may be stripped and refinished with a nonhazardous coating in lieu of destruction. Stripping shall be in conformance with Occupational Safety and Health Administration (OSHA) regulations at 29 CFR 1910.1025 which specify maximum permissible levels of exposure to airborne concentrations of lead particles and set forth methods of protection.

(4) *Exemptions.* (i) The categories of products listed in paragraph (a)(4)(ii) of this section are exempted from the scope of the ban established by 16 CFR Part 1303, provided that before any utilization, donation, or sales action:

(A) These products bear on the main panel of their label, in addition, to any labeling that may be otherwise required, the signal word *Warning* and the following statement: *Contains Lead. Dried Film of This Paint May be Harmful If Eaten or Chewed.*

(B) These products also bear on their label the following additional statement or its practical equivalent:

Do not apply on toys and other children's articles, furniture, or interior surfaces of any dwelling or facility which may be occupied or used by children. Do not apply on exterior surfaces of dwelling units, such as window sills, porches, stairs, or railings, to which children may be commonly exposed.

KEEP OUT OF REACH OF CHILDREN

(C) The additional labeling requirements contained in 16 CFR 1303.3 and 16 CFR 1500.121 are followed.

(ii) The following products are exempt from the scope of the ban established by 16 CFR part 1303, provided they comply with the requirements of paragraph (a)(4)(i) of this section:

(A) Agricultural and industrial equipment refinish coatings.

(B) Industrial (and commercial) building and equipment maintenance coatings, including traffic and safety marking coatings.

(C) Graphic art coatings (i.e., products marketed solely for application on billboards, road signs, and similar uses and for identification marking in industrial buildings).

(D) Touchup coatings for agricultural equipment, lawn and garden equipment, and appliances.

(E) Catalyzed coatings marketed solely for use on radio-controlled model-powered aircraft.

(iii) The following products are exempt from the scope of the ban established by 16 CFR part 1303 (no cautionary labeling is required):

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FIGURE 8. Lead-containing Paint and Items Bearing Lead-containing Paint
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(A) Mirrors which are part of furniture articles to the extent that they bear lead-containing backing paint.

(B) Artists' paints and related materials.

(C) Metal furniture articles (but not metal children's furniture) bearing factory-applied (lead) coatings.

(b) *Utilization requirements.* (1) Excess lead-containing paint and consumer products bearing lead containing paint which are exempt from the scope of the ban and are properly labeled as required by 16 CFR part 1303 and paragraph (a)(4) of this section shall be reported or otherwise made available to GSA under §§101-43.311 and 101-42.204.

(2) Lead-containing paint and consumer products bearing lead-containing paint available for further Federal use as provided in paragraph (b)(1) of this section may be transferred under §§101-43.309 and 101-42.207. The warning statement on the transfer order shall be substantially the same as the label statements required by paragraphs (a)(4)(i) (A) through (C) of this section, and such information shall be made a part of the accountable record of the transferee agency.

(c) *Donation requirements.*

(1) Surplus lead-containing paint and consumer products bearing lead-containing paint which are exempt from the scope of the ban, and are properly labeled as required by 16 CFR part 1303 and paragraph (a)(4) of this section may be donated.

(2) The hazardous warning statement on the SF 123 shall be the same as the label statements required by paragraphs (a)(4)(i) (A) through (C) of this section. The recipient shall maintain the hazardous warning statements in the inventory records for the property and furnish appropriate warning information to subsequent recipients. The SF 123 and any other transaction documentation for such property shall contain a certification substantially as follows:

The property requested herein shall be used only as specified in 16 CFR 1303.3 and in no case shall be contacted by children. I agree the Government shall not be liable for personal injuries to, disabilities of, or death of the donee's employees, or any other person arising from or incident to the donation

of this property, its use, or its final disposition; and to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions or claims of any nature arising from or incident to the donation of this property, its use, or its final disposition.

(d) *Sales requirements.* (1) Lead-containing paint and consumer products bearing lead-containing paint which are exempt from the scope of the ban and are properly labeled as required by 16 CFR part 1303 and paragraph (a)(4) of this section may be sold under §101-45.304, Subpart 101-42.4, and the special requirements of this paragraph (d).

(2) IFBs for such property shall clearly state the hazardous warning statements contained in paragraphs (a)(4)(i) (A) through (C) of this section and appropriate agreement clauses. The bid page shall contain a certification substantially as follows which must be properly executed. Failure to sign the certification may result in the bid being rejected as nonresponsive.

I certify that I have read and fully comprehend the aforementioned terms and conditions of this sale. I shall comply with the applicable Consumer Product Safety Commission regulations set forth in 16 CFR part 1303 if I am the successful bidder. I further agree the Government shall not be liable for personal injuries to, disabilities of, or death of any persons arising from or incident to the sale of this property, its use, or its final disposition; and to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the sale of this property, its use, or its final disposition.

(3) Lead-containing paint and consumer products bearing lead-containing paint shall not be sold under the limited sales by holding agencies authority in §101-45.304.

