

EXPLANATION OF DISPOSITION CODES (February 2016)

2844

TRADE-IN OF STATE PROPERTY – Disposition Code #1 (February 2016)

2844.1

Trade-in occurs when the value of used property is discounted from the purchase price of a like-for-like property. DGS determines whether another state department should acquire the property being traded in. The property accounts will be reduced by the recorded cost of the property traded in. Replacement property will be recorded at the cost that would be required to be paid had a trade-in not occurred. For this Disposition Code, a CALFIRE-152 must be completed and forwarded to the SPC for approval by DGS prior to any trade-in of property. Contact the SPC for assistance and explanation.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.3.pdf

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

SALE OF STATE PROPERTY – Disposition Code #2 (February 2016)

2844.2

CAL FIRE offices have the option of putting surplus property up for sale to the public, but a CALFIRE-152 must be approved by DGS before the sale. Therefore, the CALFIRE-152 must be forward to the SPC for processing and approval. Whenever public sales are conducted, a system of checks and balances shall be used. This shall consist of having separate persons handling the sale and the collection of funds. For this Disposition Code, a CALFIRE-152 must be completed and forwarded to the SPC for approval by DGS prior to any sale of property. Contact the SPC for assistance and explanation.

There are three methods a CAL FIRE office may use to offer surplus property up for sale to the general public:

1. Sealed bids: If the office selects to sell the surplus property to the public, a diligent effort must be made to secure at least three competitive bids. If the CAL FIRE office cannot collect three competitive bids, the office must prepare and sign a list of individuals contacted and must attach the bid solicitation list to the CALFIRE-152.
2. Auction: If the CAL FIRE office selects to dispose of the surplus property through a public auction, the office must publish information about the auction to all sectors of the community. The public notices shall include Newspaper ad, posting notice of sale in public places, and mailings to interested businesses and individuals.

3. Fixed Price: Not recommended if a CAL FIRE office wishes to sell the equipment using a fixed price, approval from the Director of DGS is required.

Public sales should be announced a minimum of one week prior to the sale with newspaper ads running no less than three days. "Notice of Sale" flyers shall be made available on-site and should contain the following information:

1. When and where the item(s) offered for sale may be inspected
2. Bid opening dates and time
3. Method of notification to successful bidders
4. Required method of payment and applicability of sales tax
5. Required time frame for successful bidders to pick up items
6. A "General Provisions" section should include an applicable statement, such as "Items are being sold as is and where is. All sales are final. The State of California reserves the right to reject any or all bids, or to value any defects or irregularities there in. Minimum bid amounts, when indicated, shall be applicable." "The State of California makes no warranty, either expressed or implied, as to the condition or completeness of the equipment being sold, nor does the equipment necessarily meet California Occupational Safety and Health Act Standard, Orders, or Regulations."

After the successful bidder has paid for the item(s) and been presented with the receipt, the bidder shall be requested to sign an appropriate "delivery" receipt to signify that the bidder has received the item(s).

After the completed sale, the amount of cash received shall be recorded on the approved copy of the CALFIRE-152. A copy of the recorded sale on the CALFIRE-152 must be forwarded to the SPC, and a copy must be retained by the office. If cash is received, you must follow the proper procedures for cash accountability as stated in the Accounting handbook, Section 3630. The Department Accounting Office must be notified of any funds collected for the sale so that it is properly recorded.

<http://calfireweb/library/handbooks/3600/3630.pdf>

State employees may participate in public sales providing they do so in the same manner as the public. Employees may not use their position, office, or prestige to their advantage when participating in sales, nor may they participate on state time.

For additional information, refer to SAM, Sections 3520.7, and 3520.8, for procedures in conducting a public sale and the sale proceeds of state surplus property.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.7.pdf

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.8.pdf

VALUELESS STATE PROPERTY

– Disposition Code #3

2844.3

(February 2016)

Property that is unable to be recycled is considered valueless. A reputable disposal site operator should safely and legally dispose of the property. Forward the CALFIRE-152 to the SPC for processing and approval by DGS.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.3.pdf

Purchase State-Issued Firearm: Retired CAL FIRE Law Enforcement personnel who request to purchase their state-issued firearm must complete a CALFIRE-152 and choose Disposition Code #3. Refer to Section 2850.4 in this handbook for detailed explanation on completing the form for this request.

LOST, STOLEN, OR DESTROYED STATE PROPERTY

– Disposition Code #4

2844.4

(February 2016)

When any property is lost, stolen, or destroyed, the CAL FIRE office must prepare a CALFIRE-152 and forward to the SPC, or for IT equipment, to the IT E-Waste Coordinator for processing.

