

## Federal Management Regulation

## § 102-36.220

Classification (FSC) groups 12, 14, 43, 48, 58, 59, 65, 66, 67, 68 and 70. GSA may approve transfers without reimbursement for property under other FSC groups when NSF certifies the item is a component of or related to a piece of scientific equipment or is a difficult-to-acquire item needed for scientific research. Regardless of FSC, GSA will not approve transfers of common-use or general-purpose items without reimbursement. Title to such property transfers to the grantee.

(f) The property is furnished in connection with grants to Indian tribes, as defined in section 3(c) of the Indian Financing Act (24 U.S.C. 1452(c)). Title passage is determined under the authorities of the administering agency.

### **§102-36.195 What type of excess personal property may we furnish to our project grantees?**

You may furnish to your project grantees any property, except for consumable items, determined to be necessary and usable for the purpose of the grant. Consumable items are generally not transferable to project grantees. GSA may approve transfers of excess consumable items when adequate justification for the transfer accompanies such requests. For the purpose of this section “consumable items” are items which are intended for one-time use and are actually consumed in that one time; *e.g.*, drugs, medicines, surgical dressings, cleaning and preserving materials, and fuels.

### **§102-36.200 May we acquire excess personal property for cannibalization purposes by the grantees?**

Yes, subject to GSA approval, you may acquire excess personal property for cannibalization purposes. You may be required to provide a supporting statement that indicates disassembly of the item for secondary use has greater benefit than utilization of the item in its existing form and cost savings to the Government will result.

### **§102-36.205 Is there a limit to how much excess personal property we may furnish to our grantees?**

Yes, you must monitor transfers of excess personal property so the total dollar amount of property transferred (in original acquisition cost) does not

exceed the dollar value of the grant. Any transfers above the grant amount must be approved by an official at an administrative level higher than the officer administering the grant.

## **Subpart D—Disposition of Excess Personal Property**

### **§102-36.210 Why must we report excess personal property to GSA?**

You must report excess personal property to promote reuse by the Government to enable Federal agencies to benefit from the continued use of property already paid for with taxpayers' money, thus minimizing new procurement costs. Reporting excess personal property to GSA helps assure that the information on available excess personal property is accessible and disseminated to the widest range of reuse customers.

#### REPORTING EXCESS PERSONAL PROPERTY

### **§102-36.215 How do we report excess personal property?**

Report excess personal property as follows:

(a) Electronically submit the data elements required on the Standard Form 120 (SF 120), Report of Excess Personal Property, in a format specified and approved by GSA; or

(b) Submit a paper SF 120 to the regional GSA Personal Property Management office.

### **§102-36.220 Must we report all excess personal property to GSA?**

(a) Generally yes, regardless of the condition code, except as authorized in §102-36.145 for direct transfers or as exempted in paragraph (b) of this section. Report all excess personal property, including excess personal property to which the Government holds title but is in the custody of your contractors, cooperatives, or project grantees.

(b) You are not required to report the following types of excess personal property to GSA for screening:

(1) Property determined appropriate for abandonment/destruction (see §102-36.305).

(2) Nonappropriated fund property (see §102-36.165).

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- (3) Foreign excess personal property (see §102-36.380).
  - (4) Scrap, except aircraft in scrap condition.
  - (5) Perishables, defined for the purposes of this section as any personal property subject to spoilage or decay.
  - (6) Trading stamps and bonus goods.
  - (7) Hazardous waste.
  - (8) Controlled substances.
  - (9) Nuclear Regulatory Commission-controlled materials.
  - (10) Property dangerous to public health and safety.
  - (11) Classified items or property determined to be sensitive for reasons of national security.
- (c) Refer to part 101-42 of this title for additional guidance on the disposition of classes of property under paragraphs (b)(7) through (b)(11) of this section.

- (4) Description of item, in sufficient detail.
  - (5) Quantity and unit of issue.
  - (6) Disposal Condition Code (see §102-36.240).
  - (7) Original acquisition cost per unit and total cost (use estimate if original cost not available).
  - (8) Manufacturer, date of manufacture, part and serial number, when required by GSA.
- (b) In addition, provide the following information on your report of excess, when applicable:
- (1) Major parts/components that are missing.
  - (2) If repairs are needed, the type of repairs.
  - (3) Special requirements for handling, storage, or transportation.
  - (4) The required date of removal due to moving or space restrictions.
  - (5) If reimbursement is required, the authority under which the reimbursement is requested, the amount of reimbursement and the appropriate fund code to which money is to be deposited.
  - (6) If you will conduct the sale of personal property that is not transferred or donated.

**§ 102-36.225 Must we report excess related personal property?**

Yes, you must report excess related personal property to the Office of Real Property, GSA, in accordance with part 101-47 of this title.

**§ 102-36.230 Where do we send the reports of excess personal property?**

(a) You must direct electronic submissions of excess personal property to the Federal Disposal System (FEDS) maintained by the Property Management Division (FBP), GSA, Washington, DC 20406.

(b) For paper submissions, you must send the SF 120 to the regional GSA Personal Property Management office for the region in which the property is located. For the categories of property listed in §102-36.125(b), forward the SF 120 to the corresponding regions.

**§ 102-36.235 What information do we provide when reporting excess personal property?**

- (a) You must provide the following data on excess personal property:
- (1) The reporting agency and the property location.
  - (2) A report number (6-digit activity address code and 4-digit Julian date).
  - (3) 4-digit Federal Supply Class (use National Stock Number whenever available).

**§ 102-36.240 What are the disposal condition codes?**

The disposal condition codes are contained in the following table:

Disposal condition code	Definition
1 .....	New. 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.