(e) *Abandonment and destruction.* In no case shall lead-containing paint or consumer products bearing lead-containing paint be abandoned in a manner that would allow acquisition and use of such property. Such products shall be disposed of under §101-42.406. Empty cans/drums in which lead-containing paint was stored shall also be disposed of in accordance with this §101-42.1102-7.

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FIGURE 9. United States Munitions List Items Which Require Demilitarization

§101-42.1102-8 United States Munitions List items which require demilitarization.

(a) *General.* The United States Munitions List is located in 22 CFR part 121. A system of demilitarization codes has been developed and an appropriate code assigned to each Munitions List Item (MLI) to describe what, if any, restrictions or actual demilitarization requirements apply to each item. These codes, in addition to demilitarization policy and procedures for all surplus military items which are owned, procured by, or under the control of the Department of Defense, are contained in the Defense Demilitarization Manual (DoD 4160.21-M-1). This §101-42.1102-8 applies only to MLIs and is to be used in conjunction with guidance in parts 101-42, 101-44, and 101-45.

(b) *Utilization requirements.* (1) Federal agencies acquiring MLIs which require demilitarization shall perpetuate the demilitarization codes in their property records and on subsequent reports of excess personal property submitted to GSA. Demilitarization shall be a condition of transfer of excess MLIs.

(2) Utilization without demilitarization of other than classified material is authorized only under the conditions cited in the Defense Demilitarization Manual, DoD 4160.21-M-1.

(c) *Donation requirements.* (1) Donation without demilitarization of other than classified material is authorized only under the conditions cited in the Defense Demilitarization Manual, DoD 4160.21-M-1.

(2) A State agency requesting the transfer of donation of MLIs identified as requiring demilitarization shall include the appropriate demilitarization code on the SF 123, and a statement that the State agency will obtain from the donee a certification that prior to further disposition, demilitarization of the property shall be performed by the donee under the demilitarization instructions for the code as set forth in the Defense Demilitarization Manual, DoD 4160.21-M-1. In the case of MLIs requested for donation by service educational activities or public airports pursuant to the provisions of subparts

101-44.4 and 101-44.5 respectively, the donee shall include a statement on the SF 123 certifying that appropriate demilitarization of the property will be accomplished under the requirements of the codes before further disposition.

(3) Before disposing of MLIs identified as requiring demilitarization, donees may request demilitarization instructions from GSA through the State agency if the donation was made pursuant to subpart 101-44.2. Demilitarization instructions for such items donated to public airports, under subpart 101-44.5, may be requested through the Federal Aviation Administration. Demilitarization instructions for such items donated to service educational activities under subpart 101-44.4 may be obtained directly from the Item Technical Manager within DOD for the item involved.

(4) Demilitarization of property to be donated to public bodies under subpart 101-44.7 shall be accomplished in a manner to preserve so far as possible any civilian use or commercial value of the property, as prescribed in the minimum demilitarization requirements of the Defense Demilitarization Manual, DoD 4160.21-M-1.

(d) *Sales requirements.* (1) Except for sales authorized by statute, sales of "explosives" and "ammunition components" authorized by paragraphs (d) (2) and (3) of this section, or specialized sales authorized by the Secretary of Defense, MLIs identified as requiring demilitarization shall not be reported for public sale without first being demilitarized under the requirements of the assigned code in the Defense Demilitarization Manual, DoD 4160.21-M-1 or requiring demilitarization under the terms and conditions of sale. GSA will, as necessary, refer technical questions on demilitarization to the Department of Defense.

(2) *Explosives.* For the purpose of this section, the term *explosive* means any chemical compound, mixture, or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, dynamite and other high explosives, black powder, pellet powder, initiating explosives, detonators, safety fuses,

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FIGURE 9 United States Munitions List Items Which Require Demilitarization
(page 2)

squibs, detonating cord, igniter cord, igniters, and any other items appearing in the explosives list issued by the Secretary of the Treasury (18 U.S.C. 841(d)). The explosives list is published and revised at least annually in the Federal Register by the Director, Bureau of Alcohol, Tobacco and Firearms, Department of the Treasury, as required by 27 CFR 55.23. The following procedures shall apply in any disposal of explosives:

(i) All explosives offered for sale shall be properly identified in the offering with respect to their hazardous characteristics.

(ii) All explosives shall be labeled by the holding agency before shipment so that their hazardous or dangerous character will be immediately evident upon inspection.

(iii) Purchasers of explosives shall be required, as a condition of sale, to execute the following certification:

It is hereby certified that the purchaser will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, resale, export, and other use of the materials, hereby purchased, and that he/she is a user of, or dealer in, said materials and will comply with all applicable Federal, State, and local laws. This certification is made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crime and Criminal Procedures.

(3) *Ammunition components.* The term "ammunition components" means ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in any firearm. The transportation of primers or propellant powder is governed by the Hazardous Materials

Regulations (49 CFR parts 170-189) promulgated by the Department of Transportation. Purchasers of such materials are responsible to certify, based on their own examination, that the materials are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation in accordance with the Hazardous Materials Regulations. So that bidders will be notified of the special requirements concerning the purchase and transportation of usable ammunition components, the following statement shall be included in the IFBs and shall be made a part of the contract by including in it the bid form to be submitted by the bidders:

Item No. _____ contains ammunition components offered for sale in this invitation. The undersigned certifies that he/she will comply with all applicable local, State, and Federal laws and regulations concerning ammunition components.

