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UNITED STATES DEPARTMENT OF COMMERCE

NOAA National Disposal Plan for Personal Property Management

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NOAA National Disposal Plan for Personal Property Management

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NOAA National Disposal Plan for Personal Property Management

1. Purpose of Disposal Plan and Introduction

NOAA policy is to ensure that all items of personal property are used to the fullest benefit of the agency, and when no longer required are efficiently and properly transferred to other eligible agencies, donated, sold or otherwise disposed of according to applicable laws, regulations and policies established. The Federal Government classifies property as either "personal" property or "real" property. Real property is land, buildings, or structures, including any permanently attached fixtures and improvements. Personal property is property, other than records and naval vessels which are transportable. Generally, this includes equipment, furniture, vehicles, boats, temporary buildings, and aircraft. In this Plan the term "property" refers to personal property.

This NOAA National Disposal Plan (NNDP) is intended to be the single authoritative desk reference for personal property disposal in NOAA. It includes materials from the Department of Commerce Personal Property Management Manual PPMM, GSA directives and Federal Management Regulations (FMRs), as well as additional NOAA requirements, priorities and procedures in implementing these policies. GSA remains the primary program provider of service when transferring, donating, or selling property outside of the agency directives.

In addition to incorporating all the rules, regulations and procedures for personal property disposal into one authoritative document, this Plan also introduces several changes to the current process with the intention of reducing costs and increasing efficiencies for the organization. These changes are intended to reduce spending and remove impediments to disposal. The Plan also clarifies the roles of different property officials and how and when they are involved in the process.

Although the primary audience for this plan is property officials, all employees of the agency are responsible for government-owned property in their possession. The plan outlines NOAA requirements and, where appropriate, identifies the officials responsible for the actions. The policies and procedures found in this NNDP provide property officials located throughout the country with the tools and guidance to successfully carry out the disposal of personal property locally, with less administrative involvement by the NOAA Personal Property Management Branch (PPMB), thereby reducing the time and costs associated with multiple organizational roles and responsibilities.

2. Goals and Objectives of Program

It is NOAA's intention to maintain an effective disposal program that:

- Conforms to Department of Commerce (DOC) and GSA regulations and directives on the disposal of personal property;
- Provides timely and accurate reporting and disposal of excess personal property;
- Make excess property the first source of supply through transfer within NOAA, within
- DOC and among other eligible federal entities;
- Promote the efficient and effective use of NOAA program and administrative resources through reduced costs and improved processes;
- Dispose excess property not claimed by other federal entities and deemed "surplus" in a cost effective and timely manner through donation, sale, abandonment or destruction;
- Ensure that final disposition complies with applicable environmental, health, safety and national security regulations;
- Enhance recycling and energy conservation efforts;
- Prevents the unauthorized release of sensitive and classified information maintained on
- NOAA properties; and
- Ensures property officials are well trained and aware of requirements, preferred practices are working as intended and effective oversight is maintained.

3. Scope and Applicability

This NNDP applies to all NOAA Line and Staff Offices (L/S). Each office may augment this Directive with more stringent internal policies and procedures. All supplemental internal policies must be coordinated with NOAA's PPMB to confirm compatibility with the DOC and NOAA policy. Any deviations will require NOAA PMO approval.

For purposes of the NNDP, property is considered "excess" when it is deemed unserviceable or is no longer needed, such as when it is replaced or determined obsolete, and it must be disposed of in accordance with published guidelines.

These policies and procedures cover disposal and required recordkeeping associated with it for all accountable and non-accountable property. Expendable property is not subject to these procedures.

4. Effective Date

June 1, 2011

5. Authorities and References

- Department of Commerce Personal Property Management Manual, October 2007
- Federal Management Regulations, 41 CFR 102
- Utilization and disposal of hazardous materials and certain categories of property, 41
- CFR 101-42
- Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 482

- Stevenson-Wydler Technology Innovation Act or 1980, as amended, 15 U.S.C. 3701, et. seq.
- GSA Personal Property Disposal Guide
- Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
- Executive Order 13423 strengthening Federal Environmental, Energy, and Transportation
- Management

6. Overseeing Personal Property Disposal

It is the responsibility of the Property Management Officer (PMO) working with the Personal Property Management Branch (PPMB) and Line/Staff (L/S) Property Managers (PMs) to monitor and oversee personal property disposals. This provides assurance to NOAA, DOC management and government oversight agencies that established policies, practices, and processes are effective, complete, timely, and responsive. This is accomplished through a program of oversight that will include but are not limited to:

- Examination of selected transactions, including the documentation maintained;
- Review and analysis of performance data comparing accomplishments against agency performance goals;
- A program of regularly scheduled on-site visits;
- Regular communications with property officials and stakeholders;
- Providing technical assistance and training to respond to concerns identified; and
- Requiring and overseeing corrective actions, where warranted.

7. Acquiring Excess Property

Excess property should be the first source for filling acquisition needs. When evaluating the use of excess property held by another federal office, the following criteria should be considered:

- There must be an authorized requirement.
- The cost of acquiring, transporting and maintaining the excess property should not exceed the cost of purchasing and maintaining new material.
- The sources of spare parts or repair/maintenance services to support the property must be readily accessible.
- The supply of excess parts acquired must not exceed the life expectancy of the equipment supported.

Tip: Before acquiring any excess property from another DOC office or property from another federal agency, the receiver should personally inspect the item, when possible, to verify the condition. If it is not feasible to personally inspect the item, the receiver should examine all information available about the property and talk, if possible, to the POC, the reporting agency official who has personal knowledge of the property.

8. Disposing of Property

Employees are responsible for continually reviewing their assigned property to identify property no longer needed for operational purposes or that needs to be replaced. There are a number of acceptable methods to dispose of property no longer required. The selection of the best and most appropriate approach must consider the condition, disposal costs, special handling requirements, etc.

There are several steps that need to be followed in the disposal process. At different stages in the process key decisions may be needed by the various stakeholders including: Hand Receipt Holder, Property Custodian (PC), Property Accountability Officer (PAO), Personal Property Management Branch (PPMB) Line Office Representative (LOR), Property Management Officer (PMO) a Board of Review and/or Special Board of Review convened by the PMO.

8.1. General Requirements

8.1.1. Disposal in Place

Disposal must to be conducted "in place" rather than transporting the property to another location. Exceptions are authorized, but must be approved in advance by the PPMB LOR or PMO and justified by cost savings or significant program benefit. Requests should take into consideration that the added costs of transporting and storing property at another location which is the responsibility of the L/S with custody of the property to be disposed, unless agreed otherwise by the office assuming responsibility for the disposal.

Also, other responsible property officials may direct that disposal be other than in place to satisfy other requirements such as safety and health concerns.

8.1.2. Documentation and Approval

All disposal activity must be supported by appropriate documentation, properly authorized and recorded timely. The same documentation requirements apply to disposal of accountable property maintained in Sunflower as well as disposal of non-accountable property. The major differences are the approvals required and systems and processes used to record events. In all cases, the documentation must be complete and accurate and must allow an action to be traced from its first identification as not needed, to documenting its disposal or final event type. All documentation should be readily available for examination.

When disposing of non-accountable property a hard copy NF 37-50 form must be completed. When approval is to be obtained from PPMB the automated NF 37-50 process is used *a hard copy requests is no longer submitted by e-mail*. When utilizing an SF 122 the form is stamped by PPMB LOR and a control number will be assigned. This form will be used for documenting the disposal (e.g., transfer to other federal agency), and will be attached to the "request retirement of asset".

8.1.3. Forms

Hard copies of the forms used internally within NOAA to initiate disposal actions, gain approvals, record results and report final dispositions are available through the PPMB website.

8.2. Eliminating Sensitive and Classified Information and Preparing Property for Disposal

Once a decision has been made to dispose of property, it is necessary to ensure that all sensitive and classified information is removed prior to whatever means is chosen for disposal.

To ensure all sensitive and classified information is removed from electronic devices, this policy encompasses all computer hard drives and other storage devices whether stand alone or built into other products (i.e. copiers, printers, scanners, digital cameras etc.). These drives and devices must be completely destroyed or wiped of all data and software before disposal. The NOAA OCIO establishes requirements as well as identifies what tools are acceptable for removal of data and software. See section 10.1 below for more information on removing information from hard drives and other electronic media.

Additionally, the official responsible for preparing property for disposal shall remove all government bar codes, tags and markings.

8.3. Trade-in and Exchange/Sale

When replacing an item a trade-in at the time of acquisition is often available. In other instances where the trade-in allowance is low or none is offered, the property to be replaced can be separately sold as part of an Exchange/Sale. The following applies to both of these transactions:

1. The PC shall request authorization from the PAO to exchange or trade-in property or to sell it as part of an Exchange/Sale;
2. The PAO approval accompanies the requisition and is retained in the official procurement file;
3. GSA is the sole selling agent unless prior approval to use another agent or sell it directly is received in writing from the GSA to the PMO;
4. Items sold as part of an exchange/sale, including property coded as scrap due to damage, must be similar and the funds generated in the process must be applied to the replacement of the property acquired or exchanged;
5. The property sold or exchanged is excess as a result of the purchase; and

6. The number of items acquired must equal the number of items replaced, unless the acquired items perform all or substantially all of the tasks of the replaced items;

7. PCs must contact their LOR for guidance prior to trading in property or undertaking an Exchange/ Sale. An Exchange/Sale is different from a trade-in because the proceeds received may not be from the same vendor from which the new asset is acquired;

8. When Trading-In for the same type of asset, the contract must specifically include the barcode, serial number and dollar value Trade-In even if the value is $0.00 as a line item of the asset being Traded-In. Exception to the process is for copiers that cannot be repaired. The PC can utilize the new copier company as the recycle company and will follow the procedures to request a retirement of an asset having the copy company sign the NF 37-50 form.

Tip: If, for whatever reason, one piece of equipment is being exchanged for another identical piece of equipment (for example, under a warranty exchange), it is not necessary to create a whole new record in Sunflower. If the asset has the exact same model number the old barcode number and serial number can simply be replaced with the new barcode number and serial number. The exchange of equipment must be reported to your LOR. The required supporting documentation will depend on the type of the exchange.

8.4. Assets Requiring Special Handling

In some cases, specific assets require special handling to complete the disposal process. These include:

- IT equipment
- Laptop Computers
- Cell phones/Satellite phones/Smart phones/IPhones
- Personal Digital Assistants (PDAs)/Tablets
- Hazardous materials
- Firearms
- Vehicles
- Aircraft
- Vessels
- Heritage property

The process of handling these asset types are described in Section 10 of this plan.

Tip: PCs are encouraged to contact their LOR for guidance if the item to be disposed meets any of these characteristics or if there is uncertainty how to proceed because of the unique nature of the property.

8.5. Beginning the Disposal Process: Classifying Property

The first step is to determine whether the item should be disposed of through:

1. Retiring unserviceable property through recycling/scrapping, abandoning/destroying; or
2. Declaring it "unneeded" and making it available to other entities through transfer, donation or sales because it is serviceable but no longer required.

8.5.1. Unserviceable Property

Property that is no longer needed and has no value beyond its basic material content or property for which repair or rehabilitation for use for the originally intended purpose is clearly impractical. These should be retired through recycling, abandonment or destruction or, in some instances, cannibalization.

8.5.2. Excess Property

Property that is no longer needed by the holding office but which is (1) working or (2) not working but would be economical to repair should be made available for transfer, donation or sales, unless not justified, as discussed below.

8.5.3. Usability and Condition

In making this determination to categorize the property as no longer required and available for transfer, donation or sale, or to categorize it as unserviceable and in need of retirement through recycling or abandonment in most instance, the usability and condition and cost must be considered.

Tip: Some questions to consider in this process include:

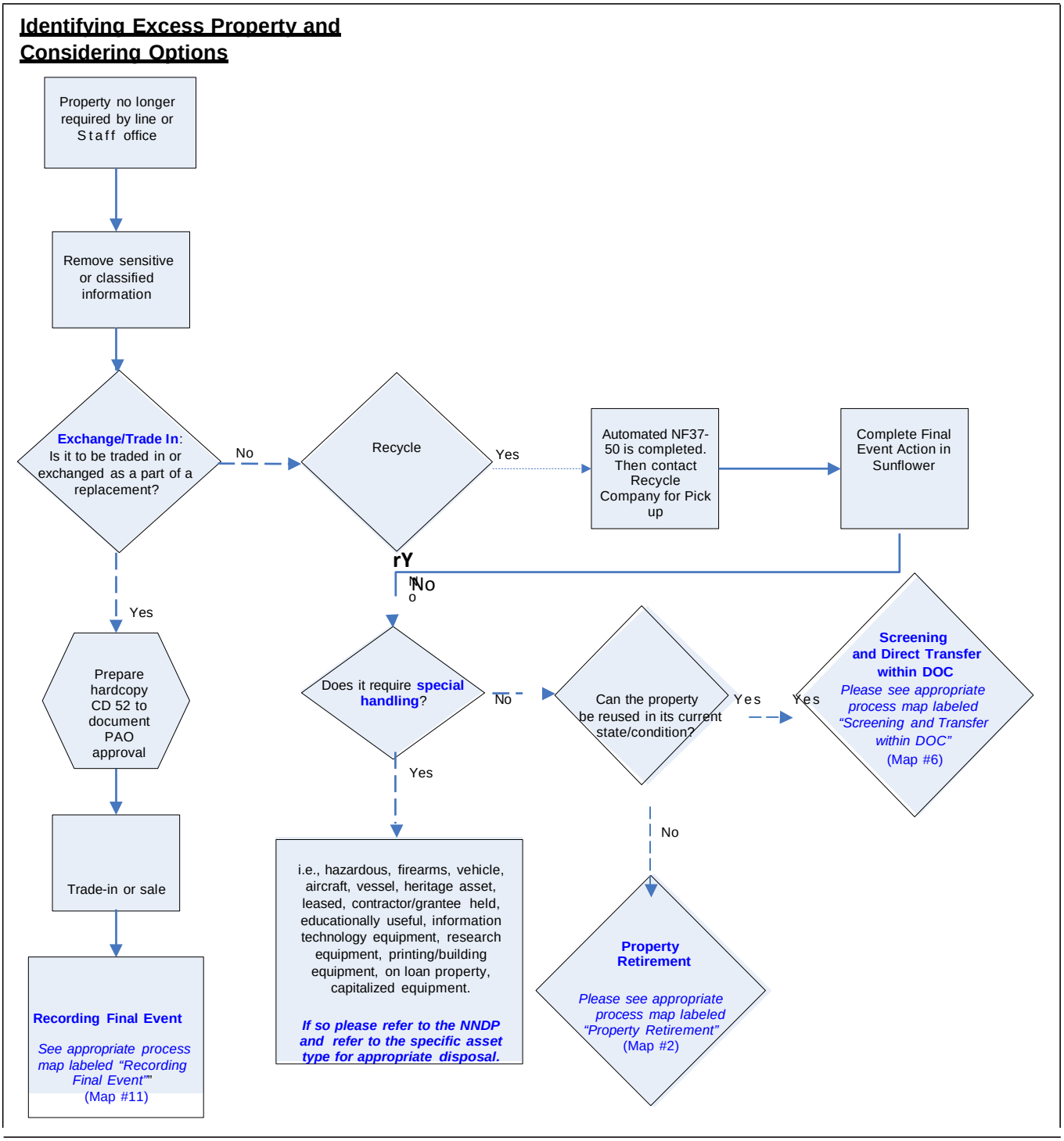
1. *Has the item reached its maximum age of service?*
2. *Has the technology supported by the item been replaced or updated?*
3. *Is the item still functioning?*
4. *What is the condition of the item?*

The Condition Codes used on the NF 37-50 are good descriptors of the types of condition for the property.

8.5.4. Cost Considerations

In addition to usability and condition, a determination must be made whether the cost of repairing, donating or selling the item is more than its current value, and whether it is economical to make this investment given the age of the property and its expected future use.

Figure 1.
Process Map 1: Identifying Excess Property and Considering Options

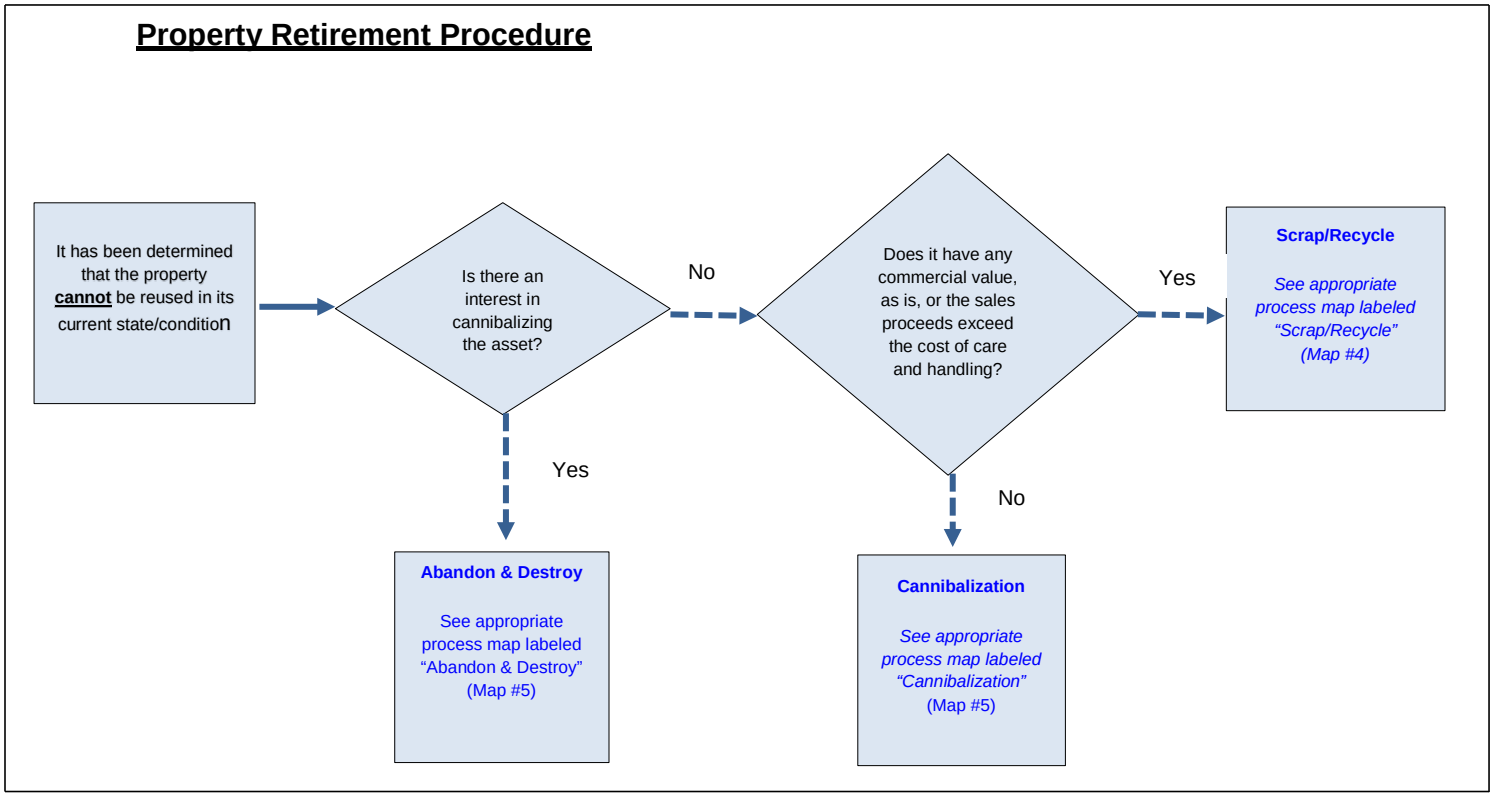


8.6. Retiring Unserviceable Property

There are a number of acceptable methods of retiring unserviceable property, including recycling, abandonment or destruction or in some instances cannibalization. A number of considerations described below must be made before the specific action can be taken. None of these require GSA approval.

