

PROPERTY DISPOSAL

2843

(February 2016)

PROPERTY SURVEY BOARD

2843.1

(February 2016)

The Department's Property Survey Board operates in accordance with the provisions of SAM, Section 3520.2. The membership of the board for BSO consists of the BSO Chief, Property and Local Services Manager, and the State Property Coordinator. Contact the IT E-Waste Coordinator for IT.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.2.pdf

The board members will ensure that the decision to dispose or transfer surplus property is in the best interest of the state when the CAL FIRE 152 or STD 158 is submitted accordingly.

DAMAGED OR DESTROYED EQUIPMENT (NON-INCIDENT) 2843.2

(February 2016)

If the state-owned property is damaged or destroyed (not by an incident), CAL FIRE management shall be notified as soon as possible. It is up to management to determine if the damage was caused by negligence, and to set up appropriate measures to prevent future misuse of state-owned property.

The description of events and precautions taken to prevent repeated situations must be noted on the CAL FIRE STD 152 in the Explanation portion of the form. The form must be forwarded to the BSO/SPC for processing. The approved CAL FIRE 152 will be forwarded to the office for accountability. The information must be noted in an internal Inventory Tracking System.

DAMAGED EQUIPMENT AND FIRE GEAR AT AN INCIDENT 2843.3

(February 2016)

EQUIPMENT:

If state-owned property is damaged or destroyed at an incident, personnel must complete a CAL FIRE-101 form, Property Certification of Location or Damage Certificate of Responsibility for Incident Occurrence. A written explanation and the signature of the Line Supervisor are required. The damaged property should be turned into the Supply Unit for exchange if applicable. A FC-315 form, Incident Replacement Requisition, should be completed if a replacement is required.

<http://calfireweb/library/forms/cdf101.doc>

<http://calfireweb/library/forms/fc315.doc>

If the damaged property is not assigned to anyone, the item should be returned to the Supply Unit. The Supply Unit will be responsible for completing a CAL FIRE-101 and a CAL FIRE 152 for any state property (not federal) that is damaged at an incident. The completed CAL FIRE 152 must be forwarded to the BSO/SPC for processing and approval. The CAL FIRE office must retain a copy of the approved CAL FIRE 152 for accountability, and update its internal Inventory Tracking System. A CAL FIRE 152 should only be sent to the BSO/SPC if it is considered a sensitive item or a capitalized asset. The SPC does not need a CAL FIRE 152 for fire gear and/or equipment that does not meet the criteria of being sensitive or a capitalized asset.

FIRE GEAR:

CAL FIRE offices shall complete a CAL FIRE 101 for any state-purchased fire gear (not federal) that was destroyed or lost due to an incident.

A CAL FIRE 152 should only be sent to the BSO/SPC if it is considered a sensitive item or a capitalized asset. The SPC does not need a CAL FIRE 152 for fire gear and/or equipment that does not meet the criteria of being sensitive or a capitalized asset.

DISPOSAL OR DONATION OF OUTDATED OR UNUSED NOMEX

2843.4

(February 2016)

Disposal of Nomex:

- All Nomex with the CAL FIRE insignia must be properly disposed of by “shredding” the apparel thoroughly and placing it in the trash for disposal. It is important that the apparel not be donated, worn, or used by any unauthorized person.
- Nomex without a CAL FIRE insignia can be disposed of by placing it in the trash.
- Nomex that is damaged during an incident should be given to the Supply Unit, which shall document the information on the CAL FIRE-101.

Donation of Nomex:

- CAL FIRE Offices may not donate any Nomex with the CAL FIRE insignia.
- If the CAL FIRE office wishes to donate outdated or unused “non-CAL FIRE Nomex” to an approved donee, the office must first contact the organization to see if they will accept the property. The office must contact the SPC to see if the organization is an eligible registered donee.
- A CAL FIRE 152 must be completed and submitted to the BSO/SPC for processing and approval of any donated nomex. The SPC will forward the approved form to the contact person listed on the document. The CAL FIRE office must retain a copy of the approved form for accountability.

SURPLUS PROPERTY REUTILIZATION

2843.5

(February 2016)

CAL FIRE offices that have identified property as surplus are encouraged to contact other CAL FIRE offices to identify a need in another office. Refer to Section 2842 in this handbook for information on transferring property.

If the CAL FIRE office is unable to locate anyone interested in the surplus property, the office must survey the property by completing the CAL FIRE 152.

Surplus property that is capitalized, valued at \$5,000 and above, or considered sensitive must be recorded in the internal Inventory Tracking System. Please see section 2850 for tracking property.

Consumable property does not require a completion of a survey or transfer form. See section 2820.6 for definition of a consumable.

<http://calfireweb/library/forms/calfire152.pdf>

CALPIA SURPLUS FURNITURE

2843.5.1

(February 2016)

DGS and the California Prison Industry Authority (CALPIA) have established requirements for achieving cost-effective reuse of CALPIA conventional and modular furniture. CALPIA manufactured furniture is only authorized to be sold to public entities, including the State of California, city and county governments, and special districts. Selling to private entities is prohibited.

CALPIA will only accept new or excellent condition furniture. It will not accept any type of CALPIA furniture that is considered old, fair, poor, or in junk condition.