(4) *Scrap ammunition components.* Ammunition components not usable or suitable for reuse as components of ammunition shall be reported and may be sold as scrap (for basic material content). With regard to such sale, the following statement shall be included in the invitation for bid and shall be made a part of the contract:

I, _____, certify that ammunition components purchased by me as Item No. _____ will not be used for the original manufactured purpose.

(e) *Abandonment and destruction requirements.* Besides the requirement of subpart 101-45.9, surplus munitions list items which require demilitarization shall be abandoned or disposed of under the requirements of §101-42.406, but only after performance of demilitarization under the requirements of the assigned code in the Defense Demilitarization Manual, DoD 4160.21-M-1.

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FIGURE 10. Acid Contaminated and Explosive Contaminated Property

§101-42.1102-9 Acid contaminated and explosive contaminated property.

(a) *Utilization requirements.* (1) Acid contaminated or explosive contaminated property shall be considered extremely hazardous property, and as such is not to be reported to GSA as excess personal property. Such property may be available for transfer to qualified recipients; i.e., those who are able to submit valid justifications as required by paragraph (a)(3) of this section.

(2) Excess acid contaminated or explosive contaminated property shall be properly labeled under the labeling requirements of §101-42.204.

(3) With the authorization of the appropriate GSA regional office, holding activities may transfer acid contaminated or explosive contaminated property in conformance with the requirements of §§101-43.308-5 and 101-42.207. In addition, the requesting agency must submit a written justification with the transfer order explaining the specific need for and the anticipated uses of the requested acid or explosive contaminated property, and certify that personnel in contact with the property shall be informed of the hazard and shall be qualified to safely handle or use it.

(4) The degree of decontamination and the responsibility for performance and costs of any decontamination shall be upon such terms as agreed to by the owning agency and the receiving agency.

(5) The receiving agency is responsible for all transportation arrangements and costs of acid contaminated or explosive contaminated property approved for transfer. Such property shall be transported in compliance with §101-42.406.

(b) *Donation requirements.* Acid contaminated and explosive contaminated property may be donated only with the authorization of the appropriate GSA regional office.

(c) *Sales requirements.* (1) With the authorization of the appropriate GSA regional office, holding activities may sell acid contaminated or explosive contaminated property under §101-45.304, subpart 101-42.4, and the additional special requirements of this paragraph (c). Agencies shall include in reports of such property for sale on SF 126, a statement of the degree of contamination and any decontamination that has been performed, such as a washdown.

(2) Acid or explosive contaminated property shall be considered extremely hazardous property as defined in §101-42.001, and shall be described as such in sales offerings. Normally, acid or explosive contaminated property shall be sold with a condition that the purchaser sufficiently decontaminate the property to the degree that it is no longer extremely hazardous.

(3) IFBs for acid or explosive contaminated property shall clearly state the specific hazards associated with the items offered, along with known special handling, transportation, and personnel protection requirements. The bid page shall contain a certification substantially as follows which must be properly executed by the bidder in order for the bid to be responsive:

CERTIFICATION: It is hereby certified that the purchaser will comply with all the applicable Federal, State, and local laws, ordinances and regulations with respect to the care, handling, storage, and shipment, resale, export, and other use of the materials, hereby purchased, and that he/she is a user of, or dealer in, said materials and will comply with all applicable Federal, State, or local laws and regulations. This certification is made in accordance with and subject to the penalties of Title 18, Section 1001, the United States Code, Crime and Criminal Procedures.

(d) *Abandonment and destruction.* Acid contaminated or explosive contaminated property shall not be abandoned, and when destroyed, such destruction shall be accomplished under the provisions of subparts 101-45.9 and §101-42.406.

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FIGURE 11. Firearms

§ 101-42.1102-10 Firearms.

(a) *Utilization requirements.* (1) Excess firearms shall be reported or otherwise made available to GSA following the requirements of subpart 101-43.3.

(2) Firearms may be transferred only to those Federal agencies authorized to acquire firearms for official use. Such transfers shall be executed under §§ 101-43.309-5, 101-42.207, and, when applicable, 101-42.1102-8(b). Transfer requests for firearms will be carefully reviewed by the GSA regional offices before approval, and additional written justification from the requesting agency may be required.

(b) *Donation requirements.* Surplus firearms, and firearms ammunition shall not be donated.

(c) *Sales requirements.* Surplus firearms may be sold only for scrap after total destruction by crushing, cutting, breaking, or deforming to be performed in a manner to ensure that the firearms are rendered completely inoperative and to preclude their being made operative. Such sale shall be conducted under subpart 101-45.3.