Figure 2.

Process Map 2: Property Retirement



8.6.1. Cannibalization

Cannibalization is the removal of serviceable components or parts from otherwise unserviceable Government property to extend the useful life of other property. It is permissible only when the property to be cannibalized is inoperable and is no longer useful or economical to repair. Appropriate cannibalization of federal personal property can be advantageous to the Government by reducing the need for new procurement, maximizing the use of property by using components and parts from items that are unserviceable, and extend the life cycle of property that would otherwise be unserviceable.

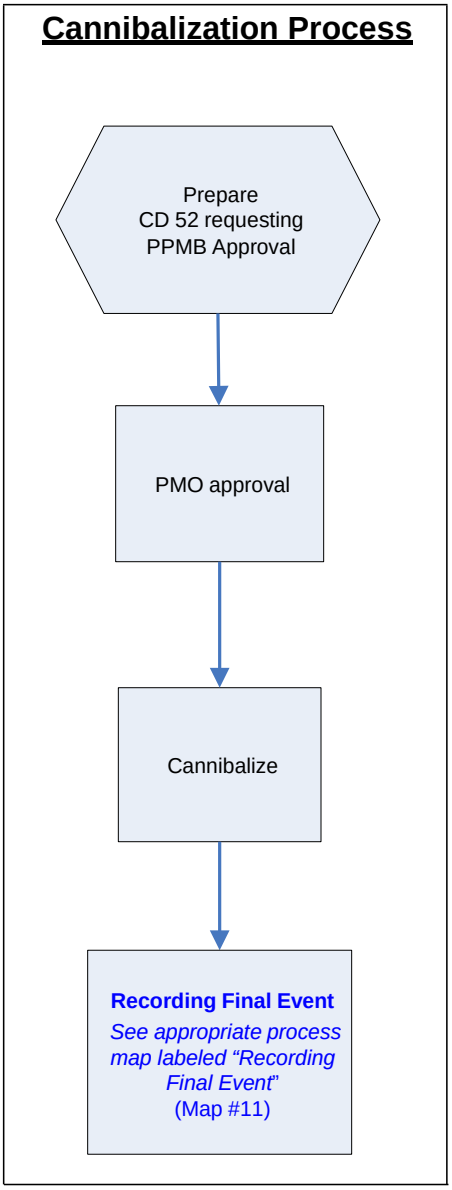
Decisions to cannibalize Government personal property have an effect on the accuracy of property records. The inappropriate cannibalization can negatively affect the availability of excess property for reuse and increase rather than reduce federal spending.

The request to cannibalize property must be processed through PPMB using a CD 52 with justification and approved in advance by the PMO.

If the estimated acquisition value of any component item removed from property to be cannibalized is $5,000 or greater, and it is to be retained while awaiting use or to be reported for disposal it must be accounted for in Sunflower. If it is to immediately be placed in another piece of property, it does not need to be entered into Sunflower. Any item remaining for which no use is identified shall be disposed of using normal disposal procedures.

Figure 3.

Process Map 3: Cannibalization



8.6.2. Recycling

If the property is determined to have little or no commercial value beyond its basic material content and is not functional, recycling and/or scrapping is the preferred method of disposal. In order to save the cost of shipping the property to another location for disposal, PC's must find local vendors who can pick up or receive the property. As with all disposals unless directed by NOAA property officials, justified by cost savings or significant program benefit, disposal must be conducted "in place".

Recycling vendors must meet all applicable federal and/or state environmental regulations. If you have any question on whether the vendors in your area are approved to accept your property, contact PPMB/LOR for guidance.

NOAA officials are strongly encouraged to use the services of other organizations, such as UNICOR where available. It must be determined that working with these organizations is more efficient and cost effective than directly making arrangements with vendors.

The responsible PC completes a "request to retire property: in Sunflower for the property to be recycled. If the property is "non-accountable" it is to be forwarded to the PAO for approval. If the property is "accountable" and tracked in Sunflower an automated NF 37-50 will be printed and signed by the releasing official and the recycling agency.

Tip: The automated NF 37-50 form will be accepted or denied by the PC, PAO and PPMB before the assets are removed from NOAA. If a NF 37-45 Sanitization Form is required it will be signed by IT before being attached to the request.

8.6.3. DRMO (DLA)

The Defense Logistics Agency established the Defense Reutilization and Marketing Service under the Defense Logistics Agency as a primary-level field activity. On July 19, 2010, as part of a "We Are DLA" initiative, the Defense Reutilization and Marketing Service was renamed the Defense Logistics Agency Disposition Services and unites the field activities under a single name.

DLA Disposition Services disposes of excess property received from the military services. Property is first offered for reutilization within the DOD, transfer to other federal agencies, or donation to state and local governments and other qualified organizations. In certain circumstances, federal agencies can also utilize Certain NOAA L/S may have access to DLA Disposition Services as a result of being located on or near a military installation.

Contact a Disposal Services Representative to find out more details on whether DLA can be used to help you in disposing of scrap or recyclables property. Memoranda of Understanding or Letters of Agreement may need to be in place between the DLA and a federal official authorized to enter into such agreements on behalf of an L/S before the services of the DRMO can be utilized.

Tip: To utilize a DLA facility you must contact them for information and requirements before completing a request for retirement.

8.6.4. Electronics Recycling – UNICOR

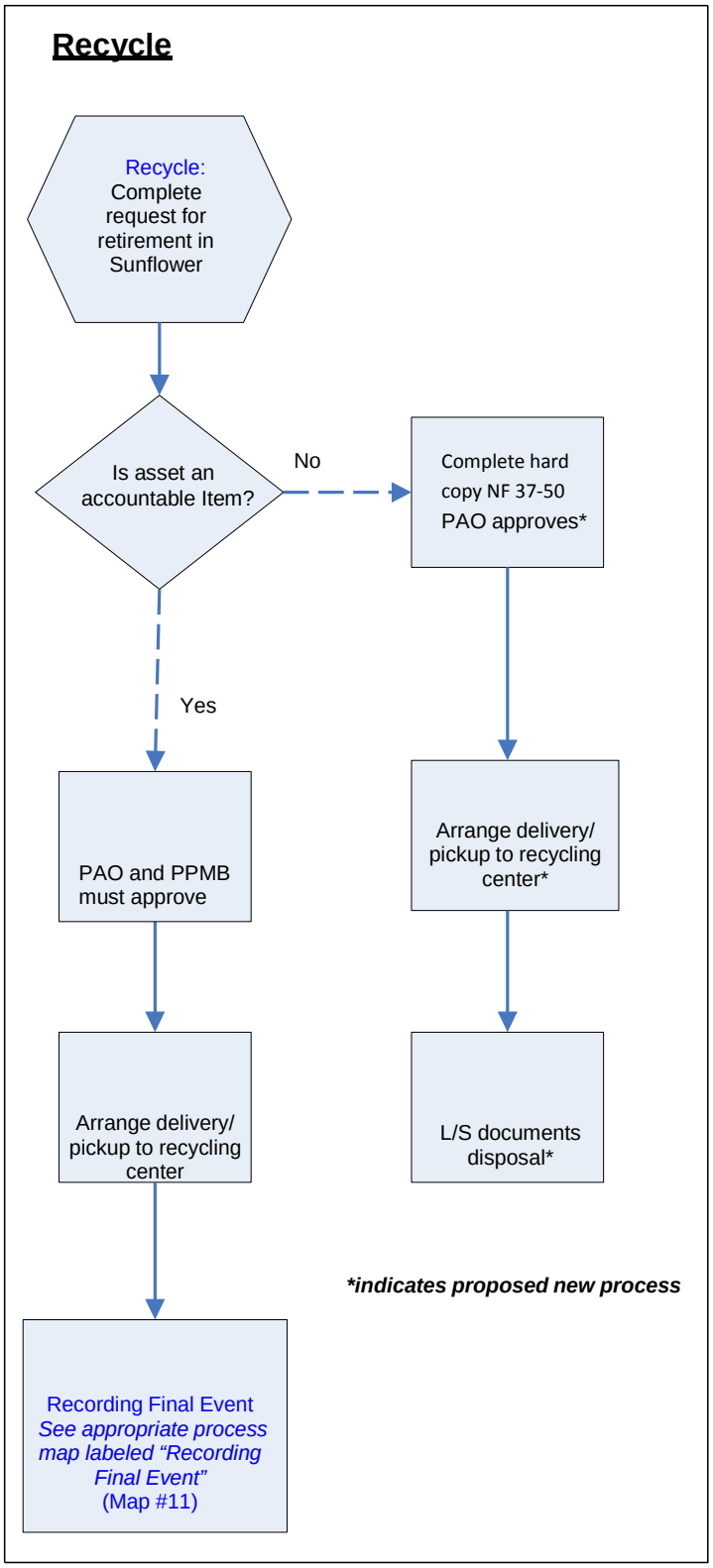
UNICOR's processing methods begin with receiving, testing, and evaluating the equipment. Equipment is first assessed to determine whether it can be used for its original purpose. If reuse is not an option, the equipment is then de-manufactured for recycling. PCs are encouraged to utilize the services provided by UNICOR if available in your area.

An automated NF 37-50 must be completed by the PC and approved by PPMB before taking assets to UNICOR. All barcodes will be removed prior to taking assets to Unicor.

Tip: For more information and contacts visit the UNICOR web site: www.unicor.gov/recycling/reprecycling.cfm?navlocation=ProgramContacts

Figure 4.

Process Map 4: Recycling



8.6.5. Abandonment and Destruction

If, after evaluating the condition of the property, it is determined that at least one of the following requirements are met, the property can be considered for abandonment or destruction.

- The property has no commercial value;
- The cost of care, handling, and preparation of the property for sale would be greater than the expected sale proceeds;
- A law, regulation, or directive requires abandonment or destruction; or
- Written instructions by an authorized official (health, safety, security) direct that the property be abandoned or destroyed.

The determination must be prepared in memorandum format by a technically qualified person (usually the PC) that documents this and includes a statement that donation is also not feasible. The PAO's and PC's signatures are required on this memorandum. GSA approval to abandon or destroy the property is not required, but PPMB approval would be needed when the property is accountable.

If, at any time prior to actual abandonment or destruction, these determinations are reversed, the disposal process would resume. This includes consideration for scrapping or recycling the property or declaring it excess.

If any line item of the property proposed to be disposed by abandonment or destruction has been categorized as accountable property, the determination addressed above will be sent to the PPMB LOR for review and approval/disapproval. This is done through e-mail using a hard copy CD 50.

No abandonment or destruction shall be made in a manner detrimental or dangerous to public health, safety, environment, or that would cause infringement of the rights of other persons.

Advance public notice must be given when the property is to be abandoned or destroyed. The notice must be displayed in the area in which the property is located (normally published in a local newspaper) for a period of not less than 7 days, containing a general description of the property to be abandoned or destroyed and the date and location of the abandonment or destruction and lastly an offer of the property for sale.

Property may be abandoned or destroyed, without public notice if:

- The value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical;
- Immediate abandonment or destruction is required because of health, safety, security reason;

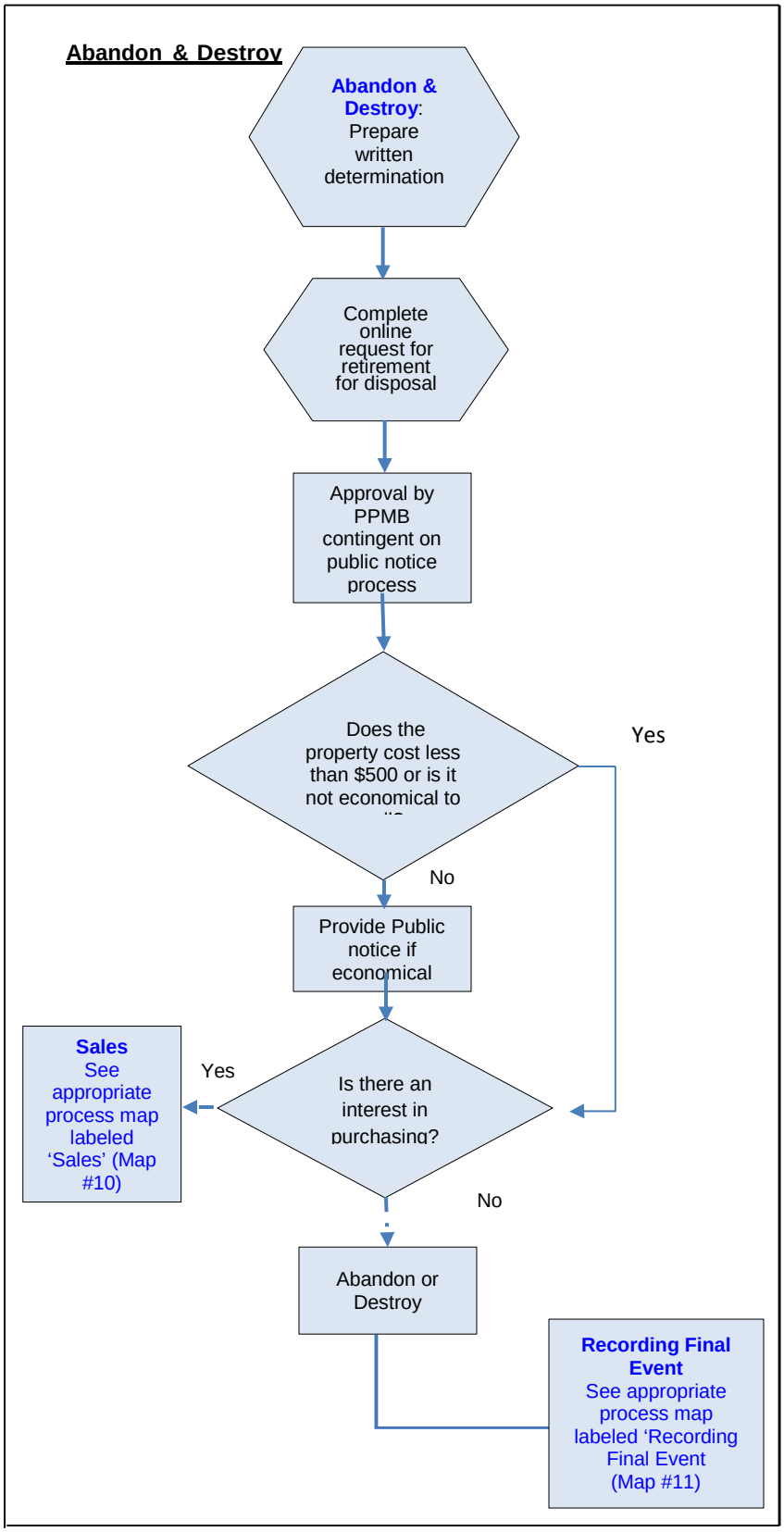
- The property to be abandoned or destroyed is unserviceable expendable property; or
- A single line item of property to be abandoned or destroyed at any one location at any one time has an original cost of less than $500.

The abandonment or destruction action must be witnessed by one other person, and the two individuals must sign a statement. This statement should be among the documents attached to the final event documentation.

After completed, a request for retirement must be completed in Sunflower and documents attached and submitted to the LOR for action. When satisfactory, the LOR will process the final event in Sunflower.

Figure 5.

Process Map 5: Abandonment and Destruction



8.7. Disposing Excess but Serviceable Property

You can begin the steps to dispose of property in its entirety when it is determined that:

- The property can no longer be utilized, but it is in serviceable condition or can be economically repaired; or
- If ultimately sold, the sales proceeds will exceed the cost of selling the item.

8.7.1. Screening and Reassigning/Transferring within L/S

The first step is to identify whether the item can be used within your larger L/S office. Descriptive listings containing sufficient data to identify the item, its condition, location, and the office to be notified if the item is desired should be circulated within the L/S office. PMs are responsible for determining whether and how this screening is to be done and overseeing the process. If claimed, the asset will be transferred to the new PC in Sunflower.

8.7.2. Preparing the Excess Receival for Screening and Transferring within NOAA and DOC

If the asset is not going to be recycled the PC will enter an Excess Receival Request in Sunflower using the CD-50/52 online menu. This request is sent to PPMB for processing. In the comments box you must provide weight, full description and any issues or damages and last time utilized. Up to 12 photos are also required.

Once received by PPMB for review and process, the information is transmitted to GSAXcess® via Sunflower. The information regarding the property will be available for review by all DOC agencies for 15 days. If no interest from DOC agencies then the asset rolls over to GSAXcess for all other agencies consideration.

8.7.2.1. Requirements for Documenting the Condition of the Property

The Excess Receival request will need to provide sufficient commercial descriptive detail to permit electronic screening, transfer, or sales to potential new owners without the need for future reference to previous NOAA offices. The indication of current condition and narrative description of the repairs, if any, are also needed. This includes descriptive language on the item, as well as disposal condition codes, digital photos, and any special circumstances or requirements for dismantling, storing or transporting should be identified.

