



# Virginia Department of Corrections

## Financial Management and Procurement

### Operating Procedure 260.2

#### *Surplus Property*

#### **Authority:**

Directive 260, *Procurement and Surplus Property*

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Operating Procedure 260.2, January 1, 2020

**Access:**  Restricted  Public  Inmate

#### **ACA/PREA Standards:**

None

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### **REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

*The content owner reviewed this operating procedure in December 2023 and determined that no changes are needed.*

*The content owner reviewed this operating procedure in January 2025 and necessary changes are being drafted.*

### **COMPLIANCE**

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Agency Procurement and Surplus Property Manual (APSPM)** - A manual the Department of General Services Division of Purchases and Supply (DGS/DPS) publishes under the authority of *Code of Virginia* §2.2-1111. The APSPM establishes the policies and procedures Commonwealth of Virginia agencies and institutions are to follow in fulfilling procurement and surplus property responsibilities that 1) are within their delegated procurement authority limits; and 2) are not related to information technology goods and services.

**Department of Corrections (DOC) Headquarters** - The building located at 6900 Atmore Drive, Richmond, Virginia that serves as the Central Office and Administrative Headquarters of the Virginia Department of Corrections.

**Disposal** - The activities associated with final disposition of state-owned personal property through authorized trade-in, transfer, sale, recycling, donation, destruction, or abandonment.

**DOC-owned Information Technology (IT) Equipment** - Information technology assets including PCs, laptops, monitors, docking stations, and printers that the Department of Corrections exclusively owns and uses for a function unique to DOC.

**Excess Property** - State-owned personal property, other than land and buildings (real property), in excess of the organizational unit's present or foreseeable needs and that the organizational unit has not reported to the Department of General Services (DGS) Office of Surplus Property Management (OSPM).

**Hazardous Materials and Substances** - Substances classified as harmful to the environment or to human health, and whose disposal is governed by federal, state, and local laws and regulations.

**Information Technology Unit (ITU)** - The Department of Corrections unit that is the central technology management unit and the clearinghouse for all DOC technology initiatives including but not limited to the management of surplus property management. This unit also coordinates all liaison activities with VITA Science Applications International Corporation, and its suppliers.

**Monthly Excess Property List (MEPL)** - The monthly report of available excess DOC property; the DOC Surplus Property Officer at DOC Headquarters compiles the MEPL and submits it for posting on iDOC.

**Organizational Unit** - A DOC unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit (e.g., Human Resources, Offender Management, Internal Audit).

**Organizational Unit Head** - The person occupying the highest position in a DOC organizational unit.

**Personal Property** - Movable property not affixed to land; includes goods, wares, merchandise, and household items and furnishings (COV §55.1-2900, *Definitions*).

**Recyclables** - Materials classified as reusable; including but not limited to used motor oil, glass, metal, rubber, plastic, and paper.

**Scrap Item** - An item that has sale value for material content only, such as a recyclable material.

**Scrap Material Destruction List (SMDL)** - The form (*Scrap Material Destruction List 260\_F9*) organizational units use to document disposal of property through, destruction, or abandonment. The SMDL contains the item description, condition, quantity, and method and date of disposal. Property disposed of by this method must be declared completely useless, be irreparable, and have no resale value.

**Surplus Property** - State-owned personal property, other than land and buildings (real property), in excess of the organizational unit's present or foreseeable needs that the organizational unit has reported to Department of General Services (DGS) Office of Surplus Property Management (OSPM). State-owned surplus property may be classified as:

- Items of value for transfer, trade-in, or sale
- Scrap items that have sale value for material content only
- Items for destruction or abandonment that are unusable and have no or very little commercial value

**Surplus Property Manifest** - The form (*Surplus Property Manifest 260\_F7*) organizational units use to transfer property to the DGS Surplus Warehouse/Distribution Centers.



**Surplus Property Officer (SPO)** - The DOC designated representative, located in the Headquarters Procurement and Risk Management Unit, responsible for providing guidance on the management of matters relating to surplus property within the DOC.

**Surplus Property Report (DGS-44-001)** - The form (*Surplus Property Report 260\_F6*) organizational units use to declare property that will remain at the organizational unit for disposal as surplus to the Department of General Services/Office of Surplus Property Management (DGS/OSPM).

**Surplus Property Transfer Document (DGS-44-012)** - The form (*State Surplus Property Transfer Document 260\_F8*) used to transfer ownership of surplus property between DOC organizational units or to another state agency.

**Virginia Information Technologies Agency (VITA)** - The agency responsible for the central management of the Commonwealth's information technology resources.

## PURPOSE

This operating procedure provides for the full utilization of Department of Corrections (DOC) property and ensures compliance with laws of the Commonwealth and regulations applicable to surplus property. This procedure is intended to supplement, not replace, the *Agency Procurement and Surplus Property Manual* (APSPM) issued by the Department of General Services (DGS), Division of Purchases and Supply (DPS).