(d) *Foreign gifts of firearms.* Firearms reported to GSA as foreign gifts may be offered for transfer to Federal agencies, including law enforcement activities. Foreign gifts of firearms shall not be donated. Such gifts not required for Federal use may be sold only to the gift recipient at the discretion of GSA. A certification that the purchaser shall comply with all State and local laws regarding purchase and possession of firearms must be received by GSA prior to release of such firearms to the purchaser. Firearms not transferred to a Federal agency or sold to the recipient shall be disposed of in accordance with paragraph (c) or (e) of this section.

(e) *Abandonment and destruction of firearms.* Firearms shall not be abandoned. Destruction of firearms is subject to the requirements set forth in paragraph (c) of this section. Such destruction shall also be accomplished under the provisions of subpart 101-45.9, § 101-42.406 and, when applicable, § 101-42.1102-8.

(f) *Abandoned and forfeited firearms.* In addition to the requirements of this part 101-42, forfeited or voluntarily abandoned firearms shall be subject to the provisions of part 101-48.

**APPENDIX 6. NAS SYSTEMS/EQUIPMENT
DISPOSAL PLAN GUIDE**

DATE : _____

Purpose. This guide establishes the basis for developing a National Airspace System (NAS) Systems/Equipment Disposition Plan of all systems and equipment within the NAS. A NAS Systems/Equipment Disposition Plan (referred to as "Plan" throughout the remainder of the guide) is necessary for both newly identified requirements, and NAS systems under contract or already deployed.

What is a Disposition Plan. A disposal plan provides advanced planning for the decommissioning and disposal of FAA personal property (systems/equipment). The Plan is intended as system specific guidance and direction for activities necessary to accomplish the removal and disposal of FAA personal property (Systems/Equipment).

The Plan is the vehicle used by the agency to identify and document both the *standard* (equipment specifications, removal and disposal schedules, funding) and *critical* (environmental protection, precious metal recovery, historical preservation) requirements associated with the personal property disposal.

The Plan should be coordinated with, and approved by, all stakeholders. Ideally, initial Systems/Equipment disposal planning is included in the agency's investment decision, and the baseline disposal plan is developed prior to (or coincident with) preliminary acquisition activities and analyses. The approved disposal plan should be added as an addendum to the Integrated Program Plan (IPP), and will be used to develop facility decommissioning plans, and site specific disposal plans. The Plan is intended as a "living document", as such, significant changes realized during the equipment lifecycle are incorporated in plan updates, re-coordinated for approval, and redistributed.

Objectives & Benefits of Using a Disposal Plan.

Proper disposal planning ensures the integrity of the NAS and the agency's reputation, by significantly reducing the FAA's risks, in terms of supply support, funding, and litigation. Adequate and appropriate Systems/Equipment disposition planning ensures that:

- FAA personal property targeted for replacement is identified in a timely manner so it can be reutilized for operational support. This is critical, as frequently reutilization is often the only source of supply support for systems not being replaced.
- FAA personal property slated for removal/disposal containing environmental and/or health hazards is identified in a timely and complete manner, ensuring the protection of FAA employees, the community, environment, and the agency itself (in legal disputes).

The FAA is committed to the use of sound asset management practices in the disposal planning processes, as this ensures that both *financial and physical* property management requirements are identified and addressed. In support of

this, disposal planning must, at a minimum, include the direction to identify and record all unrequired personal property in the Logistics Inventory System (LIS)/ Utilization Screening Disposal (USD) Subsystem, as approved by the regional Property Disposal Officer (PDO).

Requirement. The responsibility of the Integrated Product Team (IPT) extends to all stages in a product's lifecycle, including, decommissioning and disposal. The IPT is to provide the planning, removing, and disposing of products/services no longer needed. A Plan should be developed for all NAS systems. The applicable requirements division should ensure disposition planning is fully integrated into the IPT and NAS Integrated Logistics Support (NAILS) Process, and that the Plan be included as part of the IPP. The agency's Resource Management Program requires the use of disposal plans as a method of tracking NAS equipment accountability from "cradle to grave".

Content. *The following summarizes the content of the Plan, and is intended as guidance only. A complete template and instructions can be found in attachment 1 to this guide. The template should be used when preparing a Plan.*

Signature Page: Include: title of the Plan; name of the acquisition program; the Plan version number & phase (if applicable), approved date; and signature of the IPT Lead and Product Lead (and/or the Operational Requirements Lead and Implementation Lead).

Table of Contents: List every section, subsection and element in the Plan. And provide the page number.

List of Tables and/or Appendices: List all applicable tables and/or appendices to the Plan.

Specific Plan Content:

Section 1 Disposal Plan Overview

Provide an overview of the NAS Systems/Equipment, and the disposition planning and management strategies.

Section 2 Removal of FAA Personal Property

Describe the critical elements and activities of the planned property removal.

Section 3 Property Disposition.

Describe the critical elements and activities of the planned property disposition.

Section 4 Roles and Responsibilities

Identify the disposition planning and management organizations, and define respective roles and responsibilities.