Inclusion of any available operating manual, maintenance record log, or other instructional or informational publications on the property should also be included when reporting the excess personal property. This information is provided by the PC when uploaded through Sunflower using the CD-50/52 transaction menu. This data will then be transferred to GSAXcess® when PPMB submits the electronic SF-122 in the system.

8.7.2.2. Disposal Condition Codes

When property is reported for disposal, a condition code is required to describe the status of the item. This condition code is used for the property throughout each of the various stages of the disposal and excess process.

When property is reported, it is displayed in GSAXcess® with one of the following codes.

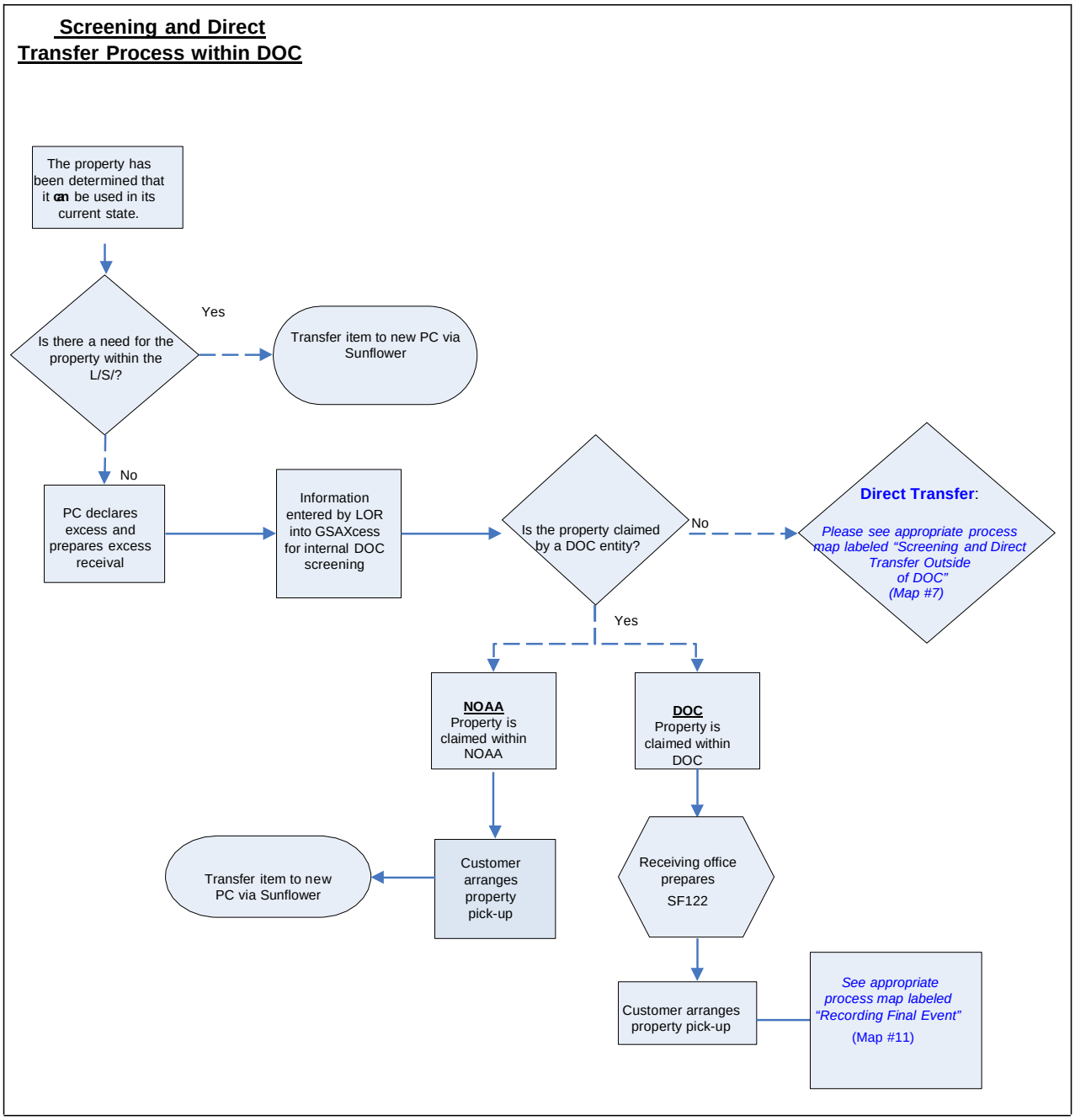
Disposal Code	Definition
1 …… New/Unused	Property which is in new condition or unused condition and can be used immediately without modifications or repairs
4 …… Usable	Property which shows some wear, but can be used without significant repair.
7 …… Repairable	Property which is unusable in its current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

Note: It is extremely important that you use the correct disposal condition code to ensure that the item is disposed of in the proper manner and to avoid delay in the disposal of the property.

Tip: If the property is claimed by another NOAA L/S property holder, the current PC should use the CD50/52 transaction menu- maintain assets to request a change in asset detail. Enter only the new custodial information. The gaining PC will need to acknowledge acceptance via Sunflower. The new PC must change the user and location.

Figure 6.

Process Map 6: Screening and Direct Transfer within Department of Commerce



8.7.3. Direct Transfers Outside of DOC

If the property is not transferred within NOAA or the Department of Commerce, the property can be made available directly to other eligible organizations including other federal or State agencies before being made available government-wide through GSAXcess®. This can be done without GSA approval. This process is described below.

8.7.3.1. Other Federal Agencies

These direct transfers of excess personal property may be made without written GSA approval under the following situations, although verbal approval may be required:

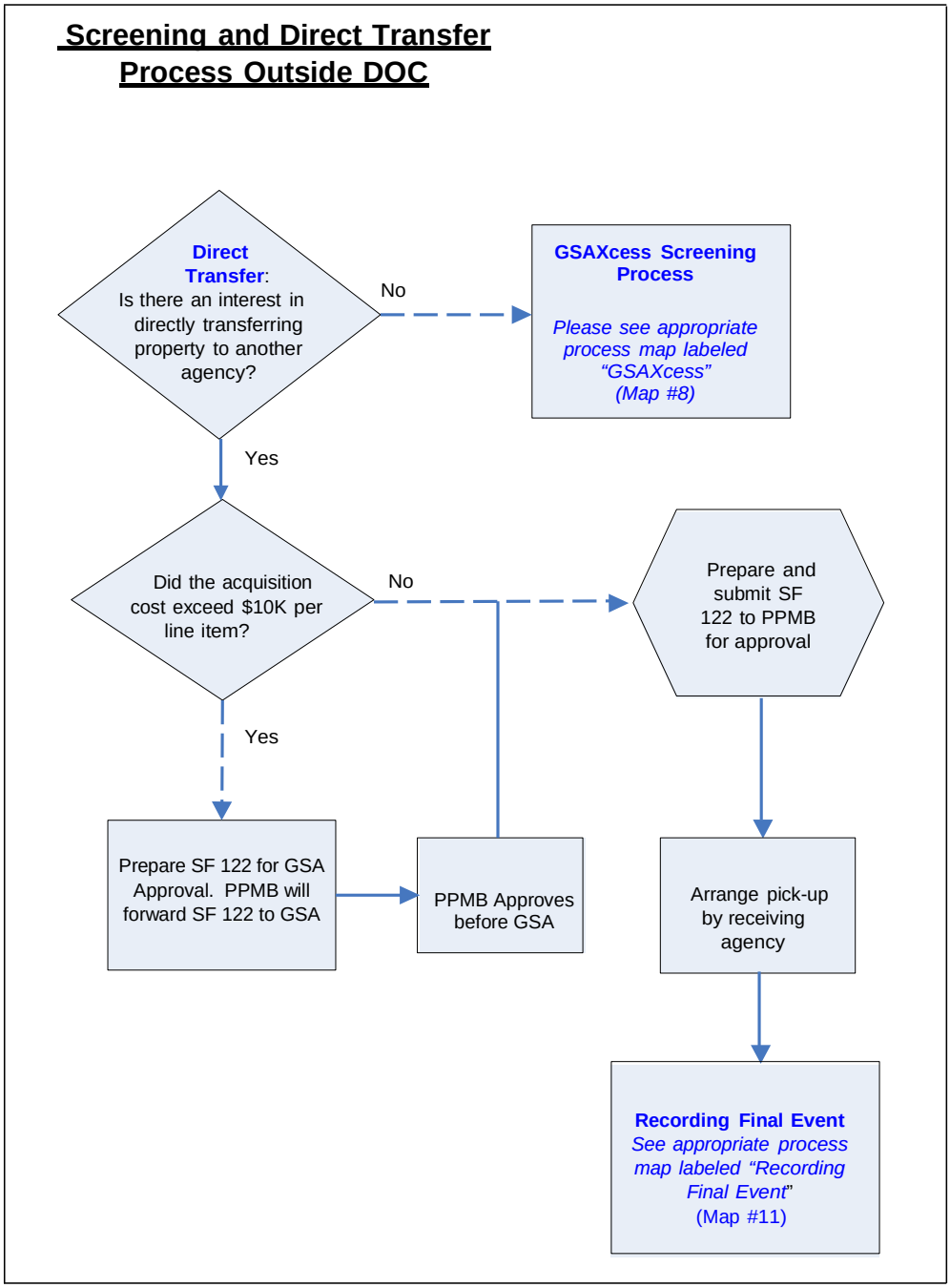
- Excess personal property that has not yet been reported to GSAXcess® may be transferred to another federal agency without going through GSAXcess®, provided the total acquisition cost of the excess property does not exceed $10,000 per line item. A Transfer Order (SF 122) must be completed and signed by an authorized official of the receiving agency for the direct transfer and signed by the PC, PAO and PPMB.
- Excess personal property that exceeds the $10,000 per line item maybe transferred, provided the requesting agency provides a memo request asset with justification. The PC will prepare the SF 122 with guidance from PPMB and provide a copy of the SF 122 with the memo to PPMB for GSA approval and report number.
- Excess personal property may be transferred directly to other federal agencies without GSA approval when there is statutory authority to dispose of such excess personal property. Presently, NOAA does not have such unique direct transfer authority therefore the receiving agency must have such authority.
- When available a NOAA Liaison may sign the SF 122 Block 9 box.

All monitors being transferred whether to another federal agency or through Computers for Learning and show a $0.00 value in Sunflower must be changed to the value of $199.99 using the Maintain Asset screen and this new cost reflected on the SF 122.

Transfers between federal agencies are normally made without charge for the property itself; however, the requesting agency is responsible for shipping and transportation costs. Where applicable, the requesting agency may be required to pay costs for packing, loading, and any costs related to the dismantling of the property when required for transportation purposes.

Figure 7.

Process Map 7: Screening and Direct Transfer Outside of Department of Commerce



8.7.3.2. Stevenson-Wydler Act Transfers to Non-Federal Entities

Congress enacted the Stevenson-Wydler Technology Act of 1980, as amended, that allows federal agencies to donate excess research and technology equipment directly to non-Federal organizations. The Stevenson-Wydler Act provides, "(t)he Director of a Laboratory, or the head of any federal agency or department, may loan, lease, or give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or non-profit organization for the conduct of technical and scientific education and research activities.

8.7.3.3. Research Equipment

DOC and NOAA assist the national education goals through the donation of excess DOC-owned research equipment to educational institutions or nonprofit organizations for technical and scientific education and research activities and donation of excess computers to schools under the “Computers for Learning” (CFL) Program.

DOC and NOAA give the highest preference to elementary and secondary schools in empowerment zones and enterprise communities or to the recipients of federally funded mathematics and science projects where the equipment would further enhance the progress of the project. All donation transfers shall be made at the lowest cost permitted by law.

Requests for transfer to another DOC Bureau or within NOAA take precedence over transfers to eligible organization under the Stevenson-Wydler Technology Innovation Act and Computers for Learning (executive Order 12999). A discussion of how such precedence is applied under the CFL program follows in section 8.7.3.5.

Within the scope of the CFL school donation program (Executive Order 12999), software may also be donated, either on diskettes, or installed on the hard drive of the computer. The transfer of software is discussed in more detail in section 10.1.4.

8.7.3.4. Technology Equipment to Schools

Eligible organizations include schools, nonprofit educational organizations, and community-based educational organizations. These eligible organizations may be state, private, parochial, or home schools with state-approved registration. A memo from the school on their letterhead must be submitted to the PC requesting the items. The PC will complete a SF 122 and forward to PPMB for approval.

Types of Eligible Schools and Non-Profit Educational Organizations include:

- University
- College
- School
  - High School

- Junior High School or Middle School
- Elementary School
- Kindergarten
- Pre-kindergarten or Nursery School
- Vocational School
- Apprentice Trade School
- Occupational Skill Center
- School of Nursing
- Dental School
- Business School
- Secretarial School
- Professional School
- Training Center

- School for the Mentally or Physically Disabled
- Child Care or Day Care Center
- Museum
- Library
- Noncommercial Educational Radio or Television Station
- Training Centers for Senior Citizens

8.7.3.5. Computers for Learning

The Computers for Learning (CFL) program was established by GSA to efficiently place computers in classrooms. The CFL program allows transfer of excess federal computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need.

The CFL program implements Executive Order 12999, which through authority in the Stevenson-Wydler Act, directs federal agencies to give "highest preference to schools and nonprofit organizations in the transfer of educationally useful federal equipment". The order defines "educationally useful federal equipment" as computers and related peripheral tools (e.g., printers, modems, routers, and servers), including telecommunications and research equipment, that are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It also includes computer software, where the transfer of licenses is permitted.

As with other excess property, automated data processing (ADP) equipment must be made available for DOC screening before being provided outside the agency. Once internal screening is completed, the property can be provided directly to a specific eligible CFL school or can be displayed on the CFL GSAXcess® website and made available to all eligible schools. This option is made available when the equipment is first reported to the website.

When a school places a request for excess under CFL, the Point of Contact listed will receive an e-mail indicating a freeze has been placed. The contact is then responsible for approving or denying the request and allocating equipment,

if necessary. The school or other entity is responsible for any shipping or transportation costs, although the equipment is free of charge. The title to any equipment also passes with the transfer.

Tip: Frequently, arrangements are made in advance to donate the property to a specific educational institution under the CFL program. In these instances, an abbreviated process that eliminates the need to list the property on the CFL GSAXcess® website is permissible. The following steps are to be used:

1) *The CFL program coordinator at the school screens the CFL Website for potential candidates (schools, etc.) who might have a need for the equipment or with whom they have an established relationship.*
2) *If, within the 15-day screening period, someone in the Department of Commerce indicates they have a need for the equipment, the equipment is transferred to that office and removed from consideration from within the CFL program.*
3) *If no one in the Department indicates they have a need for the equipment, the CFL Program Coordinator notifies the potential candidate that the equipment is available and faxes or emails the CFL Certification to them.*
4) *The donation candidate returns the signed certificate to the CFL Program Coordinator.*
5) *The PC prepares an SF-122 Transfer Order form and sends pick-up instructions to the donation candidate.*
6) *The donation candidate picks up the equipment and signs the SF-122 form.*

8.8. Transferring Property via GSAXcess®

The GSAXcess® program is required to properly dispose of excess property. GSA has government-wide authority for property disposal and manages the interagency transfer, donation and sales programs for the DOC.

NOAA utilizes GSAXcess® as the primary system for the transfer and sales of property. The PC submits the Excess Receival Request in Sunflower. The responsibility for approving and submitting the request into GSAXcess® rests with PPMB.

Email notifications from GSA will be sent to the PC to convey approval of a transfer or sale. Any instructions regarding the shipping or pick up of the item is the responsibility of the gaining agencies POC or successful bidder to provide to the PC. GSAXcess® will also generate an electronic form SF-122 for a transfer or donation and a Purchaser's Receipt from GSA Auctions for a sale. Should the item pass to sales and not be sold, the PC will be notified by email from GSA regarding disposal procedures.

8.8.1. Overview of GSAXcess®

GSAXcess® is a web-enabled platform that eligible federal agency staff utilizes to access all functions pertaining to acquiring used personal property, reporting, searching and selecting property. GSAXcess® provides agencies a means of electronically reporting excess personal property to GSA. By using GSAXcess®, federal agencies seeking property avoid the cost of new procurements by acquiring the same or like items that have been reported as excess by another federal activity. Agencies may search GSA's worldwide inventory through a process known as screening and may request property for transfer by selecting specific items.

8.8.2. Access to GSAXcess®

Only select NOAA PPMB staff has complete access to GSAXcess® for the purposes of listing NOAA property for screening. Property that is entered into Sunflower as an Excess Receival request by the PC will be reviewed and approved by PPMB LOR and then roll over into GSAXcess®.

All NOAA employees can register on GSAXcess® to search properties available. However, only select NOAA employees have access to GSAXcess® for the purposes of claiming property through “freezing” those specific items from a claim by another agency. Such access to claim property is available through the National Utilization Officer (NUO).