## PROCEDURE

### I. Roles and Responsibilities

- A. All organizational units and employees of the DOC must comply with this operating procedure. This procedure does not govern property belonging to the Virginia Information Technologies Agency (VITA) or the Virginia Public Building Authority (VPBA); see Operating Procedure 230.1, *Accounting for Fixed Assets*, for information on fixed assets of the VPBA.
- B. Organizational units and employees of the DOC can only utilize property purchased with grant funds for the purposes and to the extent specified in the terms of the particular program funded by the grant. Contact the DOC Surplus Property Officer (SPO) for assistance with excess and surplus property bought with grant funds.
- C. Organizational units and employees of the DOC must only utilize property purchased from the Federal Surplus Program for the period and purpose required by the Federal Surplus Program. Contact the DOC SPO for assistance with excess and surplus property originally obtained from the Federal Surplus Program.
- D. The DOC SPO assists all DOC organizational units with excess and surplus property. Assistance includes:
  1. Providing training and assistance to DOC employees on excess and surplus property procedures
  2. Conducting random compliance reviews as a component of the Procurement Assistance Program
  3. Compiling and distributing a *Monthly Excess Property List* (MEPL) to encourage the re-use of excess property within DOC. (MEPLs are comprised of electronic descriptions submitted from organizational units through e-mail to the SPO.)
  4. Maintaining a historic record of MEPLs on the Procurement and Risk Management Unit shared drive
  5. Assisting all organizational units to obtain, transfer, and dispose of excess and surplus property

### II. Delegation, Approval, and Signature Authority

#### A. Delegation

1. Department of General Services (DGS) State Surplus Property - DGS has the statutory authority to administer the surplus property program for state-owned personal property as defined in *Agency Procurement and Surplus Property Manual* (APSPM) Chapter 12, and to delegate some level of authority to Commonwealth of Virginia agencies.
2. DOC Delegation - DGS State Surplus Property Manager has delegated authority to the DOC for justifiable Scrap Material disposal.

#### B. Approval and Signature Authority

1. DOC organizational units must follow this operating procedure to ensure compliance with Commonwealth of Virginia surplus procedures.
2. Signature authority to review and approve *Surplus Property Reports*, *Surplus Property Manifests*, and *Scrap Material Destruction Lists* is assigned to the following and may not be delegated:

Correctional Centers and Prisons

*Business Manager or Warden*

Field Units, Work, and Pre-Release Centers

*Superintendent*



Regional Offices	<i>Reg. Supp. Svc. Mgr. or Reg. Admin.</i>
P&P District Offices	<i>Chief P&amp;P Officer</i>
Community Corrections Facilities	<i>Superintendent</i>
VCE	<i>Chief Executive Officer</i>
Academy for Staff Development	<i>Operations Managers</i>
DOC Headquarters	<i>General Services Unit Manager</i>
Parole Board	<i>Chair</i>
Farmer's Market	<i>Facility Manager</i>
Corrections Construction Unit	<i>Unit Manager</i>
Agribusiness Unit	<i>Agribusiness Business Manager</i>

3. The following table lists the designated commodity approvers. Designated commodity approvers have the authority to assess, provide written approval for disposal of, or to coordinate disposal of the specific commodities shown in the table.

<b>Specific Commodity</b>	<b>Designated Commodity Approver</b>	<b>Email Address</b>
Motor Vehicles	DOC General Services Unit	docfleetmgmt@vadoc.virginia.gov
Information Technology (IT) Equipment	DOC Agency Information Technology Resource (AITR) or designee	ITRequests@vadoc.virginia.gov
Electronic Equipment (only if the equipment has memory capability)	DOC Agency Information Technology Resource (AITR) or designee	ITRequests@vadoc.virginia.gov
Two-way Radios	DOC General Services Unit	docgeneralservices@vadoc.virginia.gov
Pagers	DOC General Services Unit	docgeneralservices@vadoc.virginia.gov
Telephone Systems and Cellular Phones	DOC Agency Information Technology Resource (AITR) or designee	ITRequests@vadoc.virginia.gov
Food Service Equipment	DOC Director of Food Service and the Food Service Equipment Repair Manager	Mark.Engelke@vadoc.virginia.gov
Staff and Inmate or CCAP Probationer/ Parolee Clothing and Bed Linens	Organizational Unit's DOC-designated Clothing Officer or facility Superintendent.	Varies
Canines	Statewide Canine Program Coordinator	William.Barbetto@vadoc.virginia.gov
Firearms	Director of Security and Correctional Enforcement - Designee	Ruthie.King@vadoc.virginia.gov

4. Each DOC Organizational Unit Head should designate a Surplus Property Coordinator (SPC) to be responsible for matters relating to surplus property at their assigned operating unit.

III. Guidance

A. Attachment 1, *Surplus Property Contact Information*, lists individuals to contact for assistance with



excess or surplus property issues.

B. Attachment 2, *Surplus Property Overview*, provides a flow chart of the process for disposal of excess property.

#### IV. Review of DOC Property

A. Operating Procedure 230.1, *Accounting for Fixed Assets*, requires organizational units to conduct a review of fixed assets every two years.