ATTACHMENT 1. TEMPLATE FOR DISPOSAL PLAN

This template provides guidance for preparing the NAS Systems/Equipment Disposal Plan. It supplements information found in the NAS Systems/Equipment Disposal Plan Guide. Text of the template that is italicized is intended to guide preparation of the Plan. Non-italicized text defines the format and structure of the document (title page, table of contents, section head and numbers, tables and titles). Not all sections of the Plan apply to every program, simply state "not applicable" for those sections which do not apply.

NAS Systems/Equipment Disposal Plan
Addendum to the Integrated Program Plan

(Program Name)

Version, Phase, Approved Date

Approved by: Signature Date:
(IPT Lead or equivalent Operational Requirements Lead)

Approved by: Signature Date:
(Product Lead or Implementation Lead)

Federal Aviation Administration
800 Independence Avenue
Washington, DC 20591

NAS Systems/Equipment Disposition Plan

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1. DISPOSITION PLAN OVERVIEW

1.1 Purpose. Identify the purpose for the Plan. A disposition plan should be developed for all systems in the NAS, regardless whether they fall under a "Special Disposition Authority" or not. The Plan is intended as system specific guidance and direction for activities necessary to accomplish the removal and disposition of FAA personal property (Systems/Equipment). In addition, the approved plan serves as guidance to the Technical On-Site Representative (TOR) at individual sites for the development of a site specific disposition plan.

1.2 Property to be Disposed. Identify and briefly define the personal property (Systems/Equipment) to be removed, and the service it provided for the NAS. Present the rationale for removal/disposition (i.e. equipment end-of-life (EOL) or modernization, facility decommissioning or relocation, etc.). If applicable, identify the replacement equipment, and whether the program will be implemented using leapfrog or phased approach.

1.3 Disposition Plan Coordination. Use the format of Table 1 to identify all organizations the Plan has been coordinated through/with, and designate status (i.e. approved, no comment, approved w/comment, or no response).

Table 1. Coordination and Status

Organization	Coordinated Through/With	Status

1.4 Distribution. Use a list to identify the Plan's distribution. At a minimum, recommended distribution list should include:

- All IPT core members
- All IPT ad hoc members

- Relevant ARA organization(s)
- AFZ-400
- AFZ-500
- ATB-300
- AOP-400
- AFZ-800
- AEE-200
- AEE-300
- ASU-100
- ASU-300
- AOP-400
- Regional Field Spares Inventory (FSI) Coordinator
- Regional Associate Program Managers (RAPMs)
- Technical Officer's Representatives (TORs)
- Property Managers
- Logistics Management Specialists (LMS)
- Property Disposition Officer (PDO)
- Regional Program Managers for Environment and Safety
- AF Field Personnel

1.5 Reference Documents. Identify key reference documents. At a minimum, include: The most recent version of FAA Order 4800.2, Utilization and Disposition of Excess and Surplus Personal Property. **Note:** The FAA Disposition Guide, which synthesizes disposition process and management information provided under FAA Order 4800.2, is available through the LIS On-line Requisitioning System (indicate stock number 0056-00-480-0441).

1.6 Disposition Issues. Use the format of Table 2 to identify any disposition issues to facilitate tracking and program monitoring. At a minimum, provide issue definition, resolution, and status. The disposition issue table is to be updated as new issues are identified or when issue resolution is reached. Provide a point-of-contact (name/phone/cc:Mail) for disposition issue updates. If any issues require more explanation or clarification than allowed in a table format, recommend adding topic as a separate section in the Plan. See attachment 2 of the NAS Systems/Equipment Disposal Plan Guide for a list of disposition issues.

Table 2. Disposition Issues

Disposition Issue	Resolution	Status	Update	Point of Contact (name/phone/cc:Mail)

2. REMOVAL OF FAA PERSONAL PROPERTY

2.1 Affected Property

2.1.1 **Equipment Description.** Use the format of Table 3 to provide functional and physical descriptions of the equipment being removed.

Table 3. Equipment Description

Functional Description	Physical Description

2.1.2 **Planned Excess Properties.** Identify the equipment that will be declared excess property after the replacement system's implementation. (Reference section 3.1)

2.1.3 **Support for Continuing Operations.** Identify excess equipment planned to be retained as depot spares. Provide information regarding program's supply support strategy(s). Note: Formal record of the agency's inventory of facility equipment and/or installed NAS systems is maintained in the Personal Property In-Use Management System (PPIMS). The agency's spare parts inventory is tracked and maintained in the LIS Field Spares Inventory (FSI) system.

2.2 **Property Removal.** Identify when removal of resources will commence, and verify authorization (approval) to remove property. The IPT should develop the guidance in this section, to ensure there are standard equipment removal procedures for all sites to follow. If there are property removal schedules available, provide the schedule(s) as an appendix or in the format of Table 4.

Table 4. Property Removal Schedules

Property to be Removed	Removal Schedule

2.3 **Property Removal Activities.** Describe the activities associated with the removal of the excess property, and how it will be executed, once the system is no longer required to be on site. TORs and LMSs generally coordinate with appropriate site and regional personnel to plan/execute these activities.

As appropriate, address any efforts to be made to protect adjacent walls, flooring, water lines, or powerlines, during equipment removal. Where there are hazardous material considerations (e.g. asbestos concerns), describe the methods by which hazardous materials will be handled during removal. This could include listing of hazardous components to be removed, how they will be handled, and by whom.