Fire Gear: State purchased fire gear or equipment that was destroyed or determined to be a loss due to an incident must use Disposition Code #4 on the CALFIRE-152. The incident number should be noted on the form and submitted separately by each individual incident number. Refer to Section 2843.4 in this handbook for disposal of outdated or unused Nomex.

Confidential Lost Property: Any lost property that contained sensitive confidential information must be reported immediately to CAL FIRE Management, the Information Security Officer with the Office of Program Accountability (OPA), Information Technology Services (ITS) program, and the California Highway Patrol (CHP). Security and computer related crimes involving IT equipment should refer to SAM, Sections 5340 and 20080.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap5300/5340.pdf

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap2000/20080.pdf

Unable to Locate: Property that CAL FIRE offices are unable to locate and it is determined that there was no theft involved, must use Disposition Code #4. An explanation of how it was determined that the property is currently misplaced and not

stolen must be noted on the form. The below information must be written in the Explanation portion of the CALFIRE-152:

1. A description of events (steps taken to locate the property)
2. Precautions taken to prevent repeat situations

The CAL FIRE office must record the information in the internal Inventory Tracking System to update their accounting records and retain the approved CALFIRE-152 as documentation.

Theft, Misuse, or Fraud: Losses of property due to fraud or embezzlement must be reported to CAL FIRE management immediately and to the Information Security Office (ISO) within Office of Program Accountability (OPA). The loss of property will be reported to the DOF, Office of State Audits and Evaluations (OSAE), and the Bureau of State Audits (BSA). This requirement applies to all incidents involving state assets, whether alleged against state employees or others. Notification will be made to OSAE and the State Auditor in writing no later than the first business day following the actual or suspected fraud, theft, or irregularity. Refer to SAM, Section 20080.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap2000/20080.pdf

If the CAL FIRE office suspects that the property is missing due to theft, the office must immediately report the theft to management and to the ISO within OPA and in addition, to the California Highway Patrol (CHP). The CHP will prepare a Report of Crime/Incident on State Property, Missing/Lost Property form (STD 99). A local law enforcement agency may also be notified to complete a theft report. Refer to SAM, Section 8643.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8643.pdf

If the CHP or a local law enforcement agency is not notified, or does not respond to take a report, the CAL FIRE office must complete a STD 99. Refer to the STD 99 for complete explanations and instructions on preparing the form. The STD 99 (or a local law enforcement report) and the CALFIRE-152 must both be submitted to the BSO/SPC for processing.

<http://calfireweb/library/forms/std99.pdf>

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

The property information must be noted in the internal Inventory Tracking System explaining that the state property was reported as stolen and a STD 99 and a CALFIRE-152 were prepared. The CAL FIRE office must retain copies of the STD 99 and CALFIRE-152 for documentation.

Likewise use Condition Code #4 in this handbook if it is determined that the property was not stolen but misplaced.

Investigation of Incident: Departmental management must promptly investigate incidents involving theft, damage, or misuse of property to determine if the loss or misuse was caused by negligence, and to set up appropriate measures to prevent future loss or misuse of property. A written description of events, e.g., steps taken to locate property and precautions taken to prevent repeat situations, must be documented.

Negligence of Property: CAL FIRE offices should have procedures and/or instructions that clearly explain to personnel the responsibility, care, and security of equipment, and the consequences of any negligence that results in the loss, theft, destruction, and/or damage of state-owned property. Personnel can be charged with any loss or damage of state property due to their negligence or unauthorized use.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev428/chap8600/8643.pdf

CANNIBALIZING STATE PROPERTY

– Disposition Code #5

2844.5

(February 2016)

State property may be cannibalized, but description of the property must be detailed on the CALFIRE-152. An explanation must be described in the explanation portion of the form detailing how the cannibalized parts of the property will be used. The CALFIRE-152 must be submitted to the SPC for processing and approval by DGS before any cannibalizing can take place.

SHIP TO SCRAP/SALVAGE DEALER TO BE RECYCLED

– Disposition Code #6

2844.6

(February 2016)

Surplus property that is considered scrap, junk, outdated, unable to be repaired, and is considered recyclable, shall be shipped to a reliable salvage dealer who will appropriately recycle the property. The CALFIRE-152 must be submitted to the BSO/SPC for approval by DGS before the property can be shipped to a salvage dealer. Property items that contain electronic components are considered E-waste and shall be surveyed to an appropriate E-waste recycle dealer. If the property is IT equipment, then contact your unit IT coordinator. All other E-waste materials will be surveyed out with the SPC at BSO. Choose Disposition Code #10 for E-waste items.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.9.pdf

DONATE TO AN ELIGIBLE PUBLIC SCHOOL OR ORGANIZATION – Disposition Code #7

2844.7

(February 2016)

CAL FIRE offices that wish to donate surplus state-owned property to a local school or a non-state entity must complete a CALFIRE-152 for approval by DGS. The recipient of the property must be on record with the DGS State and Federal Property Reuse Program office as an eligible donee, thus indicating that the recipient is eligible to receive such property.