8.8.3. Responsibilities of L/S Staff during GSAXcess® Screening of Property

Once the DOC has exclusively reviewed the excess property, it is made widely available by GSA, generally for a 21-day federal screening period. During this time, the following organizations and people can inspect and freeze items of interest:

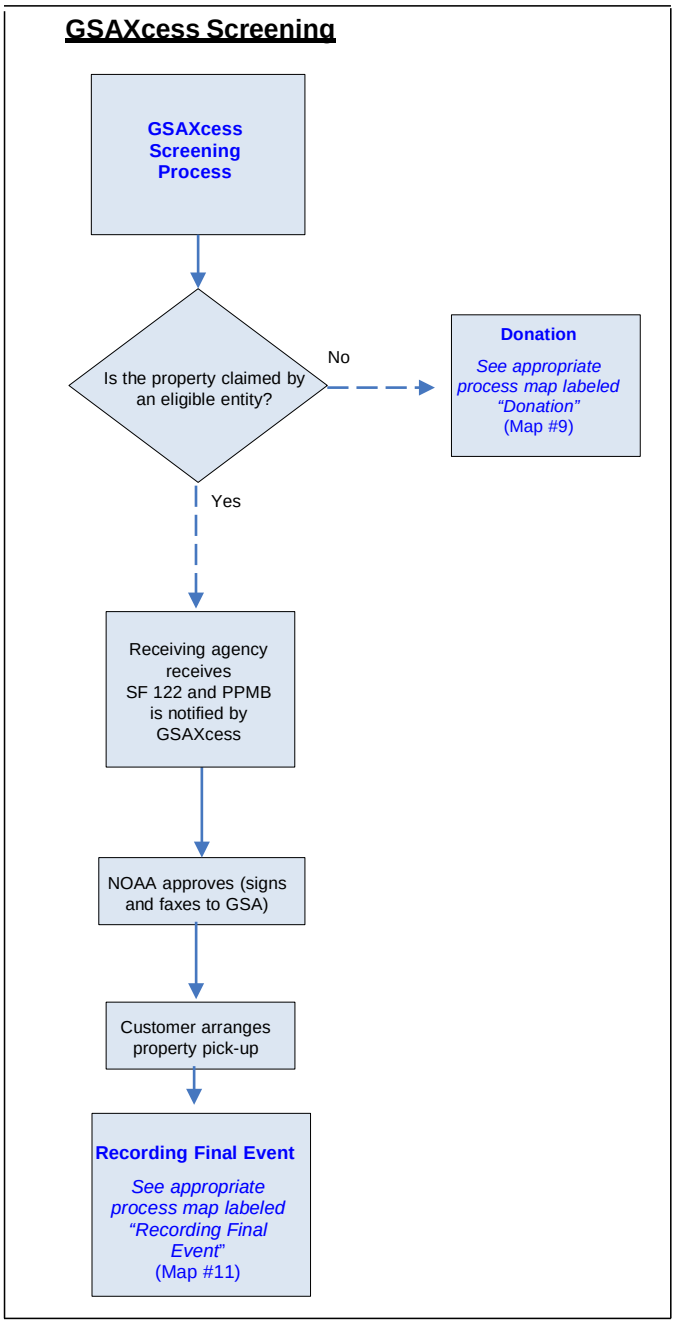
- Federal agencies
- Cost-reimbursable contractors
- Grantees
- Public airports
- State Agencies for Surplus Property (SASP)
- Nonprofit educational and public health activities
- Service educational activities

The PC or Point of Contact should expect calls and requests to inspect the property during this time period.

The L/S is responsible for the following additional activities specifically related to others screening their property when offered for sale by GSA:

- Transporting property offered for sale to a consolidated sales site under mutual agreement with GSA, if required;
- Providing reasonable access to authorized personnel from prospective bidders to examine the property; and
- Providing reasonable access to remove property purchased.

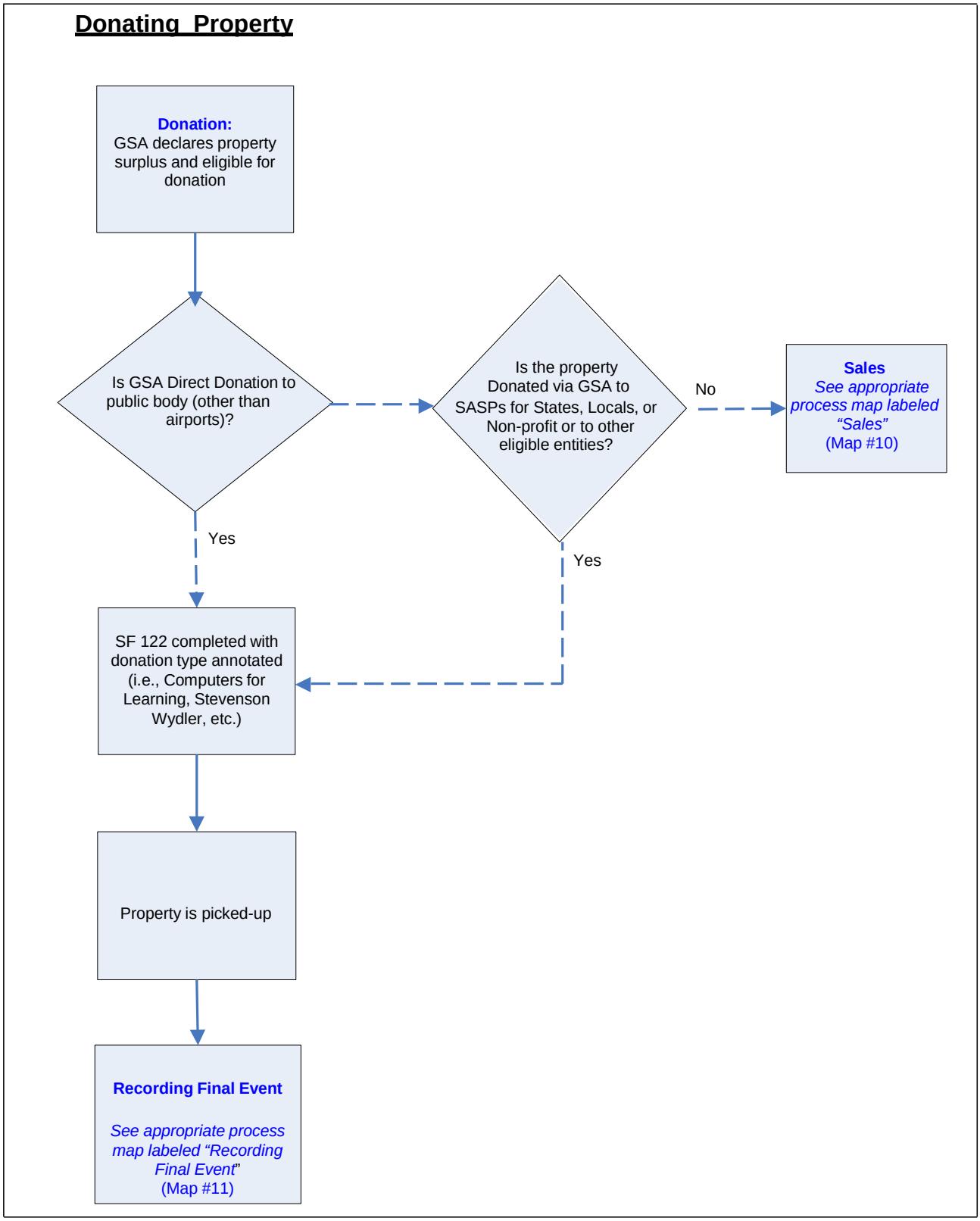
Figure 8.
Process Map 8: GSAXcess® Screening



8.9. Donating Property

If property is not transferred within NOAA, DOC, or to another federal agency, it is then deemed surplus property. (If it is research or computer equipment it can be directly donated by NOAA through the Stevenson-Wydler Act or the Computers for Learning Program to an eligible organization after undergoing DOC screening. Otherwise, it can be donated through GSA to the State Agencies for Surplus Property (SASP) program. This process takes place after the transfer process while the items continue to be offered through GSAXcess®. As with transfers, it is the responsibility of the receiving organization to arrange and pay for the pick-up or delivery of the item.

9. Donating of Property



8.10. Selling of Property

If not donated, surplus property may be sold. All NOAA surplus personal property is sold through GSA Sales or GSA Auctions via GSAXcess®. The L/S is responsible for packing and shipping the items once sold, unless other arrangements have been made, although the buyer is responsible for payment of shipping costs. GSA will provide instructions to the PC for the screening, packaging, and delivering of the item once it has been sold.

8.10.1. Authorized Agents

Currently, GSA is the only agent authorized to sell excess personal property for DOC and NOAA. The use of another agent to sell excess property must be approved by the PMO after consulting with DOC and GSA.

8.10.2. Methods of Sales

GSA offers several different options for the public sale of surplus federal personal property. Below are the primary programs utilized by GSA.

8.10.2.1. GSA Excess Personal Property Sales

This is GSA's site for surplus personal property sales. On this site, the types of sales include: live auction, fixed price, drop-by, negotiated, sealed bid, and spot bid. Visitors can select specific geographic location for any scheduled sales.

8.10.2.2. GSA Auctions®

The GSA Auctions® website (www.gsaauctions.gov) offers the general public the opportunity to bid electronically on a wide array of federal assets. The auctions are completely web-enabled, allowing all registered participants to bid on a single item or multiple items (lots) within specified timeframes.

GSA Auctions® offers federal personal property assets ranging from commonplace items (such as office equipment and furniture) to more select products like scientific equipment, heavy machinery, airplanes, vessels and vehicles. GSA Auctions® online capabilities allow GSA to offer assets located across the country to any interested buyer, regardless of location.

Participants may choose to browse items that are offered on this site or may choose to search for items and place bids. In order to place a bid(s), participants must register first.

8.10.3. Proceeds from Sales

Under any of the following conditions NOAA may retain reimbursement from the sales of excess personal property:

1. There is statutory authority to require and retain reimbursement from the sale of the property. (Note: Such authority is not commonplace. Confer with budget officials to determine whether such authority applies.)
2. The property is being transferred under the exchange/sale authority discussed previously in section 8.3.
3. The property was originally acquired with funds not appropriated from the general fund of the Treasury. (Note: NOAA relies primarily on appropriated funds. Again, if the PC believes non-appropriated funds may have been used for the purchase, questions should be directed to agency budget officials.)
4. The recipient or purchaser of the property is a wholly owned or mixed-ownership Government Corporation.
5. The proceeds are reimbursement for direct costs incurred incident to the transfer, such as packing, loading and shipping of the property. The recipient is responsible for such charges unless waived. (Note: recipients cannot be charged for overhead or administrative expenses or the costs for care and handling of the property pending disposition.)

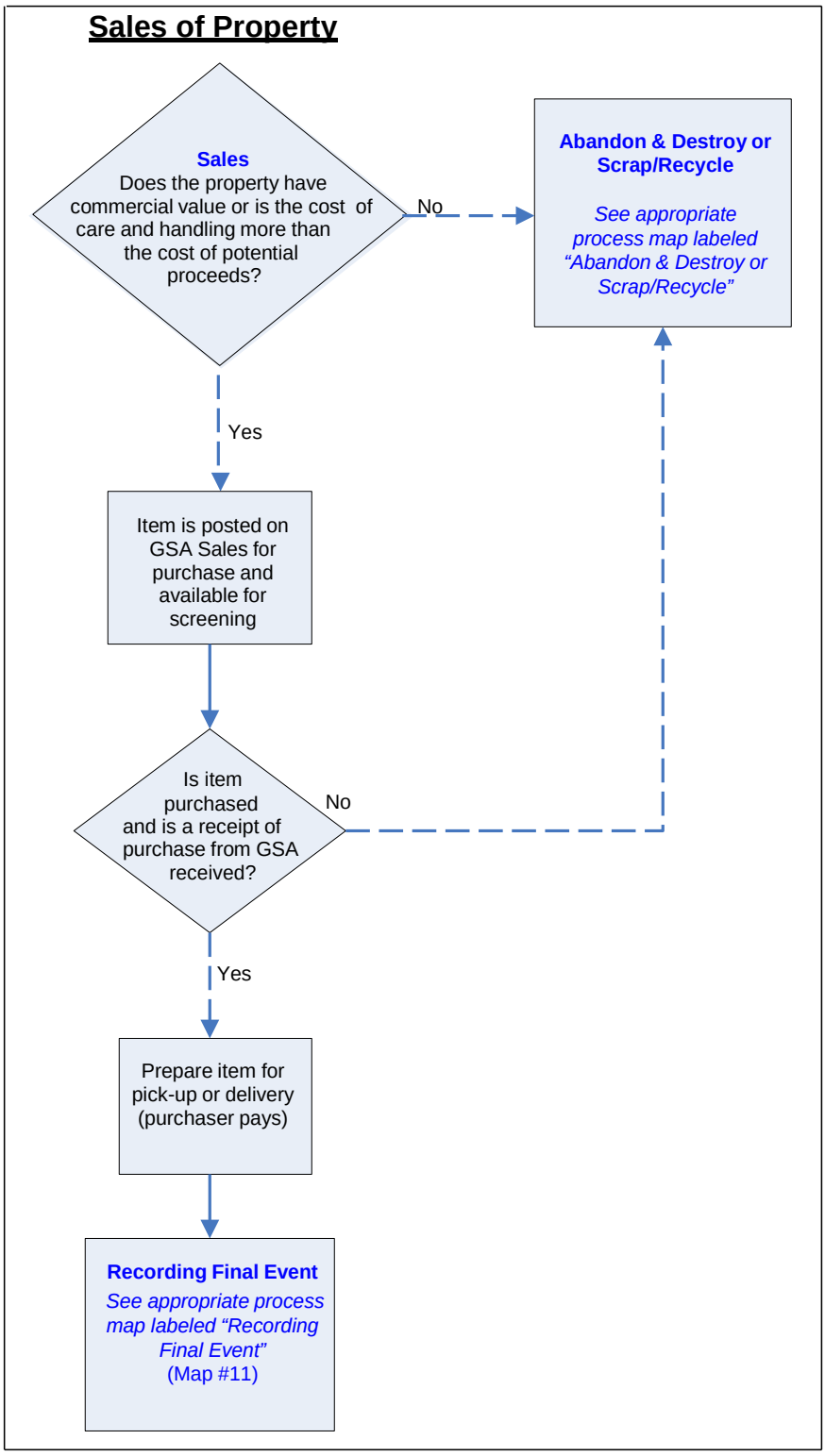
8.10.4. Restrictions on DOC employees for Sales

DOC employees shall not purchase any DOC property that is being sold as Government surplus property if the employee:

1. Was responsible for maintaining the accountability or custodial record of the item at the time it was determined to be DOC excess; or
2. Was responsible for determining the condition of the item for utilization or disposal purposes; or
3. Directly participated in or conducted the sale of the item.

Tip: Any questions should be directed to NOAA ethics officials before purchasing surplus property.

Figure 10.
Process Map 10: Sales of Property



9. Additional Requirements

9.1. Property Type

9.1.1. Accountable Property

Accountable property is property, which is subject to controls because of the property's high value, potential for misuse, theft, or risk to public and environmental health or safety. Accountable items normally include items with an acquisition cost of $5,000 or more, and items under $5,000 considered sensitive.

Accountable items normally display a NOAA property decal with a bar code readable identification number. (Examples of accountable property include cameras/lenses, CPUs, printers, firearms, laptops, etc.) The major difference with non- accountable property is that official property records of individual items of accountable property must be maintained while this is not necessary for non-accountable property.

9.1.2. Non-accountable Property

Non-accountable property is property which is not subject to reporting controls and is not recorded in Sunflower because of the property's lesser acquisition value and because it was not considered sensitive, i.e., property that has potential for misuse, or theft or risk to public and environmental health or safety. (Examples of non- accountable property include furniture, supplies, some low cost lab equipment, books, journals, etc.)

Tip: Excluded from this is expendable property such as office supplies, or property of otherwise nominal value. The disposal of such property is not subject to the requirements of this Plan. They should be subject to reasonable management control so as to minimize waste.

Accountable and non-accountable property are subject to the same polices and restrictions for disposal. Due to the lessor acquisition cost, non-accountable property determined as no longer needed. And has minimal commercial value and administrative cost typically exceeds any possible sales proceeds. Therefore, these are typically retired through recycling or destruction. To initiate disposal of your non-accountable property, a hard copy NF 37-50 NOAA Excess & Disposal Form must be completed and maintained.

9.1.3. Capitalized Assets

Capitalized assets are any acquisitions with the value of $200,000 or more, the PC must initiate the Congressional Notification Memos and submit to their LO PM. All questions pertaining to the memos should be directed to the line office's Congressional Liaison. Once the memos have reached Congress, the 15-day waiting period begins. On the 16th day whether the line office has heard back from Congress or not, the PC may start the excess process.

The PC will submit a request for retirement of an asset and they must select the correct final event type for disposal. Depending on disposal instructions, the PC will then complete a NF 37-509 Transaction Request and submit to their LOR for processing. Additional documentation can include: SF 122, Purchaser's Receipt from GSA and the documentation of request to Congress

PPMB Financial Team will stop financial depreciation on the Asset (not the Inventory Asset) in Sunflower which will stop depreciation on the identified items. The hard copy NF 37-509, SF 122 and/or a Purchasers Receipt are the required documentation needed for the Retirement of an Asset (Inventory Asset) in Sunflower.

10. Disposal of Property with Special Handling Requirements

As noted previously, there are certain types of property that require special handing when disposing of them. These are addressed below.

10.1. Electronics and Software

10.1.1. Desktop/Laptop Computer Equipment

In lieu of reporting through GSAXcess® for other agencies review, NOAA computer equipment – including laptops -- may be directly transferred to eligible Computers for Learning recipients or eligible federal entities once being screened within DOC. The program – whether directly by the agency or through GSAXcess® –allows the transfer of excess federal computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need.

The guidance for disposal of Federal Electronic assets is the FMR Bulletin B-34. The guidance is currently under revision for dissemination, due to some concerns, i.e. the question of whether condition code 4 computers without hard drives should be considered usable or repairable but that decision has not yet been determined.

10.1.2. Cleaning Hard Drives

The PC or local IT specialist must sanitize hard drive data to ensure it is unrecoverable or completely destroy the drive. Directives to accomplish this are published by the NOAA OCIO and must be followed.

The final event documentation submitted to PPMB as well as locally maintained records will include a "NF 37-45 NOAA Computer/Hard Drive Sanitization Validation and PDA/Cell Phone Destruction Worksheet" completed by the individual assigned responsibility for cleaning the hard drive, the PC and the PAO. This policy applies to all offices. A copy of the form can be found at www.pps.noaa.gov/forms. **This form must be typed.**

10.1.3. Other Electronic Devices with Personally Identifiable Information and Other Data

Due to the sensitive nature of devices with hard drives or memory cards, NOAA maintains special requirements for the sanitization and disposal of Personal Digital Assistants (PDA) and Cell Phones. These devices will not be transferred outside of NOAA. Their commercial value is relatively low and the expense of disposal generally will exceed any sales proceeds or value received by another agency or eligible entity.

If a PDA or Cell Phone is to be transferred within NOAA (within the L/S or to another L/S), the device must be cleared/purged prior to the transfer. If it is to be destroyed, it must first be cleared/purged. An IT technician (Help Desk, Systems Administrator, etc.) must either perform the wipe on the device or verify that the device is wiped clean prior to turning the device over to the Property Custodian. A NF 37-45 "NOAA Computer/Hard Drive Sanitization Validation Form" will be completed and attached to the request for Retirement of an Asset in Sunflower. If the PC is the IT, they cannot sign the NF 37-45 Form. They must have another IT person sign the form or a federal employee if another IT person is not in the immediate area.

10.1.4. Software

Any restrictions in the licensing agreement take precedence over DOC and NOAA disposal procedures. Specifically, some licensing agreements require the purchaser to return software to the vendor or require the purchaser to destroy the software. PCs must check with the vendor, license holder or OCIO to determine if the licensing agreement indicates direct disposal instructions. If none, PC's will report excess software as they would other personal property to be disposed.