Note: It is recommended that the disposition process be initiated from an administrative standpoint as soon as a projected equipment removal date is known. This way, the excess report can be screened through the LIS/USD subsystem well in advance, and the equipment can be ready for disposition at

the planned removal date. This can significantly save on storage time and expenses should a lengthy excess screening period be necessary.

2.3.1 Equipment Removal Approach.

a. Identify if a "phased approach" is to be used for equipment removal. If so, provide (and describe here) guidance concerning system maintenance, parts acquisition, spare parts recovery, spare parts management, removal activities, etc. to ensure there are standard procedures for all sites to follow.

b. Identify if this is a "leapfrog" program. If so, provide (and describe here) issues and strategies specific to leapfrog program.

2.3.2 Site Activities. List the site activities to be accomplished, the following are some examples.

a. Report to regional PDO the system and/or equipment as excess through the USD subsystem, and prepare for site removal. This step is critical to maintaining accurate physical and financial accountability record.

b. Ensure transportation is available for the disposed equipment

c. Disconnect affected equipment

d. Identify/tag cables

e. Disconnect critical power from equipment and panels

f. Designate a site area for storage until actual removal

g. Restore site floor/ceiling, etc

2.3.3 Contractor Activities. List the contractor activities to be accomplished, the following are some examples.

a. Install, remove, and dispose. The contractor must coordinate these activities w/the regional PDO.

b. Remove system software (as directed by AOS)

c. Recover/ship spare parts components (as directed by AOS)

d. Disconnect interface/power cables

e. Disconnect "customer" power lines/cap lines, etc.

3. PROPERTY DISPOSITION

3.1 Disposition Procedures. Any unrequired personal property must be recorded in and processed through the LIS USD subsystem. Additionally, any unrequired personal property must be reported to the regional PDO for screening and approval, prior to declaring the property as excess. Identify and list here any requesting organizations who will accept ownership of the unrequired property. The PDO will then assist the SSC Logistics Office to see that any transfer activity is processed correctly through USD 4650-12.

3.2 Funding. Identify responsible organization, and any issues associated with funding requirements. This includes funding for Hazardous Material Removal/Disposition for which should be listed any specific hazardous material expenses.

3.3 Disposition Planning. Include the following as applicable.

3.3.1 Documentation Disposition. Describe how technical manuals and other documents, no longer required for operations, will be disposed of (i.e. local salvage/ recycling arrangements, shredded prior to disposition, etc.). Include reference to proprietary, and/or NAS sensitive information, as applicable.

Define who will coordinate/accomplish document disposition at the site (i.e. TOR, regional record management personnel, etc.). When the equipment planned for decommissioning is to be transferred for historic preservation, specify if the technical manuals are to be sent with the equipment for museum display purposes.

3.3.2 Hazardous Material. Using the format of Table 5, describe the actions to be taken to identify and dispose of hazardous materials. Include, the methods by which hazardous materials will be handled during removal; a list of components to be removed and how; transportation requirements; funding (fee-for-service and/or transportation); and required documentation.

Table 5. Hazardous Material Disposition Actions

Actions To Be Taken	Reason For Actions	How Item Will Be Handled During Removal	Components To Be Removed And How	Special Transportation Requirements	Required Documentation

3.3.3 Precious Material. Identify any precious materials, such as gold, silver, platinum, palladium, iridium, rhodium, osmium or ruthenium in the electronic system. If the equipment should be given to the Precious Metal Recovery Program (PMRP), identify what equipment and when it will be transferred to PMRP in this section of the document.

3.3.4 Information Security. Identify any information resource management equipment to be disposed of and how it will be disposed.

3.3.5 Transportation. Using the format of Table 6, or an appendix, identify any transportation requirements for equipment to be disposed, including, equipment characteristics, quantity to be transported, weight and volume calculations.

Table 6. Transportation Requirements

Equipment Characteristics	Quantities To Be Transported	Weight Calculations	Volume Calculations

3.4 Disposition Planning Schedule. Using the format of Table 7, or an appendix, identify a disposition-planning schedule, including, at a minimum, the start time, task duration, timeline, milestones, and any supporting resources at the FAA Academy that will remain on-site and for how long. This schedule should be both at the high-level and site-level. If applicable, reference the approved Program Transition Plan.

Table 7. Disposition Planning Schedule

Start Time	Task Duration	Timeline	Milestones	Supporting Resources	How Long Supported

4. ROLES AND RESPONSIBILITIES

4.1 Organizational Responsibilities. Define organizational responsibilities for the following, as applicable.

4.1.1 Disposition Planning Team. Using the format of Table 8, identify key FAA and contractor personnel associated with the various aspects of the Systems/Equipment's disposition, and define responsibilities. Indicate the IPT Project Lead and/or the regional and ARTCC personnel points-of-contact. (reference section 4.2 for possible key disposition team members).