<http://www.dgs.ca.gov/ofam/programs/stsurplus/forschools.aspx>

State-owned property must first be offered to an eligible school district or an approved public safety agency prior to offering the property to a non-state entity. Refer to Public Contract Code Section 10389.1:

<http://www.leginfo.ca.gov/Public Contract Code 10389.1-10389.2>

The DGS State Surplus Property Program (SSPP), at its discretion, can deny any donation. For vehicles and mobile equipment, separate proposals must be made. For Nomex donations see 2843.4

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.5.pdf

A list of eligible schools is updated monthly with DGS Office of Fleet and Asset Management. To obtain a copy of all eligible schools in your county you should contact OFAM <http://www.dgs.ca.gov/ofam/AboutUs.aspx> or the SPC at BSO. Once the office has chosen and contacted an organization from the list, the CALFIRE-152 must be submitted to the SPC or the IT E-Waste Coordinator for processing and submittal to DGS. The approved CALFIRE-152 will be forwarded to the CAL FIRE office.

SHIP TO PROPERTY REUSE PROGRAM (DGS Warehouse) – Disposition Code #8

2844.8

The DGS warehouse, at its discretion, will accept state property that is considered excellent, new, or in good condition. However, if the warehouse determines it is unable to house additional property, it will deny the CALFIRE-152. DGS recommends that agencies attempt to transfer the property within their own agency; transfer to another state agency; donate to an “eligible” public school or public safety organization; provide it to a scrap/salvage dealer to be recycled; or legally/safely dispose of the property if unable to be recycled.

DGS will consider furniture that has been made by the camps or furniture that was purchased from an outside vendor (not PIA), as long as it is in good condition. DGS will not accept any type of property if it is considered poor, junk, or broken.

It is recommended that you contact the SPC for any questions or concerns in regards to delivering property to the reuse program (DGS warehouse).

SB 493–DISPOSITION OF TECHNOLOGY TO PUBLIC COMPUTER CENTERS – Disposition Code #9

2844.9

(February 2016)

Because of the passage of Senate Bill 493 (Public Contract Code, Section 10389.2), state agencies are encouraged to offer surplus computers, monitors, laptops, and related components to eligible non-profit organizations that operate public computer centers. Eligible public computer centers must be non-profit organizations in partnership with a public school district. The Department's Information Technology (IT) coordinator must survey any IT equipment. CAL FIRE offices must contact their IT coordinator if they wish to offer their surplus IT equipment to an eligible organization or public school district. The CALFIRE-152 must be provided to the IT coordinator who will process the information for DGS approval.

A list of eligible schools is updated monthly with DGS Office of Fleet and Asset Management. To obtain a copy of all eligible schools in your county you should contact OFAM <http://www.dgs.ca.gov/ofam/AboutUs.aspx> or the SPC at BSO.

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=10389.2.

UNIVERSAL WASTE – SALVAGE DEALER/RECYCLER (E-Waste) – Disposition Code #10

2844.10

(February 2016)

There are certain types of state surplus property that are considered e-waste (electronic-type products). Refer to the CalRecycle website for additional definition of e-waste surplus property: <http://www.calrecycle.ca.gov/Electronics/WhatisEwaste/> State property that is considered e-waste shall be given to a recycle dealer that will properly dispose this type of e-waste property. If the e-waste property has any confidential, sensitive, or personal information, the material must be removed from the property before submitting the CALFIRE-152.

The Department's IT coordinators are responsible for assuring that IT property has been properly sanitized that may have confidential information stored on the equipment. The IT coordinator will assist or recommend a solution for the proper removal of the confidential material from the property. The confidential information must be removed before the property can be surveyed.

Examples of confidential IT equipment include, but are not limited to:

- Copiers, cellphones, pagers, digital cameras, computers, laptops, printers, faxes, tablets, hard drives, scanners, servers, thumb drives, used CDs, used DVDs, etc.

Once the confidential information has been removed, the IT coordinator will process the CALFIRE-152 for approval to DGS. The IT coordinator will assist in the arrangement to recycle the e-waste property properly. Refer to Information Technology Property, Section 2850.2, in this handbook for additional explanation.

E-Waste Non-IT Equipment: CAL FIRE Offices that have e-waste property that is not IT equipment, and does not have stored confidential, sensitive, or personal information, shall submit a CALFIRE-152 to the BSO/SPC. The SPC will submit the document to DGS for approval.

Examples of e-waste include, but are not limited to:

- Televisions, microwaves, VCR/DVRs, projectors, cordless/landline phones, calculators, audio-visual, radio/communication equipment, electric staplers, saws, etc.

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