- A. If an office has surplus CALPIA furniture that is considered new or in excellent condition, the following steps must be followed:
1. A DGS STD 158 (Property Transfer Report form) must be completed listing each piece of new or good condition furniture.
 2. The form does not require a signature, but there must be a memo or statement from a Manager or Supervisor approving the transfer of furniture to CAL PIA attached to the form.
 3. Forward the form to the SPC for processing.
 4. When DGS approves the STD 158, the SPC will complete a CALPIA Product Stewardship Intake form ([http://catalog.pia.ca.gov/Product Stewardship Intake Form.pdf](http://catalog.pia.ca.gov/ProductStewardshipIntakeForm.pdf)) and submit to CALPIA for approval.
 5. CALPIA will contact the SPC when paperwork is approved.
 6. The SPC will contact the CAL FIRE office so that arrangements can be made and/or movers contacted to transfer the furniture to CALPIA.
 7. CALPIA is allowed up to 120 days' notice before CALPIA will remove furniture from the existing location.

Refer to Public Contract Code, Section 12153, which directs DGS to work with all state agencies to implement policies that ensure the procurement and use of recycled resources. DGS and CALPIA have established requirements for achieving optimum and cost-effective reuse of CALPIA manufactured modular and conventional furniture.

[http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=12153.](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=12153)

CAL FIRE PROPERTY SURVEY FORM – CAL FIRE 152 **2843.6** **(February 2016)**

CAL FIRE offices that have property considered surplus or unsuitable for use by the Department, must prepare a CAL FIRE Property Survey Form (CAL FIRE 152), to dispose of the property. The CAL FIRE 152 form is available on the CAL FIRE website. Also available is a CAL FIRE 152A Continuation Page form for listing additional property. See Appendix A for an example of a completed CALFIRE 152.

Submit the CAL FIRE 152: When the form has been properly completed and signed, it must be forwarded to the SPC who will process and submit the information to DGS for approval. For IT equipment, the CALFIRE 152 will go to the IT E-Waste Coordinator. Once approved, the SPC or the IT E-Waste Coordinator will forward the approved CAL FIRE 152 to the contact person listed on the form.

Prior to completing the CAL FIRE 152, the CAL FIRE office must determine how to properly dispose of the property. Contact the SPC or the IT E-Waste Coordinator for assistance.

Property Disposed of Differently: If items are to be disposed of in different ways according to the Disposition Codes (noted on the CAL FIRE 152), separate CAL FIRE 152's must be submitted for each disposition code. A determination must be made on how to appropriately surplus the property by choosing one of the Disposition Codes. Refer to Section 2844 of this handbook for an Explanation of Disposition Codes.

Certification of Disposition: The contact person, or the person authorized to complete the "Certification of Disposition" portion on the document, must sign the certification portion on the form and return the signed copy to the SPC or the IT E-Waste Coordinator for filing. The CAL FIRE office must retain the approved CAL FIRE 152 for accountability, and must update its internal Inventory Tracking System for proper record keeping.

<http://calfireweb/library/forms/calfire152.pdf>

<http://calfireweb/library/forms/calfire152a.pdf>

See Appendix A for examples of a completed CALFIRE 152.

The following are necessary for completing the CALFIRE 152:

- Include your Billing Code. The document will not be processed without the billing code. (This is a requirement per DGS. You are not being charged, but the code is used as a reference only.)
- You must enter a Disposition Code. The listing of Disposition Codes is located on the left side portion of the form. You must enter one of the Disposition Codes in the blank space or the document cannot be approved. If items are to be disposed of in different ways (using more than one Disposition Code), use a separate 152 for each disposition code. Refer to Section 2844 in this handbook for explanations of Disposition Codes.
- Sanitization Required (Y/N) -- If the property has stored confidential, sensitive, or personal information, you must contact your ITS coordinator to receive instructions on sanitizing the property before disposal. Examples include, but are not limited to: copiers, cellphones, pagers, digital cameras, computers, laptops, printers, faxes, tape drives, thumb drives, used CDs, servers, etc. Refer to SAM Management Memo, MM12-01, Removal of Confidential Material, http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM12_01.pdf.

Refer to Section 2846 in this handbook for an explanation of the importance of removing confidential material before disposal.

- You must include the condition of the property by entering the “Present Condition Code” listed on the form, such as: E=Excellent or New; N=Non-working; G=Good, F=Fair, P=Poor, J=Junk or Broken, O=Other. It is important to include the condition of the property in this column that determines how to dispose of the property. The form cannot be approved without a condition noted.
- The contact person /IT Coordinator, with a second signature from a Manager or Supervisor who is approving the disposition of property, must sign the form. The form will not be processed without two (2) approving signatures.
- When completed forward the signed CAL FIRE 152 to the SPC or for IT Equipment to the IT E-Waste Coordinator for processing the information to DGS. (Please allow a minimum of 3-5 days for DGS to approve.)
- The portion where it states the “Certification of Disposal” should be completed after the CAL FIRE office receives the approved survey form from the SPC or the IT E-waste Coordinator. This portion must be signed by an employee who is certifying that the property was disposed of properly or by the allied agency who is receiving the property.

- The date and the CAL FIRE Document number or the DGS Document number noted on the form, should be recorded in the internal Inventory Tracking System so there is a record that the property has been surveyed. A copy of the survey form with the signed "Certification of Disposal" portion documented, must be mailed, emailed, or faxed to the SPC or the IT E-Waste Coordinator for filing. The CAL FIRE office must retain a copy of the approved survey form for tracking and accounting purposes.

<http://calfireweb/library/forms/calfire152.pdf>

<http://calfireweb/library/forms/calfire152a.pdf>

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