Table 8. Disposition Planning Team

Team Member (include name/phone/cc:Mail address)	Responsibilities

4.1.2 Integrated Product Team. Identify the responsible Product Team and any additional assistance the team will provide (in terms of funding, and functional and/or technical support).

4.1.3 NAS Logistics Management. Identify the AFZ-500 representative.

4.1.4 Environmental, Energy, and Safety Division. Identify the AFZ-500 representative.

4.1.5 Regions. Identify all regional personnel (i.e. PDO, Program Managers, RAPMs and TORs) involved in the disposition of equipment.

4.1.6 Air Route Traffic Control Centers/CERAP. Identify the site and regional personnel involved in the disposition.

4.1.7 FAA Logistics Center. Identify if the Logistics Center (FAALC) will be responsible for, in terms of scheduling, executing or funding, any activities associated with the excess property's removal. Using the format of

Table 9, provide FAALC identified requirements for cannibalization and reclamation. Also, identify any depot support requirements for excess property, as well as any packaging and storage instructions for excess property that is being transferred to the FAALC.

Table 9. FAALC Requirements

Equipment to be Disposed		Reclamation Requirements	Depot Support Requirements	Packaging and Storage Requirements

4.1.8 William J. Hughes Technical Center. Indicate here if the FAA Technical Center (WJHTC) will be responsible for, in terms of schedules, execution or funding, any activities associated with the excess property's removal.

4.1.9 Historical Preservation. Using the format of Table 10, identify if the FAA Federal Preservation Officer in AEE-200 has been consulted to verify whether the property anticipated acquisition for disposition is on, or eligible for listing in, the National Register of Historic places. Include points-of-contact for the preservation offices.

Table 10. Historical Preservation

Historical Preservation Organization	Consulted or Not	Point-of-Contact Information (name/phone/e-mail)

4.1.10 Contractors. Using the format of Table 11, or an appendix, provide basic information (points-of-contact for security access, tasks, schedules, duration), as is pertinent to effective equipment disposition management.

Table 11. Contractor Support

Point-of-Contact Information (name/phone/e-mail)	Tasks	Schedules	Duration

4.2 Disposition Points-of-Contact. Using the format of table 12, provide points-of-contact (name/phone/fax/cc:Mail) for the disposition planning team. As applicable, include the following:

- National Disposition Contacts: Co-Product Leads, Operations Support Manager, Associate Program Manager, Logistics Disposition Lead, Environmental and Safety, NAS Logistics, Property Management Division, Property Management, Spare Parts Management and Recovery, Information

Security Lead, FAA Logistics Center, Product Team (Project Manager and/or Product Leads).

- *Regional Office Contacts: TOR, RAPM, Property Disposition Officer, Disposition Engineering, AF Occupational Safety and Health Manager.*
- *ARTCC/CERAP Contacts: Area Operations Manager, Systems/Equipment Program Manager, Logistics Management Specialist, Safety and Environmental Compliance Manager.*
- *Contacts at Other Organizations: Historical Preservation Organization, Professional Airway Systems Specialists (PASS), American Federation of State, County and Municipal Employees, (AFSCME), National Air Traffic Controllers Association (NATCA), National Association of Air Traffic Specialist (NAATS), and Contractors (as relevant).*

Table 12. Disposition Points-of-Contact

Name	Organization	Phone	Fax	cc:Mail

ATTACHMENT 2. DISPOSITION ISSUES

The particulars of a disposition plan depend on the characteristics of what is being procured as well as what is being replaced/decommissioned. However, the following is an outline of questions/concerns that must be addressed prior to the plan's development. Plans must consider each item in order to be thorough. Where an issue is not relevant to the specific Systems/Equipment being removed or disposed of, state so.

DISPOSITION ISSUES		
1. FAA requirements for replaced subsystems, equipment, components, or auxiliary components such as cabling, manuals, test equipment, racks, etc.		
National Requirements:	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Leapfrog program Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Cannibalization Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Continuing support required for other Federal Agencies Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Long term support by the FAALC Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Contractor Maintenance Yes <input type="checkbox"/> No <input type="checkbox"/>	
Local Requirements:	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Test Equipment Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Site Spares Yes <input type="checkbox"/> No <input type="checkbox"/>	
	What may be required prior to removal?	
2. If no FAA requirements, will there be:		
National Removal Effort	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Contractor manufacturing and/or installing the new system? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Special disposition authority Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Exchange/sale procedures Yes <input type="checkbox"/> No <input type="checkbox"/>	
Regional/Local Removal Effort Any disposition activities performed by contractors (TSSC)	Yes <input type="checkbox"/>	No <input type="checkbox"/> If No, provide explanation
	Technical Support Service Contractor (TSSC) Yes <input type="checkbox"/> No <input type="checkbox"/>	

<p>or other) must follow all agency procedures contained in this order</p>	<p>Other contractors Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>3. Disposition Considerations Addressed</p>		
<p>Is the equipment covered under FAA Special Disposition Authority</p>	<p>Yes <input type="checkbox"/> Is the equipment used by other Federal agencies? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No <input type="checkbox"/> Should it be? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are any hazardous materials known or suspected in either the incoming or outgoing equipment?</p>	<p>Yes <input type="checkbox"/> Describe</p>	<p>No <input type="checkbox"/></p>
<p>Are there any special contractual issues?</p>	<p>Yes <input type="checkbox"/> Describe</p>	<p>No <input type="checkbox"/></p>
<p>Are any precious metals known or suspected? Note paragraph 4-21, Precious Metals Recovery Program, this order.</p>	<p>Yes <input type="checkbox"/> What is the estimated value \$ _____</p>	<p>No <input type="checkbox"/></p>
<p>Are any environmental issues known or suspected?</p>	<p>Yes <input type="checkbox"/> Describe</p>	<p>No <input type="checkbox"/></p>
<p>Are any real property (both land and structures) issues known or suspected?</p>	<p>Yes <input type="checkbox"/> Will equipment removal require an environmental impact statement or environmental assessment? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No <input type="checkbox"/> If yes, provide explanation</p>
	<p>Will equipment removal require building refurbishment, demolition, or restoration? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, provide explanation</p>
	<p>Will disposition surface concern from neighboring populous? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, provide explanation</p>

Are any legal issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any safety issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any security issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any union issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any transportation, storage, or handling issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any political/international issues known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Are any historical considerations known or suspected?	Yes <input type="checkbox"/> <i>Describe</i>	No <input type="checkbox"/>
Who will be responsible for paying for costs related to	Removal of hazardous materials?	
	Removal of precious metals?	
	Packaging, handling, storage, and transportation?	
	Disassembly, testing and any necessary refurbishment of equipment that will be cannibalized?	

	Relocation of equipment that will be recovered and redeployed to sites not receiving new systems?
	Site restoration?
	Building renovation/dismantlement?
	Resolution of legal problems?

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4800.2C CHG 1

10/03/03

SUBJ: UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY

1. **PURPOSE.** This change updates and clarifies procedures contained in Chapter 8, Disposal of National Airspace Systems (NAS)/Equipment, of the latest version of Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.

2. **DISTRIBUTION.** This order is distributed to the division level in the Washington headquarters, regions, and centers, and a standard distribution to all field offices and facilities.

3. **EXPLANATION OF CHANGES.** This revision:

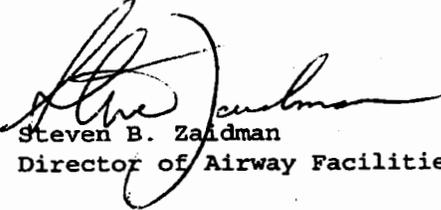
a. Updates Chapter 8, Disposal of NAS Systems/Equipment, and incorporates Appendix 6, NAS Systems/Equipment Disposal Plan Guide, which provides detailed instructions.

b. Updates organizational titles and incorporates additional acronyms.

4. **DISPOSITION OF TRANSMITTAL.** Retain this transmittal.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v	5/31/96	v	5/31/96
vi	5/31/96	vi	10/03/03
		ix (and x)	10/03/03
8-1 thru 8-6	5/31/96	8-1 thru 8-6	10/03/03
Appendix 2, Pages 1-2	5/31/96	Appendix 2, Pages 1-2	10/03/03
		Appendix 6, Pages 1-16	10/03/03


Steven B. Zaidman
Director of Airway Facilities

Distribution: A-W-2; A-XYZE-2; A-FOF-0(STD)

Initiated By: AFZ-500

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4800.2C CHG 2

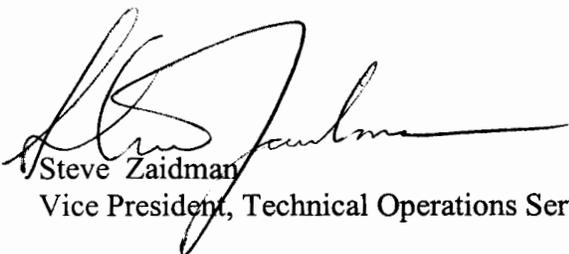
12/21/2004

SUBJ: DELEGATION OF DISPOSAL AUTHORITY FOR PERSONAL PROPERTY

1. **PURPOSE.** This change updates and clarifies Exchange or Sale of Personal Property procedures, and Abandonment or Destruction of Surplus Personal Property procedures of the latest version of Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.
2. **DISTRIBUTION.** This order is distributed to the division level in the Washington headquarters, regions, and centers, and a standard distribution to all field offices and facilities.
3. **EXPLANATION OF CHANGES.** This revision:
 - a. Updates Chapter 3, Exchange or Sale of Personal Property, to permit the use of reimbursable transfer.
 - b. Updates Chapter 7, Abandonment or Destruction of Surplus Personal Property, to incorporate abandonment or destruction of electronic equipment.
 - c. Updates organizational titles and incorporates additional acronyms.
4. **DISPOSITION OF TRANSMITTAL.** Retain this transmittal.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
3-1 thru 3-4	5/31/96	3-1 thru 3-6	12/21/2004
7-1 thru 7-4	5/31/96	7-1 thru 7-7	12/21/2004


Steve Zaidman
Vice President, Technical Operations Services

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