

APD Personal Property Alert

REVISED - Disposal of Nonfunctional Federal Electronic Assets (FEAs)



Background

This Alert replaces APD Alert 2012-P04. In response to GSA's [FMR Bulletin, B-34, Disposal of Federal Electronic Assets](#) (FEAs), GSA prohibited agencies from reporting nonfunctional FEAs in GSAXcess. (See Enclosure 1A for equipment defined as FEAs.) However, GSA has rescinded this decision. **Agencies may continue reporting nonfunctioning FEAs in GSAXcess.**

Policy

Use every opportunity to reuse electronic assets according to existing property regulations. Existing regulations include:

- Reuse within the agency,
- Replace through exchange/sale authorities, and
- Promptly report assets in AAMS/GSAXcess to increase transfer opportunities.

When equipment is nonfunctional (condition codes X-salvage or S-scrap), PMOs have the option of reporting in GSAXcess for potential transfer or sales or authorize abandonment/destruction.

If the PMO elects to report in GSAXcess, apply the condition code that accurately describes the condition of the asset. See Enclosure (1B) for the list of valid condition codes. After screening in GSAXcess, GSA will attempt to sell nonfunctioning FEAs to recyclers. If there are no transfer requests or sales offers, GSA will authorize the PMO to proceed with abandonment and destruction.

When initially bypassing screening and authorizing abandonment and destruction, ensure the APO provides information to support condition code X or S, such as:

- List of the problems/repairs,
- Estimate of repair costs, (from technician or past history of repairs costs), or
- Feasibility of repair or replacement.

Disposal Action

PMOs will prepare/review the AD-112, authorize disposal instructions in Section III of AD-112, and return the AD-112 to the APO for disposal action. When providing APOs with disposal instructions, consider using the information attached to the Sample AD-112 in Enclosure 2.

Whether using direct abandonment/destruction, or when authorized by GSA to abandon/destroy, agency personnel may not dispose of nonfunctional FEAs in landfills or incinerators. Employees are responsible for disposing of all property in a manner that is not harmful to the environment. Options include:

- Vendor/Manufacturer take-back programs that use certified recyclers (such as Staples), or
- Direct use with a certified recyclers or refurbishers.

Refer to the following sites for information on certified recyclers.

<http://www.federalelectronicchallenge.net/resources/links.htm#five>

<http://www.r2solutions.org/>

<http://e-stewards.org/>

Reporting

Agency PMOs will report disposals on the Annual Non-Federal Recipients Report. Required information includes:

- Name of Certified Recycler or Vendor Take-Back Program
- City, State, and Zip Code

Contact

For questions, please contact your Business Service Center's Property Office. For policy questions, property officers should contact a member of the Acquisition and Property Division (APD), Property and Support Services Branch:

Perry.Williams@ars.usda.gov	301-504-1047
Renee.Utt@ars.usda.gov	301-504-1745
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Enclosures

Enclosure 1A & 1B

Enclosure 1A: Property Designated by GSA as FEAs

Description	Federal Supply Group (FSG) or Class (FSC)
Copiers	FSC 3610
Telephones, fax machines, and other communication equipment	FSG 58
Electronic Equipment Components	FSG 59
Electrical and Electronic Properties Measuring and Testing Instruments	FSC 6625
Digital Cameras	FSC 6720
Desktop and laptop/portable computers, computer monitors, displays, printers, peripherals, and electronic components	FSG 70
Televisions and other displays	FSC 7730
Other items that clearly use solid-state electronics technology or vacuum tubes.	

This list does not identify all electronic assets, only assets specifically targeted as FEA under Bulletin B-34. GSA encourages agencies to dispose of all electronic supplies, equipment, components, end items, and parts according to the principles in B-34.

Enclosure 1B - Condition Codes

Code	Description
1	New. Property in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable. Property that shows wear, but can be used without significant repair.
7	Repairable. Property that is unusable in its current condition but can be economically repaired.
X	Salvage. Property that has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property that has no value except for its basic material content.

Enclosure 2
Sample AD-112 with Disposal Instructions

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY			
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY (Check only one-report each one type separately)		2. REPORTING ACTIVITY (Show agency, date, and location)	
<input type="checkbox"/> Unserviceable	<input type="checkbox"/> Lost or Stolen		
<input type="checkbox"/> Obsolete	<input type="checkbox"/> Cannibalized for parts		
<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed		
	<input type="checkbox"/> Others		
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) D
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
The property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		2. DATE	
3. SIGNATURE OF WITNESS			
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE
SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)			4. DATE

Section I - APO prepares 1-5

Section III - PMO completes

Section IV - APO & Witness signature

Section V (optional)

3. PROPERTY ITEMS (ATTACHMENT TO AD-112)

EXPLANATION/DISPOSAL INSTRUCTIONS

The PMO authorizes the following action according to Federal Management Regulations (FMR) 102-36.215 through FMR 102-36.330, and Bulletin B-34.

Based on the condition and cost to repair, the property listed in Section I-3 meets the criteria for abandonment/destruction. Officials should dispose of through a certified recycler or a vendor/manufacturer take-back program that uses a certified recycler/refurbisher. Regulations prohibit agencies from using landfills or incinerators when disposing of nonfunctional FEAs. For additional information on recyclers, refer to <http://www.r2solutions.org/> and <http://e-stewards.org/>.

Prior to disposal, APOs must ensure that FEAs are sanitized of all sensitive data. APOs will remove all Government markings before disposal.

Complete the following information to certify disposal method:

Name of Recycler or Vendor Take Back Program

City, State, and Zip Code

Signature and Date of Recycler/Vendor Program Contact

Complete Section IV of the AD-112, with a witness signature, and return completed form to PMO Office at:
