

DISPOSAL PROCEDURES

2761

(No. 15 January 2001)

Procedures for disposing of federal property are as follows:

1. Determine the condition code of the property.
 - 1 - Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
 - 4 – Property which shows some wear, but can be used without significant repair.
 - 7 – Property which is unusable in its current condition but can be economically repaired.
 - X – Property which has a value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomically repaired.
 - S – Property which has no value except for basic material content.
2. Complete an SF-120, Report of Excess Personal Property ([see Section 2762](#)) and describe the property fully. One item per document unless reporting condition code “S”.
3. FAX a copy of the completed SF-120 to the regional BSO and Sacramento FEPP office.
4. The FEPP officer will review, approve and forward the SF-120 to USFS Property Management Officer. The PMO will determine if item goes to DEPPC, Local sale or Abandonment and Destruction.
5. The Forest Service PMO will electronically forward property coded 1,4,7& X to USDA - DEPPC in St. Louis, Missouri, for screening by USDA agencies. The DEPPC advertising period is thirty days. DEPPC may directly report the property to GSA if it does not meet their advertising criteria. To view available USDA property on the internet, visit:
<http://www.nfc.usda.gov/propexcs>
 - If the property is selected by another USDA agency, DEPPC will forward the transfer/donation document to the contact person (indicated in Block 9 on the SF 120). The document will specify who is to receive the property and who should be contacted for shipping arrangements.

- When the item is shipped or picked up the individual receiving the item must sign the release. A copy of the signed property release form along with a copy of the SF-120 must then be forwarded to the Sacramento FEPP office and the item from the receiver's inventory. The Sacramento FEPP office will forward the closing documents to the USFS for removal from records.
6. If DEPPC does not receive a request from an USDA agency within the thirty-day advertisement period it will electronically release the property to GSA. GSA will normally establish a surplus release date 60 days after the electronic receipt.
- If the property is selected by a federal agency you will receive a SF-122. If the property is selected by a donation agency you will receive a SF-123. When an individual picks up the property, he or she must sign the release document (SF-122 or SF-123). A copy of the signed release document must be faxed along with a copy of the SF-120 to the Sacramento FEPP office in order for the item to be removed from inventory records. GSA will also request a copy of the signed release document.
7. If the property was not requested in the reutilization cycle it will be forwarded to GSA Sales which will determine if the item will be sold by GSA or returned to the Forest Service for a local small lot sale.

Disposal instructions should be sent to the individual who completed the SF-120. If those instructions have not been received within 90 days after the SF-120 was submitted, the Sacramento FEPP office should be contacted and the status of the disposal instructions will be researched.

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[\(see Forms or Forms Samples\)](#)