Some software development corporations sponsor software donation programs which permit organizations purchasing upgrades to donate the older versions of upgraded software products to schools and nonprofit organizations. By doing so, programs like this enable selected schools to acquire useful copies of software products at no charge. However, entities receiving such software must be aware that the licenses for the software may not be transferable, and as such, the organization may not be eligible for technical support or upgrades. Again, check with the software vendor, license holder or OCIO for permission to transfer specific software.

10.1.5. Systems with Stand-alone Components

Systems that can be disassembled with the remaining parts being able to be utilized on their own require that the stand-alone item be entered into Sunflower as a new asset, if meeting requirements. An example of this is a material testing system that is purchased with a computer and monitor included as part of the system. If the computer and monitor can be utilized and is in good working order after the system is disassembled, and they meet the requirements for tracking accountable property, these items should be entered as new assets.

10.2. Hazardous Materials

All NOAA property that is to be disposed of shall be properly and completely rendered safe, and any hazard either abated or adequately identified and documented to preclude harm to the gaining entity. If specific instructions for the class of property's disposal have not been published, PC's are to request disposal instructions from the NOAA Safety and Occupational Health Manager.

Regardless of how disposed, property documented to contain or suspected of containing hazardous or suspected material or wastes, and dangerous property is not to be reported to GSA for disposal.

This requirement does not apply to IT equipment, much of which could be considered hazardous based on substances it contains.

10.3. Firearms

Disposal of all firearms will go through the Line Office Representative (LOR). This includes handguns, rifles, shotguns and light individual automatic firearms, all less than .50 calibers in FSC 1005; and rifle and shoulder fired grenade launchers in FSC 1010, regardless of unit cost. Weapons are to be destroyed by melting, smelting, shredding or cutting up (recommend 3 pieces) - rendering them inoperative. Have the destruction witnessed by at least 2 individuals one being a high level individual - GS 14 or 15 - and both personnel must sign off on the paperwork stating that they witnessed the destruction of the weapons. If assigned a disposal Condition Code of 4 or better the weapons can be reported on GSA. Condition Code 4 is defined as property showing some wear but usable without significant repair. A weapons checklist will be completed. A separate request will have to be completed for each weapon. The following information is required:

- Weapon Type;
- Manufacturer; and
- Model

Note: Firearms are prohibited from the exchange/sale authority. An Excess Receival cannot be completed for firearms. PCs must contact their LOR for disposal actions and to work with GSA directly.

10.4. Classified or National Security Material

PCs and PAOs that are responsible for property containing classified or National Security material should contact the NOAA Security Office and request disposal instructions.

10.5. Vehicles

If a PC has a NOAA-owned motor vehicle determined to be excess to the L/S needs the PC will contact PPMB LOR for "The Excess Vehicle Checklist". This must be completed and sent back to PPMB/LOR. The fuel card and license plate must be returned to the PCs Regional Vehicle Manager, before Request for Retirement is submitted.

The following information is required to be added in Sunflower under the User Defined Field:

1. Manufacturer
2. Model and year
3. Number of cylinders and engine size
4. Odometer mileage
5. Fuel Type
6. Body Style, i.e., sedan, truck, SUV
7. Transmission, i.e., manual or automatic
8. Vehicle color
9. License Plate Number

The PC will complete the Vehicle checklist provided by your LOR and submitted before an Excess Receival Request can be completed. Attach photos for disposal and current condition of vehicle. In instances where the vehicle was replaced, the PC must complete this within 30 days of accepting the new vehicle.

10.6. Aircraft

All excess aircraft are reportable to the assigned APO for GSA, Pacific Rim Region in San Francisco, CA, by PPMB regardless of agency, condition, or dollar value. PC's must notify PPMB and for the Aircraft Checklist and guidance before reporting an excess aircraft to GSA. Agencies should provide the following information on Standard Form 120:

1. Manufacturer, date of manufacture, model, serial number
2. Major components missing from the aircraft such as engines or electronics
3. Whether or not the aircraft is:
    a. Operational
    b. Data plate is available
    c. Historical and maintenance records are available

d. Aircraft has been previously certified by the Federal Aviation Administration (FAA) and/or has been maintained to FAA airworthiness standards

e. Aircraft was previously used for non-flight purposes (i.e., ground training or static display), and has been subjected to extensive disassembly and re-assembly procedures for ground training, or repeated burning for firefighting training purposes

f. For military aircraft, indicate Category A, B, or C as designated by the Department of Defense, as follows:

Category of Aircraft	Description
A	Authorized for sale and exchange for commercial use
B	Previously used for ground instruction and/or static display
C	Combat configured as determined by The Department of Defense

10.7. Vessels

All excess vessels under 50 feet in length are reported and disposed of in the same manner as other personal property, but a checklist will need to be completed. Excess vessels that are greater than 50 feet in length are to be reported to PPMB for guidance, and Checklist.

When reporting a vessel to PPMB provide the following documentation:

1. Whether the vessel has been inspected by the Coast Guard;
2. Whether hazardous materials testing has been completed. If so, the results of the testing, specifically the presence or absence of polychlorinated biphenyls (PCBs) and asbestos and the level of contamination;
3. Whether hazardous material cleanup is required and when it will be accomplished by the agency; and
4. A copy of either the Certificate of Build or Quasi Title.

In accordance with Section 548 of Title 40, United States Code, the Federal Maritime Administration (MARAD), Department of Transportation, is responsible for disposing of surplus vessels determined to be merchant vessels or capable of conversion to merchant use and weighing 1,500 gross tons or more. GSA will forward this information for submission to MARAD.

10.8. Heritage property

Some items because of their age or obvious historical significance are inherently historical artifacts. Items are designated heritage assets if they help illustrate the social, educational, and cultural heritage of NOAA and its predecessor agencies (U.S. Coast and Geodetic Survey, U.S. Fish Commission, the Weather Bureau, the Institutes for Environmental Research, the Environmental Science Services Administration, etc.). Examples include bells; gyro compasses; brass citations; flags, pennants; chronometers; ship's seals; clocks; compasses; shipbuilders' contract and other models; personal equipment; clothing; medals and insignia; barometers; rain gauges; etc. Heritage assets may be identified by the fact that they are likely to increase in value with age or because the item is rare.

No employee can sell, trade, donate, destroy or give to another agency NOAA heritage assets without the written approval of the Heritage Assets Working Committee and PMO. The Committee's approval should be undertaken first and a copy of approval attached to a hard copy NF 37-50 sent to the LOR requesting disposal guidance. Heritage assets determined "excess" must be disposed of in accordance with standard processes.

After the disposal is completed, this committee should be notified so that records in the Personal Property Heritage Asset Accountability System can be updated.

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10.9. Contractor/Grantee Held Property

Where a determination is made by the Contracting Officer to provide personal property to a contractor as "Government-Furnished Property" or to authorize a contractor to acquire property for the performance of a contract, the contractor remains responsible for the property, including its disposal. The disposal of contractor-held property is the responsibility of the contractor pursuant to Government direction of the Contracting Officer and must be done in accordance with the Subpart 45.6 – Reporting, Reutilization, and Disposal of the FAR. Such policies conform to those contained in this NNDP.

Where the property is available through a contract or grant and title is in the name of the recipient, the disposal is not subject to the requirements of this plan, unless provided otherwise in the federal contract with the recipient.

10.10. Deemed Export Shipping Guidance

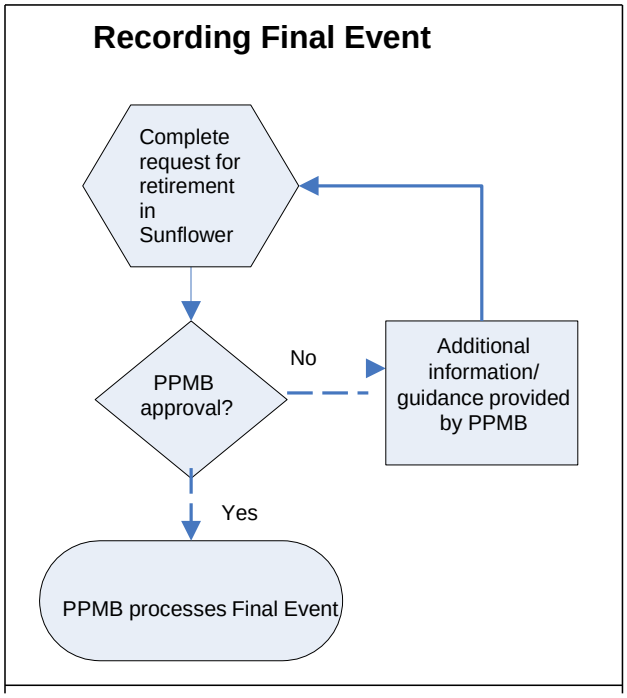
Any items sent from the U.S. to a foreign destination are an export. "Items" include commodities and technology. Refer to http://deemedexports.noaa.gov/resources/Guidance for Shipping Government Property out of the U.S.

11. Recording the Final Disposition of the Asset (Property Record)

After disposing of an accountable asset subsequent to receiving approval from PPMB and/or GSA, as appropriate, the PC will request Retirement of Asset using the link on the CD 50/52 menu. The supporting documentation is confirmation that the action has been completed and the property has been physically removed from the custodial site, and requests the retirement of the asset record in Sunflower. It includes information on the final event type or how the item was disposed and any documentation that might be useful. This detail is required to satisfy departmental reporting requirements.

After receipt of the request from the PC, the LOR, will review the request, approve or request additional documentation. Upon receiving sufficient detail on the transaction, the LOR will approve the action in Sunflower recording the final event.

Figure 11.
Process Map 11: Recording Final Event



12. Other Reasons/Actions Requiring Processing in Sunflower

In addition to the physical disposal of unserviceable and excess property, there are occasions when inventory property records in Sunflower will be categorized as final event. These, too, are considered final events. The following are final event types, where such actions are necessary.

12.1. Abandoned

Used when property has no commercial value or is not cost effective to remove from location.

12.2. Asset Absorbed into another Asset

Used when an accountable item is added to another existing accountable item to be tracked as a single item (parent-child).

12.3. Decommission

Used when a vessel has Congressional documentation to decommission.

12.4. Destroyed

Used when an asset is destroyed while being utilized for the purpose it was purchased for.

12.5. Donated

Used when property is transferred through CFL or Stevenson-Wydler Act.

12.6. Duplicate Asset Record

Used when two records were created for the same property.

12.7. Exchange/Sale or Trade In

Used when assets that are authorized to be exchanged or ~~to be~~ sold, with the exchange allowance or proceeds of sale ~~to be~~ used in whole or part payment ~~of~~ for purchase of a similar asset.

12.8. Lease Terminated

Used when property is returned at the expiration or termination of a lease.

12.9. Lost, Missing or Stolen

Used when property is lost, missing or stolen and reported to the PMO.

12.10. Not Accountable

Used only when items that have never been considered accountable are recorded in Sunflower.

12.11. Recycled

Used when assets are old and obsolete, and not cost effective to repair.

12.12. Returned to Seller

Used when items received and accepted are returned because they do not work properly or does not meet purchase requirements.

12.13. Scrapped - Not Sold

Used when informed by GSA that assets put on auction are not sold and have been returned to the agency for disposition.

12.14. Sold

Used when GSA sells the asset.

12.15. Transferred to another Agency

Used only when transferring to another federal agency.

12.16. Warranty Exchange

Used when property under warranty is exchanged for a replacement under the warranty.

Operating Procedures and Forms

Below are the various forms that are used to request approval to transfer, dispose, or excess property. All forms are available electronically either through the PPMB website, Sunflower or GSAXcess® system.

The request to retire the asset from Sunflower before the disposal is completed electronically using the CD 50/52 menu. Likewise, the excess receival is transmitted through this same electronic menu.

1. **SF 120 – Report of Excess Personal Property**

   This form is used to report excess property to GSA. The PPMB website and GSAXcess® contain the online version of this form. Hard copy versions can be completed and submitted to GSA regional representative for direct entry into the system. PC and PAO signatures are required.

2. **SF 122 – Transfer Order – Excess Personal Property**

   This form is used by GSA and other federal agencies to process transfers between agencies and with other eligible entities.

3. **NF 37-45 – NOAA Computer/Hard Drive/Scanners/Printers/Monitors/Any Assets Retaining Information Sanitization Validation and PDA/Cell Phone Destruction Worksheet**

   This form is used to document sanitization of hard drives and any asset that retains information. IT Security Official, PC and PAO signatures are required. Form must be typed. (Can be digitally signed)

4. **Automated NF 37-50 - NOAA Excess and Disposal**

   This form is used to request a transfer to a recycling company or UNICOR. PC, PAO and PPMB electronic signatures are required.

   NOAA Sunflower users need to scan and save the supporting documentation as a PDF on your desktop or hard drive.

5. **NF-37-509**

   This form is used to report all Final Events or Retirement requests for Capitalized Financial. Assets. It should not be entered into Sunflower as requests, but are to be submitted to PPMB in hard copy (accompanied by a CD-52 and attachments. PC, PAO, and PM signatures are required.

Summary of Key Property Disposal Activities with Initiation, Review and Approval Responsibilities

Key:	I - Initiate	R - Review	A - Approve

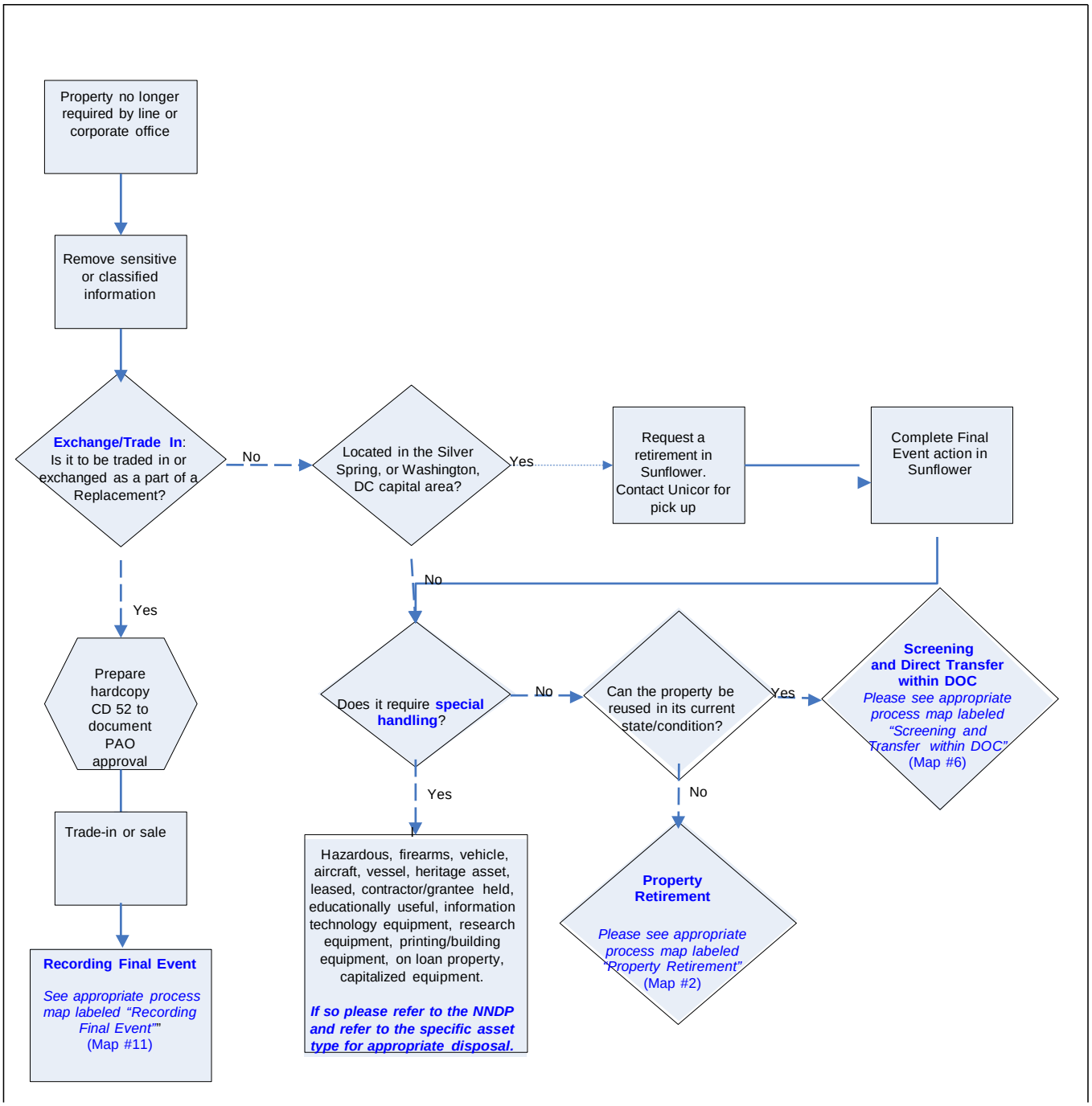
Plan Section	Activity	PC	PAO	PM	PPMB	Board of Review	PMO	GSA	Resource	Form Used (NF 37-50, CD-52. SF-122, other)
8.2	Eliminating Sensitive/Classified Information	I	R						OCIO	
8.3	Request approval to trade in or sell property as part of Exchange/Sale	I	R		A		R			NF37-50
8.6.1	Cannibalization	I	R		R		A			CD-52
8.6.2	Scrapping/Recycling	I	R		A				PPMB, GSA and Local Recycler	NF 37-50 Automated
8.6.5	Abandonment and Destruction	I	R		A		R			CD-50
8.7.1	Screening and Reassigning/Transferring excess property within L/S	I	R	A						
8.7.2	Preparing an Excess Receival	I	R		A					Sunflower CD-50/52
8.7.2	Screening and Transferring within NOAA and DOC	I	R		A					
8.7.3	Direct Transfers Outside of DOC (Acquisition Costs greater than $10,000)	I	R		R			A		SF-122
8.7.3	Direct Transfers Outside of DOC (Acquisition Costs less than $10,000)	I	R		A					
8.7.3.2	Transfers through Stevenson-Wydler Act (includes CFL)	I	R		A					
8.8	Transfer through GSAXcess	I			R/A			A		
8.9	Donating Property	I	R		R/A			A		
8.10	Selling Property							A		
9.1.3	Disposal of Capitalized Assets	I	R		A				OFCO	NF 37-509; CD-52
10.1	Electronics and Software	I	R		A				OCIO	NF 37-45

Plan Section	Activity	PC	PAO	PM	PPMB	Board of Review	PMO	GSA	Resource	Form Used (NF 37-50, CD-52. SF-122, other)
10.2	Hazardous Materials	I	R						NOAA Environmental, Safety and Health Officials (A)	
10.3	Firearms	I	R		R			A	GSA (Denver)	SF-120
10.4	Classified or National Security Material	I	R		R				NOAA Security Office (A)	
10.5	Vehicles	I	R		R		A		NOAA Fleet Manager	NF 37-50 Automated
10.6	Aircraft	I	R		R			A	GSA (San Francisco)	SF-120
10.7	Vessels (greater than 50 feet)	I	R		R			A	GSA (Atlanta)	SF-120
10.8	Heritage property	I	R		A		A		Heritage Assets Working Committee (A)	NF 37-50 Automated
10.9	Contractor/grantee held Property	I	R		A				NOAA Contracting Officer, NOAA COTR(A)	
11.0	Processing Final Event in Sunflower	I	R		A					E-mail notifications

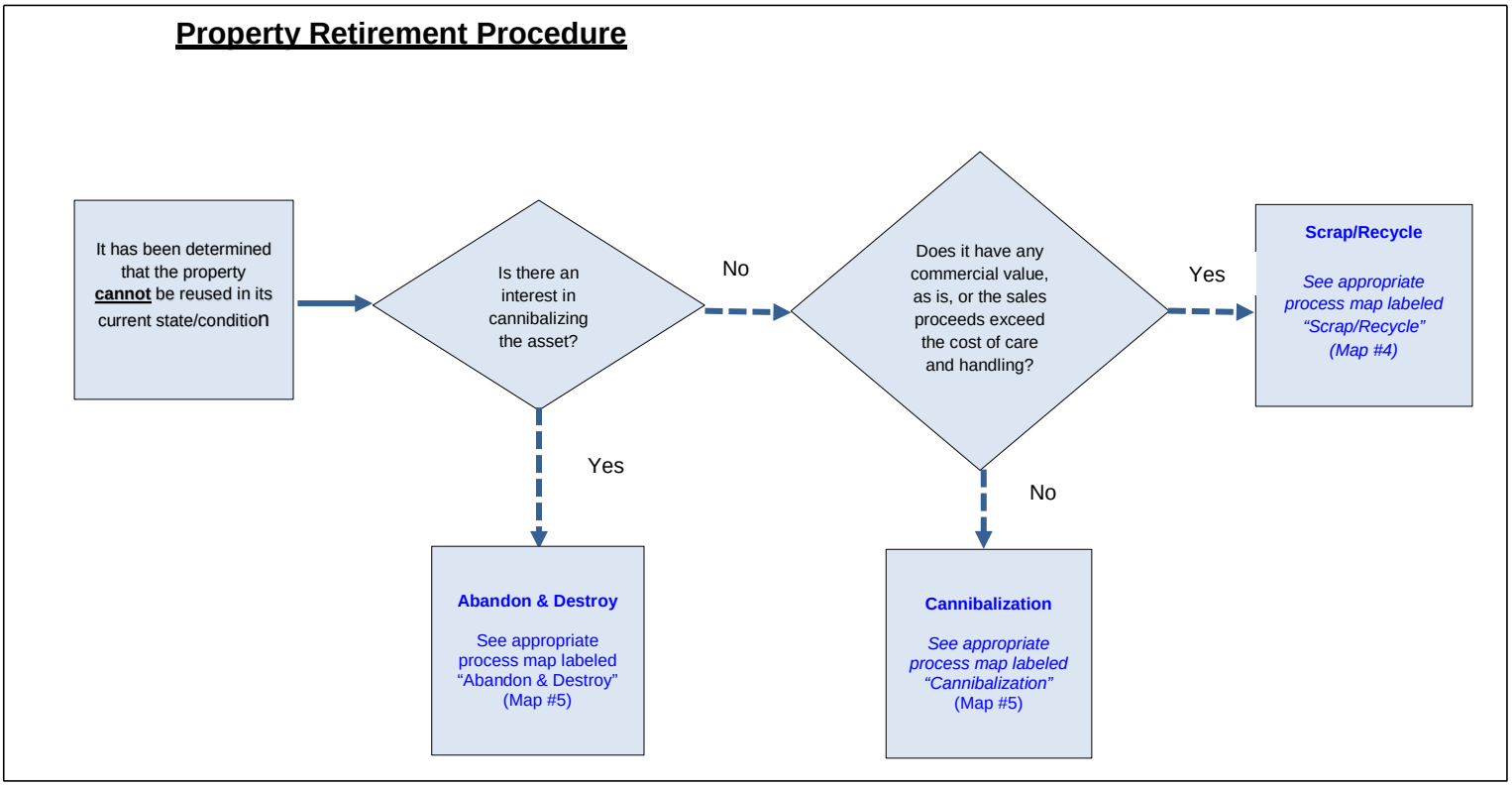
Table of Process Maps

The following pages provide a series of maps that can be used as a guide for the various steps that are required for excess and disposal of NOAA personal property. These maps are intended to serve as a basic illustration of the different phases in the process. You are encouraged to contact your PPMB Line Office Representative for more detailed information.

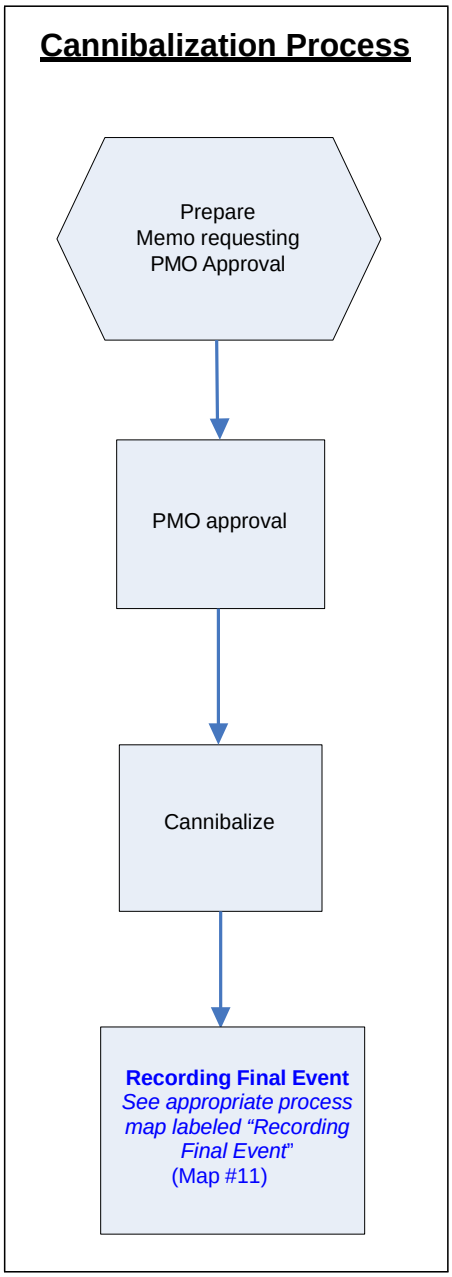
1. Identifying Excess Property Process and Procedures



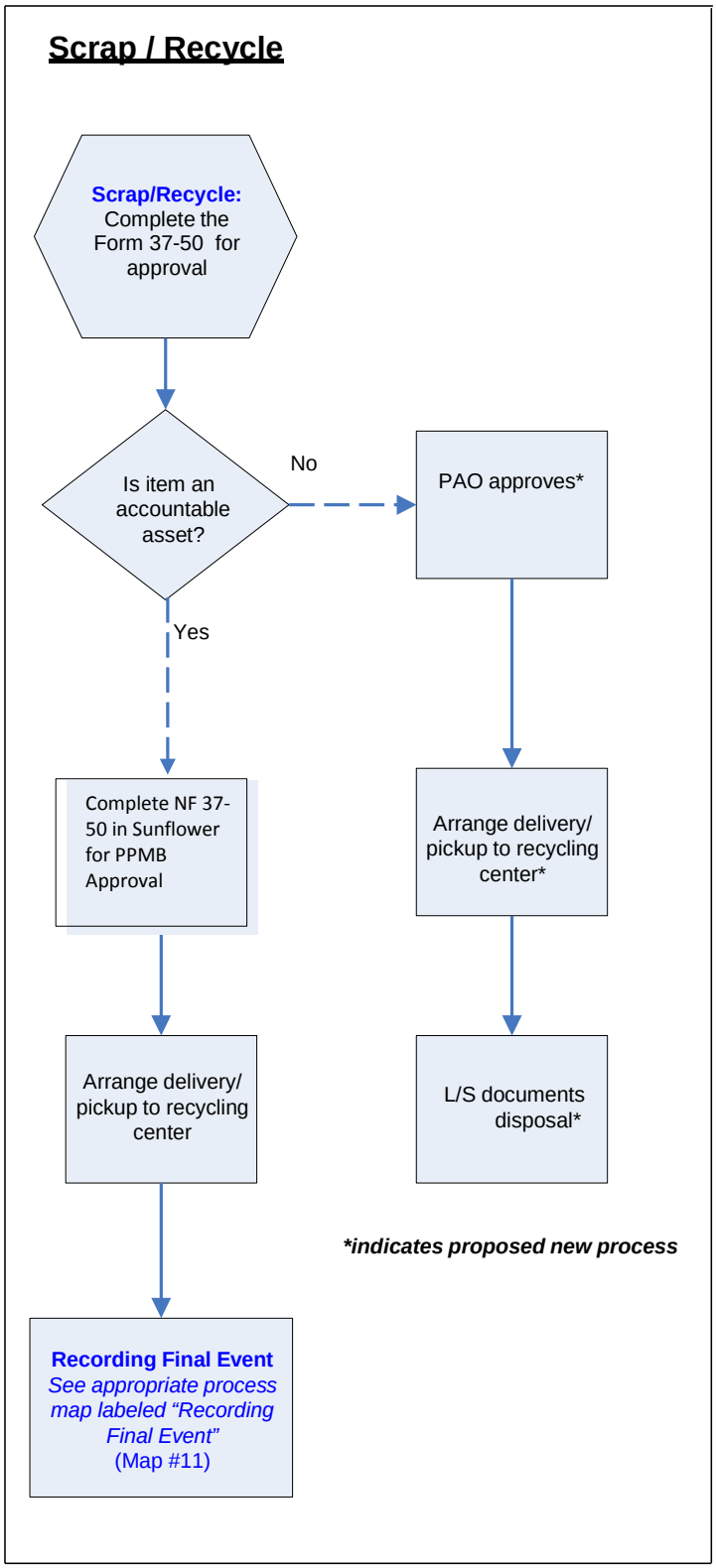
2. Property Retirement



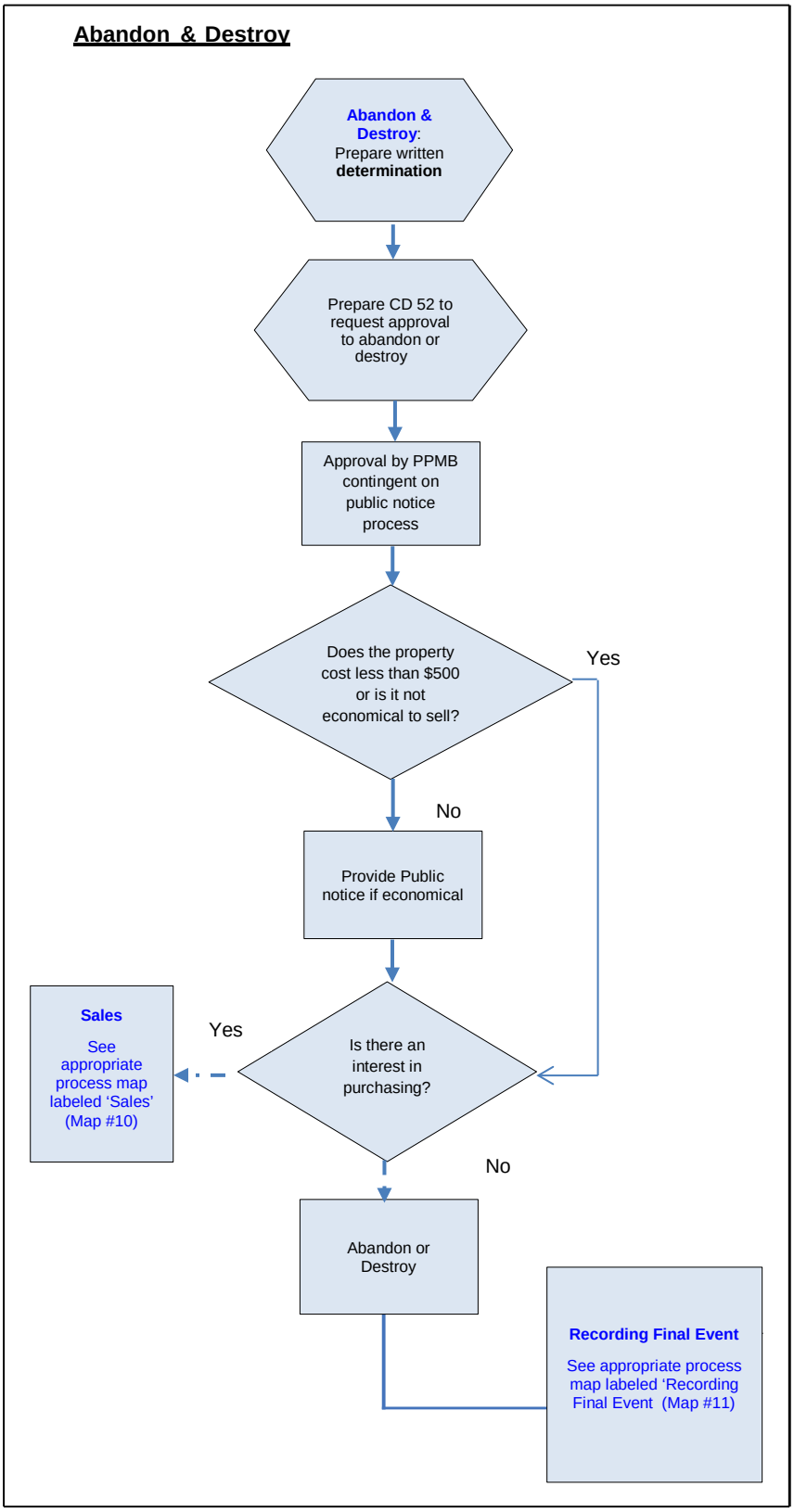
3. Cannibalization



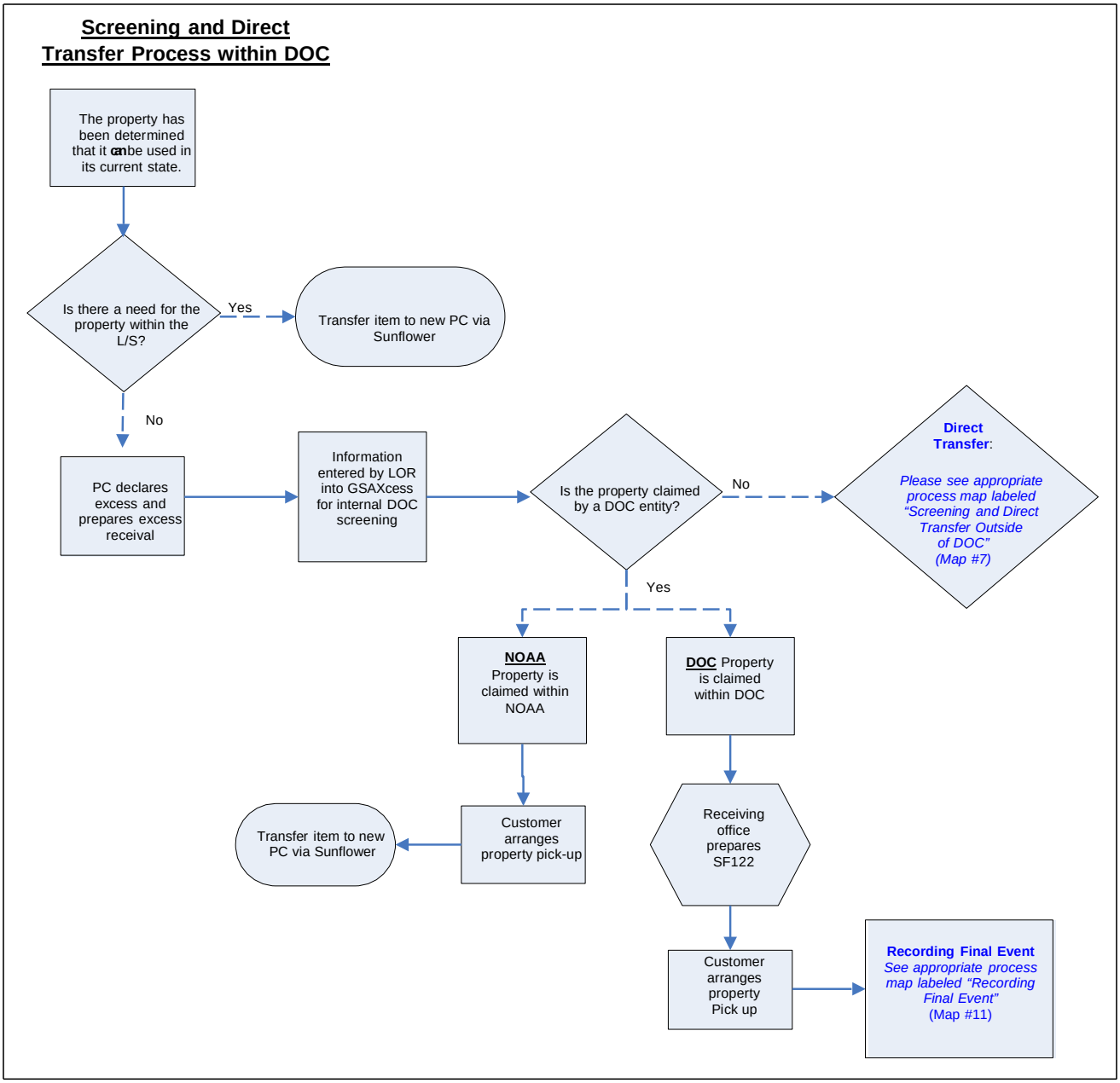
4. Scrap


Scrap / Recycle
Scrap/Recycle: Complete the Form 37-50 for approval
Is item an accountable asset?
No
PAO approves*
Yes
Complete NF 37-50 in Sunflower for PPMB Approval
Arrange delivery/ pickup to recycling center*
Arrange delivery/ pickup to recycling center
L/S documents disposal*
*indicates proposed new process
Recording Final Event
See appropriate process map labeled "Recording Final Event"
(Map #11)

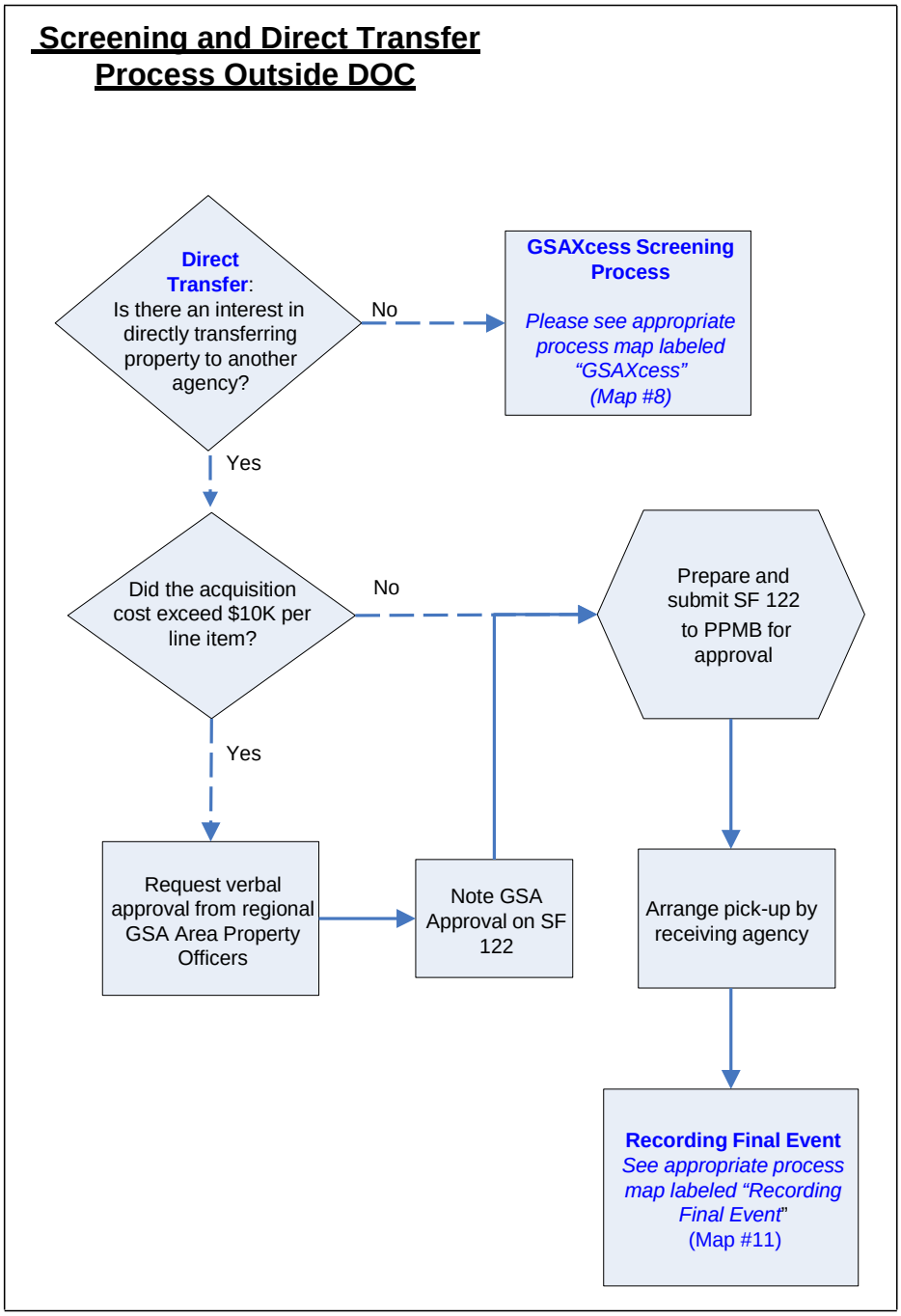
5. Abandon and Destroy



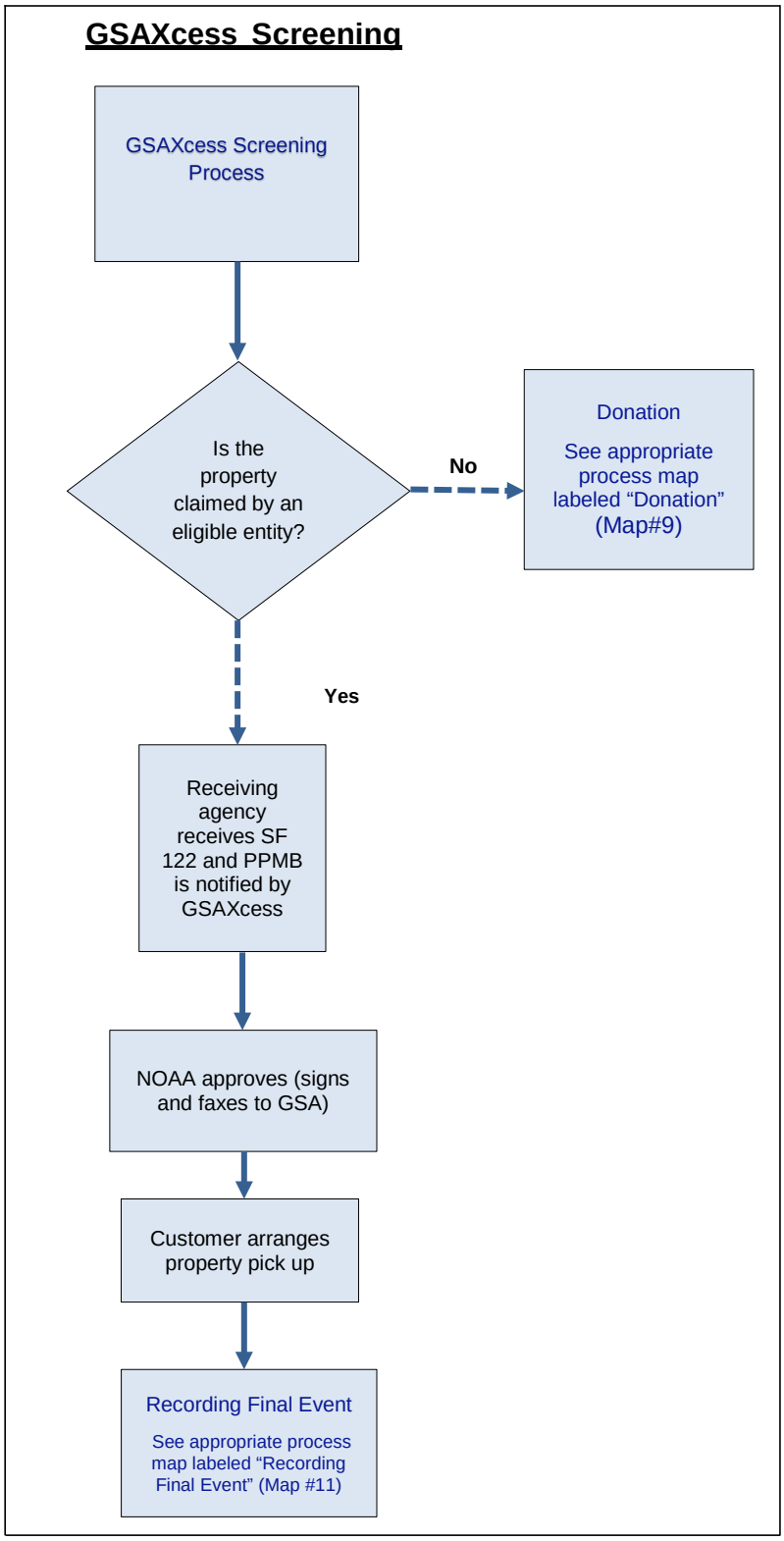
6. Screening and Direct Transfer within DOC



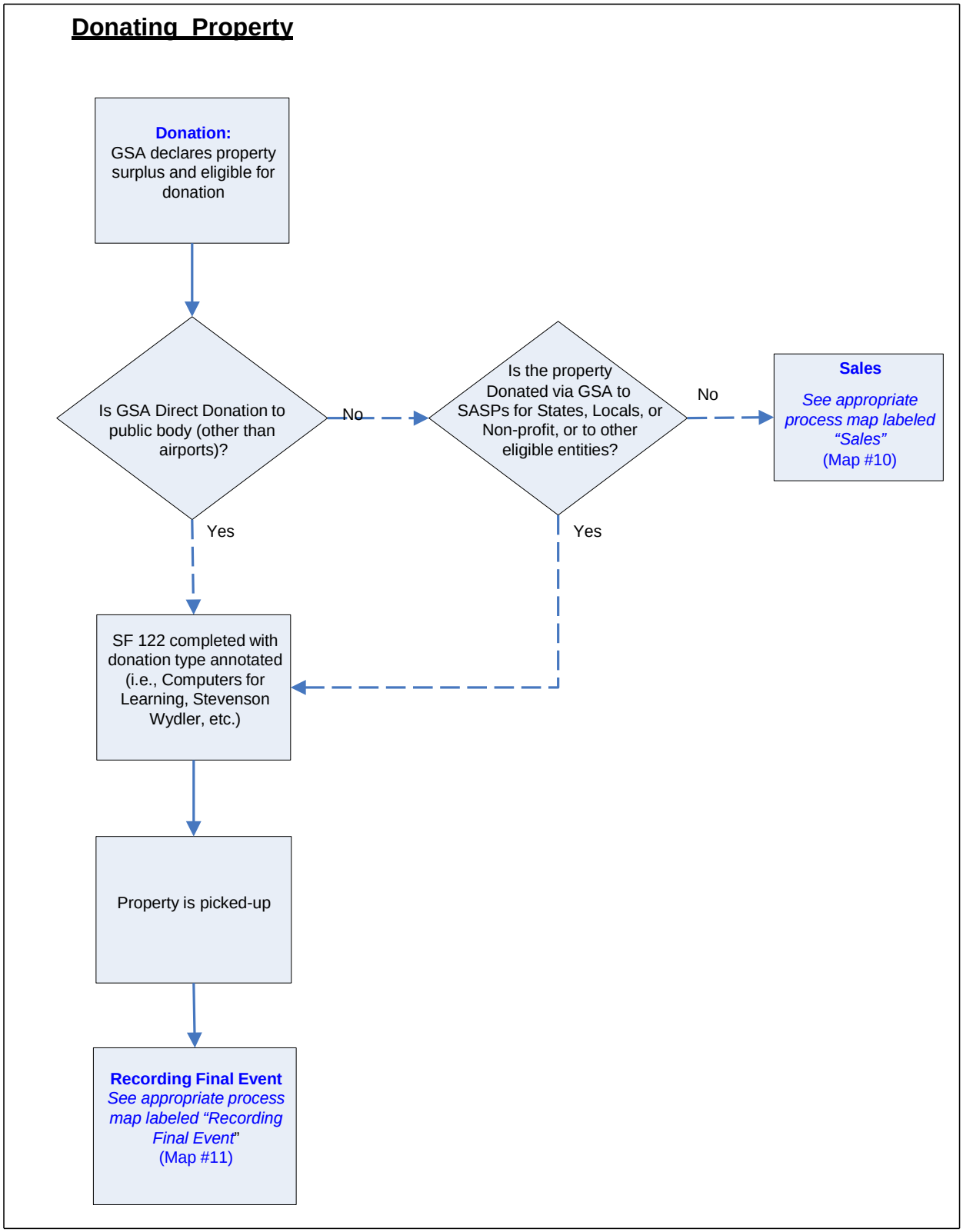
7. Screening and Direct Transfer Process Outside DOC



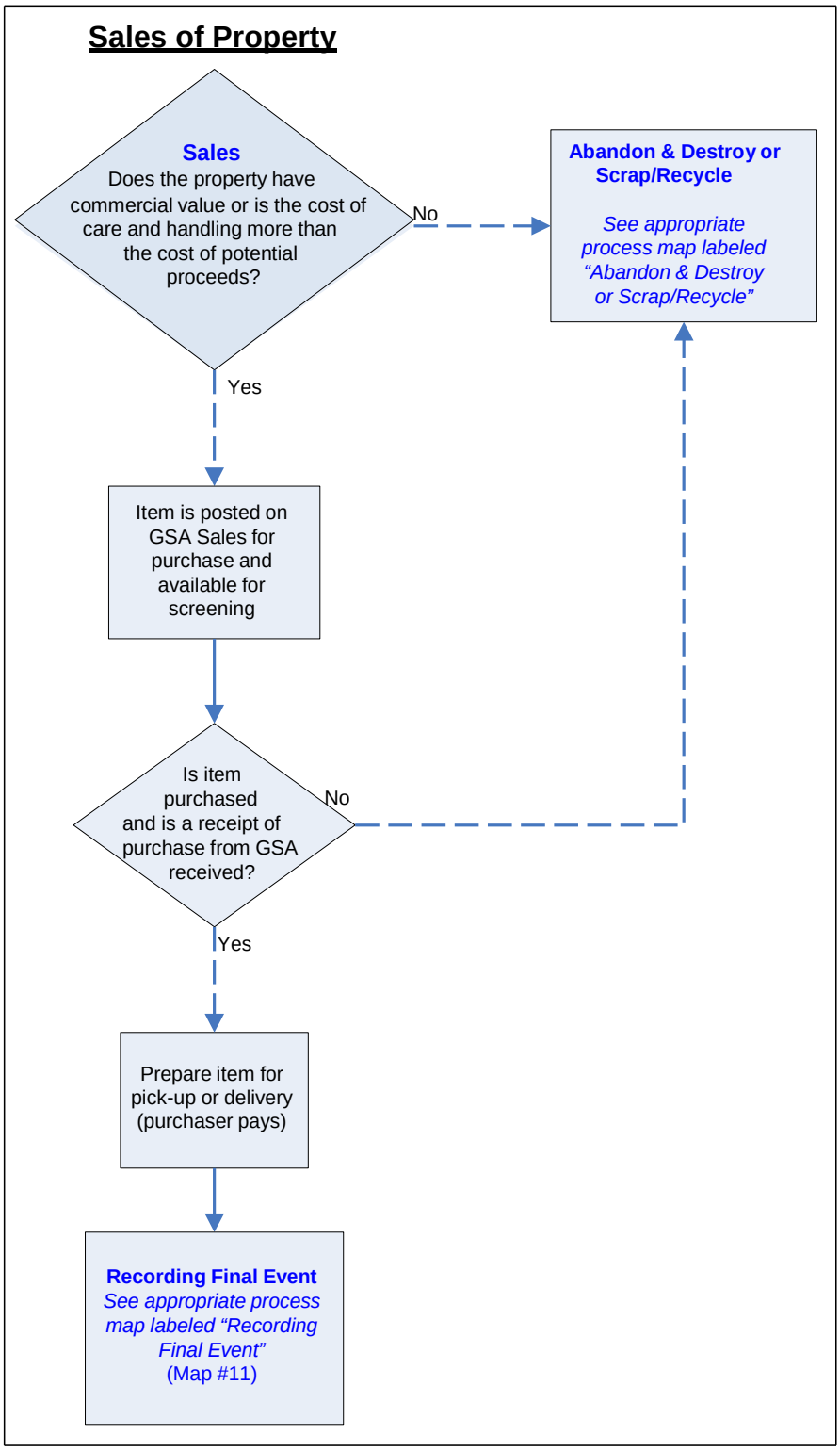
8. GSAXcess Screening



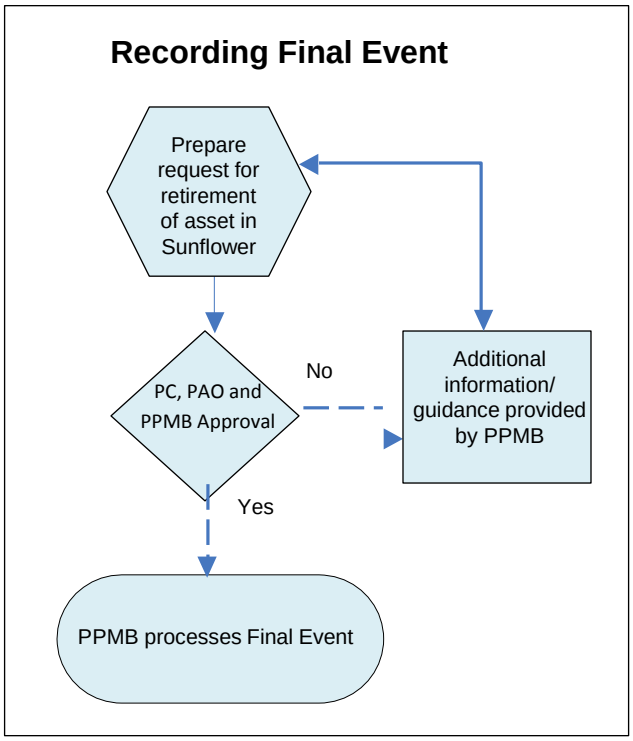
9. Donating of Property



10. Sales of Property



11. Recording Final Event



List of Acronyms

Acronym	*Definition*
AAMS	Agency Asset Management System (No longer used by DOC)
APO	GSA Area Property Officer
CFL	Computers for Learning
DOC	Department of Commerce
FMR	Federal Management Regulations
GSA	General Services Administration
LOR	Line Office Representative
L/S	NOAA Line and Staff Offices
NNDP	NOAA National Disposal Plan
NOAA	National Oceanic and Atmospheric Administration
OCAO	Office of Chief Administrative Officer
OCIO	Office of Chief Information Officer
OMB	Office of Management and Budget
PAO	Property Accountability Officer
PC	Property Custodian
PDA	Personal Data Assistant
POC	Point of Contact for GSAXcess
PM	Property Manager
PMO	Property Management Officer
PPMB	Personal Property Management Branch
PPMM	Personal Property Management Manual (DOC)
SASP	State Agency for Surplus Property

Definitions

Below are a listing of key terms and their definitions used in the personal property disposal process.

1. NOAA Property Officials

1.1. Property Management Officer (PMO)

An individual formally appointed by the NOAA Chief Administrative Officer to serve as a focal point for personal property management with the responsibility and authority to account for the effective control, acquisition, use, and disposal of personal property. The PMO is delegated authority and responsibilities for overall personal property management. Also utilizes the staff assigned to PPMB to manage all aspect of personal property.

1.2. Line Office Representative

The property official within the OCAO/PPMB serving as the primary point of contact for all property activities for a specific line office. This is a Federal employee assigned to a L/S, and responsible for various activities including communicating with the property managers on office specific matters and processing all requests directed to PPMB.

1.3. National Utilization Officer

Property officer within PPMB who coordinates with GSA to provide user accessibility to the GSAXcess® federal disposal and screening system. The NOAA National Utilization Officer is appointed by the NOAA PMO.

1.4. Property Manager (PM)

The property official appointed by the L/S Assistant Administrator or office head to coordinate personal property management efforts of their respective L/S.

1.5. Property Accountability Officer (PAO)

An official assigned by the L/S and officially appointed by the PMO responsible for the effective administration and maintenance of the property control and accountability system within their specific area of accountability.

1.6. Property Custodian (PC)

An individual assigned by the L/S, designated in writing by the PAO, and appointed by the PMO. The Property Custodian is responsible to the Property Accountability Officer for keeping the property records for their area of accountability, taking and maintaining inventories and informing the NOAA Personal Property Office of new items of accountable personal property acquired, as well as initiating disposal of items of personal property no longer required. Reviewing and providing updates of their UPR.

1.7. Point of Contact (POC)

An individual identified as the technical contact that can answer questions and provide specific information about property available in their L/S area.

1.8. Hand Receipt Holder

The current user of the property, who accepts personal responsibility for custody, care and safeguarding it, or the Property Custodian, if the property is not in current use.

2. Major Property Classes

2.1. Personal property

Anything tangible that is not real property other than records of the Federal Government, naval vessels, cruisers, aircraft carriers, destroyers, and submarines.

2.2. Excess property

Items that are no longer needed by or useful, but have been determined can be reused by some other entity.

2.3. Surplus property

Personal property not required for the needs and the discharge of the business and responsibilities of the Federal Government as determined by the Administrator of the General Services Administration (GSA). After expiration of the advertised period within GSAXcess®, excess property is considered surplus and can be made available for distribution to outside recipients or, ultimately, auction.

2.4. Accountable property

Non-expendable personal property that is sensitive or that has an acquisition cost of $5,000 or more and a useful life of one year or more and must be accounted for throughout its useful life.

2.5. Capitalized property

Non-expendable personal property with a useful life of two years or more and an acquisition cost above a predetermined threshold. NOAA capitalizes its non-expendable personal property with an original acquisition value of $200,000 or more. Capitalization is a financial term, which means that the acquisition cost of the asset is recorded in the general ledger of DOC's financial management accounts and its cost is expensed over the asset's useful life in the form of depreciation.

2.6. Sensitive property

Non-expendable personal property that can easily be converted to private use and has a high potential for theft. This type of personal property is recorded and controlled as accountable personal property regardless of its cost. Examples of sensitive property include, but are not limited to:

- Firearms
- Monitors
- Desktop/Tower Computers
- Laptops, Notebooks and other Portable Computers
- Handheld Computers/Personal Data Assistant (PDA)
- All External Printers other than label printers
- Desktop Plotter
- Graphic Tablet
- All external disk drives including CD and DVD Disk Drives
- Desktop Scanners
- Handheld Scanners
- Digital Cameras
- Video Cameras
- Televisions
- Video Cassette Recorders and Players
- Fax Machines
- Multi-Purpose Fax, Printer, Copy Machine
- Global Positioning System (GPS) devices
- Photocopy machines

2.7. Non-accountable property

Personal property with a normal life expectancy that exceeds one year and an acquisition cost less than $5,000, and that has a continuous use as a self-contained unit, does not lose its identity or is destroyed when put into use, and does not become a non-severable component of other property.

2.8. Expendable property

Personal property with a normal life expectancy of less than one year that costs less than $5,000 and is not considered sensitive property.

2.9. Scrap

Property that has no value except for its basic material content

3. Systems

3.1. Sunflower

Sunflower Assets System is the electronic system approved by DOC for use by NOAA and a number of other bureaus to manage personal property. Users are able to account for and manage their assets from the time of acquisition through disposal and to satisfy federal reporting requirements. A complete history is maintained as records are easily updated to reflect any changes (location, user, value, etc.) and documents are attached to the permanent record. Users may also generate reports to view assets. Once assets are disposed and a final event is created, a history of the assets remains in the system for reporting purposes in the future.

3.2. GSAXcess®

A web-enabled platform that eligible customers utilize to access all customer functions: reporting, searching, and selecting property. It provides agencies a means of electronically reporting excess personal property to GSA and screening available excess before purchasing new property. Agencies may search GSA's worldwide inventory through a process known as screening and may request property for transfer by selecting specific items. It allows for submitting pictures and generates electronic transfer documents and e- mail notifications when users request property.

Summary of Roles and Responsibilities for Disposal

1. **GSA**

   - Retains government-wide authority for disposal.
   - Manages the interagency transfer, donation, and sales of excess but serviceable property.
   - Maintains GSAXcess®.

2. **DOC**

   - Through the Departmental Property Management Officer, establishes department-wide policies, regulations, and procedures.

3. **NOAA Chief Administrative Officer**

   - NOAA Senior Executive responsible for providing policy direction for all administrative functions including personal property management.
   - Appoints PMO.

4. **PMO**

   - Provides direction, leadership, and general supervision of the implementation, maintenance and oversight of the NOAA personal property management program.
   - Establishes and maintains NOAA-level procedures to satisfy the requirements of the DOC Personal Property Management Manual.
   - Ensures that lost, stolen, destroyed, damaged, or rendered unserviceable personal property is investigated in accordance with the Personal Property Management Handbook.
   - Convenes Property Boards of Review.
   - Authorizes requests for cannibalization for property.
   - Approves property loans.
   - Appoints National Utilization Officer.

5. **National Utilization Officer**

   - Authorizes employees who may screen and claim property advertised in GSAXcess®, the federal disposal and screening system.

6. **PM**

   - Coordinates training and communications with PAOs, PCs and other employees in their L/S with regard to the disposal of excess property.
   - Identifies requirements and procedures to be followed in screening property within their L/S before it is declared excess and screened throughout all of NOAA.

7. PPMB LOR

- Provides policy and procedural guidance on disposal of personal property for offices.
- Approves abandonment or destruction requests for accountable property.

8. PAO

- Ensures effective administration and maintenance of Sunflower, the property. accountability and control system, within the accountable area for which they have been designated.
- Ensures that property is fully utilized, safeguarded from misuse or theft, and that excess personal property is promptly reported for reutilization, redistribution, or disposal.
- Approves all Trade-Ins and Exchange/Sales.
- Approves scrapping/recycling for non-accountable property.
- Approves abandonment or destruction of non-accountable property.
- Coordinates actions required by Property Boards of Review.
- Reviews all actions initiated by PCs in their assigned area regarding disposal actions and the "Retirement of Assets" within Sunflower.

9. PC

- Identifying and reporting to the PAO any property no longer needed or unserviceable and recommending disposal actions.
- Promptly submitting Excess Receival requests and CD-52s, for lost, missing, stolen, destroyed, damaged, rendered unserviceable or requested to be cannibalized.
- Initiates the "Request for Retirement of an Asset" within Sunflower and identifies final event type.
- Responsible for ensuring proper sanitizing of data on hard drives prior to disposal.

10. Employees/Hand Receipt Holders

- Responsible for the care and protection of assigned Government property.
- Required to report to their PC or PAO any instance of loss, theft or damage and excess and unserviceable property.

11. Contracting Officers

- Enforces contractor property management in accordance with the FAR and applicable provisions of the Federal Management Regulation, Federal Property Management Regulations, and NOAA requirements and guidance.

Disposal & Sanitization of Personal Digital Assistants (PDA) & Cell Phones, Multi-functional Printers

POLICY

PDA's and Cell will be destroyed in accordance with the recommendations of NIST Special Publication 800-88 prior to re-use or disposal of the PDA or Cell Phone. The Property Custodian must destroy the internal storage cards, SIM cards (if applicable), PDA, or Cell Phones with a supervisor as a witness to the act. The battery will be collected and sent to a local recycler. The barcode number will be removed before destruction of the PDA or Cell Phone. The Property Custodian and Property Accountability Officer will sign off on the NOAA Computer Hard Drive Sanitization Validation and PDA/Cell Phone Destruction Worksheet (NF 37-45). Attach these documents as the final event documentation to the CD-50/52 Final Event Request.

Multi-Functional printers-scanners-fax machines must be cleared by NOAA IT and a NF 37-45 form MUST be provided to complete the final event action. *All electronic waste must go to the Recycle Company or Unicor. This includes all destroyed hard drives, PDAs, cellphones and external hard drives.*

GENERAL REQUIREMENTS

Transfer within NOAA – If a PDA or Cell Phone is transferred outside of the Line Office or immediate program area, the device must be cleared / purged prior to the transfer. A technical contact (Help Desk, Sys Admin, etc.) must either perform the wipe on the device or verify that the device is wiped clean prior to turning the device over to the Property Custodian or Property Contact. Within a Line Office or immediate program area, the transferor's supervisor may authorize transfer without clearing.

Transfer outside of NOAA – If the PDA or Cell Phone is to be transferred outside of NOAA (including disposal), the device must be cleared / purged and then subjected to physical destruction prior to transfer outside of NOAA. A technical contact (Help Desk, Sys Admin, etc.) must either perform the wipe on the device or verify that the device is wiped clean prior to turning the device over to the Property Custodian or Property Contact.

RESPONSIBILITIES

The following persons and organizations have responsibilities for implementation of the policy:

Assigned Users, or COTRs of assigned users who are contract personnel, shall be responsible for clearing/ purging of all user information from the PDA or Cell Phone when the device is no longer in use.

LAN Help Desks shall maintain sufficient expertise on PDAs and Cell Phones to provide support to Assigned Users in the clear / purge process.

Property Custodians / Contacts shall seek appropriate assurance from the assigned user that the PDA or Cell Phone has been cleared / purged prior to transfer to another assigned user or to the excess process. OCAO Excess Property Office will be responsible for the physical destruction of PDAs and Cell Phones

NOAA FORM 37-46 (August 2016)	U.S. Department of Commerce National Oceanic and Atmospheric Administration	DATE:	NF 37-50 REQUEST #:

NOAA Computer/Hard Drive/Scanners/Printers/Monitors/Any Assets Retaining Information Sanitization Validation and PDA/Cell Phone Destruction Worksheet

To be submitted as part of the required Final Event or Excess Receivable documentation

Organization: Select Organization

Property Custodian Name and Property Custodian Code (Custodian Area):

BARCODE NO.	MODEL NO.	SERIAL NO.	DESCRIPTION	SANITIZATION METHOD	FINAL DISPOSITION
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
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				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other

APPROVAL/RECEIPT OF IT SECURITY OFFICIAL

SIGNATURE	PRINT NAME	DATE

NOAA FORM 37-46 (August 2016)	U.S. Department of Commerce National Oceanic and Atmospheric Administration	DATE:	NF 37-50 REQUEST #:

NOAA Computer/Hard Drive/Scanners/Printers/Monitors/Any Assets Retaining Information Sanitization Validation and PDA/Cell Phone Destruction Worksheet

To be submitted as part of the required Final Event or Excess Receivable documentation

Organization: Select Organization

Property Custodian Name and Property Custodian Code (Custodian Area):

BARCODE NO.	MODEL NO.	SERIAL NO.	DESCRIPTION	SANITIZATION METHOD	FINAL DISPOSITION
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
				Select Method	Disposed Other
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APPROVAL/RECEIPT OF IT SECURITY OFFICIAL

SIGNATURE	PRINT NAME	DATE

Instructions to Complete NOAA Computer/Hard Drive/Scanners/Printers/Monitors/Any Assets Retaining Information Sanitization Validation Form

SUMMARY:

The drive owner or local IT specialist must sanitize hard drive data to ensure it is unrecoverable or must completely destroy the drive. Directives on accomplishing this are published by the NOAA OCIO and must be complied.

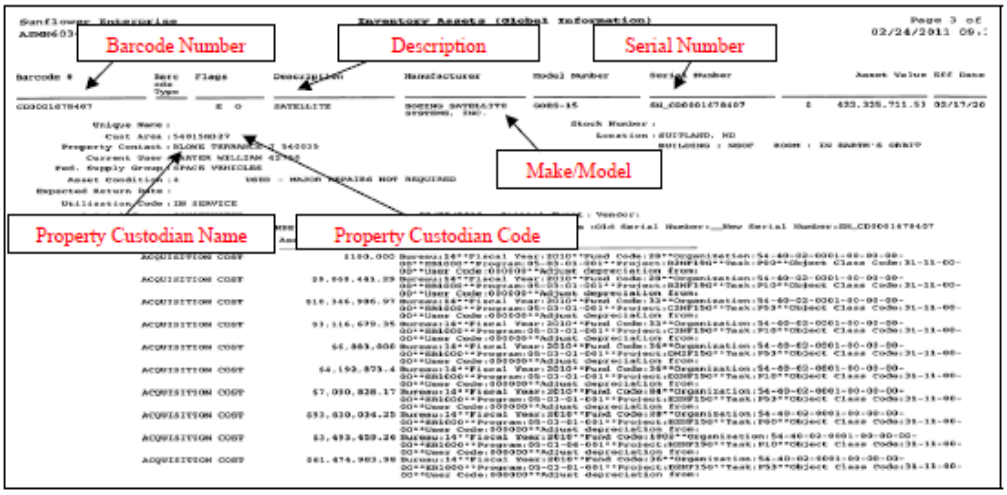
Final event documentation submitted to PPMB, as well as locally maintained records, should include a **"NOAA Computer/Hard Drive Sanitization Validation Form"**. This form should be completed by both the individual responsible for cleaning the hard drive and the property custodian. This policy applies to all NOAA offices.

**NOAA National Disposal Plan for Personal Property Management –10.1.2. Cleaning Hard Drives*

Below are instructions to complete the form for the computer/hard drive to be sanitized. Reference the Inventory Assets (Global Information) report for the identified property, as necessary.

1) **Organization** – Select the owning NOAA organization from the drop down menu, which corresponds to the custodial area.
2) **Property Custodian Name and Property Custodian Code (Custodial Area)** – Enter the Property Custodian name and the unique, alpha-numeric Property Custodian Code, assigned to the Property Custodial, for which custodial responsibility of the identified barcode(s) fall under.
3) **Barcode Number** – Enter the barcode number for the property to be sanitized.
4) **Model Number** – Enter the related model number for the identified barcode.
5) **Serial Number** - Enter the related serial number for the identified barcode.
6) **Description** – Enter the related description for the identified barcode.

Reference Document: Inventory Assets (Global Information) Report



***The information identified above should match the detail provide on this spreadsheet.**

7) **Sanitization Method Used** – Select the sanitization method from the drop down menu that was utilized to remove the secure data from the computer/hard drive. Reference the table below as necessary.

TYPE:	DESCRIPTION:
Clearing	Clearing information is a level of media sanitization that would protect the confidentiality of information against a robust keyboard attack. Simple deletion of items would not suffice for clearing. Clearing must not allow information to be retrieved by data, disk, or file recovery utilities. It must be resistant to keystroke recovery attempts executed from standard input devices and from data scavenging tools. For example, overwriting is an acceptable method for clearing media. There are overwriting software or hardware products to overwrite storage space on the media with non-sensitive data. This process may include overwriting not only the logical storage location of a file(s) (e.g., file allocation table) but also may include all addressable locations. The security goal of the overwriting process is to replace written data with random data. Overwriting cannot be used for media that are damaged or not writeable. The media type and size may also influence whether overwriting is a suitable sanitization method.
Purging	Purging information is a media sanitization process that protects the confidentiality of information against a laboratory attack. For some media, clearing media would not suffice for purging. However, for ATA disk drives manufactured after 2001 (over 15 GB) the terms clearing and purging have converged. A laboratory attack would involve a threat with the resources and knowledge to use nonstandard systems to conduct data recovery attempts on media outside their normal operating environment. This type of attack involves using signal processing equipment and specially trained personnel. Executing the firmware Secure Erase command (for ATA drives only) and degaussing are examples of acceptable methods for purging. Degaussing of any hard drive assembly usually destroys the drive as the firmware that manages the device is also destroyed. Degaussing is exposing the magnetic media to a strong magnetic field in order to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes. Degaussing is not effective for purging nonmagnetic media, such as optical media [compact discs (CD), digital versatile discs (DVD), etc.).
Destroying	Destruction of media is the ultimate form of sanitization. After media are destroyed, they cannot be reused as originally intended. Physical destruction can be accomplished using a variety of methods, including disintegration, incineration, pulverizing, shredding, and melting. If destruction is decided upon due to the high security categorization of the information or due to environmental factors, any residual medium should be able to withstand a laboratory attack. *Disintegration, Incineration, Pulverization, and Melting.* These sanitization methods are designed to completely destroy the media. They are typically carried out at an outsourced metal destruction or incineration facility with the specific capabilities to perform these activities effectively, securely, and safely. *Shredding.* Paper shredders can be used to destroy flexible media such as diskettes once the media are physically removed from their outer containers. The shred size of the refuse should be small enough that there is reasonable assurance in proportion to the data confidentiality level that the information cannot be reconstructed. Optical mass storage media, including compact disks (CD, CD-RW, CD-R, CD-ROM), optical disks (DVD), and magneto-optic (MO) disks must be destroyed by pulverizing, crosscut shredding or burning. Destruction of media should be conducted only by trained and authorized personnel. Safety, hazmat, and special disposition needs should be identified and addressed prior to conducting any media destruction.
Removed	Removal is only used for monitors, scanners, printers, or any assets that cannot be sanitized.

NIST Special Publication 800-88 (Guidelines for Media Sanitization) - Table 2-1. Sanitization Types

8) **Final Disposition of Media** – Enter the applicable status for the data removed as a result of sanitation.
   a) ***Disposed*** *– The device will be destroyed.*
   b) ***Other*** *– All other future use or action to be taken regarding the identified device.*

9) **IT Security Official** - This item should be completed by your ISSO (Information System Security Officer).

REFERENCES:

NOAA National Disposal Plan for Personal Property Management:
http://www.pps.noaa.gov/060111_noaa-national-disposal-plan.pdf

NIST Special Publication 800-88 (Guidelines for Media Sanitization):
http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_rev1.pdf