1. Each organizational unit should also evaluate all other property on hand for usefulness at least every two years.
2. This is best accomplished when book inventories are physically reconciled with property on hand or when purchasing replacement property.

B. The Organizational Unit Head or designee declares property "excess" when it is no longer needed or usable by the organizational unit.

1. The organizational unit sends an electronic list of available excess property to the DOC SPO in a timely manner.
2. Lists should briefly describe salient property features, quantity, condition, and a point of contact.
3. The DOC SPO compiles this information in the *DOC Monthly Excess Property Listing* (MEPL) for e-mail distribution to all organizational units and posting to iDOC (under *Administration, Financial Management and Reporting Unit, Procurement and Risk Management, Procurement*) on or about the 5<sup>th</sup> of the month. Each MEPL posting remains on iDOC for approximately 30 days. Questions or comments may be submitted to [Surplus@vadic.virginia.gov](mailto:Surplus@vadic.virginia.gov).

C. When an Organizational Unit Head receives official notification that their organizational unit is subject to closure or reduction in size, the organizational unit will promptly declare all property affected by the closure or reduction that DOC Management has not slated for transfer to another DOC location to be excess.

#### V. Transfer, Transport, and Storage of Excess Property

A. Excess property that organizational units report to the DOC SPO is available to all organizational units within the DOC.

1. Organizational units within the DOC have the authority to directly transfer property between each other and to enter into shared property usage agreements with each other.
2. Organizational units may immediately transfer ownership of its excess property to another organizational unit that has an immediate need for the property.
3. Organizational units will use the *State Surplus Property Transfer Document 260\_F8* to transfer property ownership between organizational units.

B. Organizational Unit Heads desiring excess property should contact the owning organizational unit.

C. The owning organizational unit is responsible for any movement and safe storage of excess property until ownership is transferred.

D. Each organizational unit should designate an area for storage of excess property. Organizational units should not allow its designated storage area to become permanent storage of excess or scrap items.

E. The DOC Agency Information Technology Resource (AITR) or designee must handle transfers of excess IT equipment. Organizational units must contact the DOC AITR or designee for assistance with transferring IT equipment.

F. Firearms may be transferred within the DOC only after receiving permission from the Director of Security



and Correctional Enforcement.

G. The DOC Fleet Manager controls transfer of motor vehicles.

H. To transfer ownership of excess property between organizational units:

1. The organizational unit that owns the excess property prepares the *State Surplus Property Transfer Document 260\_F8*, forwards it to the receiving Organizational Unit Head or designee for signature and date, and retains a copy of the signed and dated form for its records.
  2. If the transfer includes an item or items recorded in the Fixed Asset Accounting Control System (FAACS), the owning organizational unit must also notify the FAACS Coordinator of the transfer of said item or items. The FAACS Coordinator must then update the associated FAACS record or records.
  3. The FAACS coordinator prints and provides the receiving organizational unit a copy of the FAACS record.
  4. The receiving organizational unit notifies their FAACS Coordinator to enter the item or items in FAACS.
  5. The receiving organizational unit is responsible for making the necessary arrangements for pickup and transport of the excess property to their desired location.
- I. Organizational unit staff should report equipment or scrap items that have been abandoned, or allowed to deteriorate to the Organizational Unit Head to take appropriate disciplinary action.

## VI. Disposal of Excess Property

### A. Cannibalization

1. In some cases, owning organizational units may cannibalize capital asset items that are no longer functional to obtain parts to repair other like assets.
2. In such cases, the owning organizational unit should consider the original item to be surplus and dispose of it by filling in the appropriate cannibalized disposal code in the Fixed Asset Accounting Control System (FAACS).
3. This allows an agency to review like assets on the disposal report with the cannibalized disposal code to determine if parts are available.
4. All remaining cost and accumulated depreciation will be removed from appropriate asset accounts.

### B. Rubbish

1. Organizational units should not report the disposal of some consumable commodities such as rubbish on the *Scrap Material Destruction List 260\_F9*.
2. Examples of rubbish or garbage include, but are not limited to, household trash, consumable supplies, worn apparel, used mops, brooms, rags, mattress, linens, towels, etc.

### C. Scrap Items

1. Scrap items have sale value for material content only, such as a recyclable material. If there are any questions about items believed to meet the definition, contact the DOC SPO for clarification.
2. The DOC Environmental Services Recycling Manager provides guidance on the disposal of “recyclables”; see Operating Procedure 302.3, *Sustainability Plan*. Information on Surplus Scrap Metal Recycling is available on the *DGS Recycling Assistance Program* website.
3. If the cost to sell a scrap item will exceed the expected return, the owning organizational unit may destroy the item or dispose of it in an authorized landfill, provided that federal, state, and local laws and regulations do not prohibit these disposal methods for the item.
  - a. Owing organizational units must provide written justification on the *Scrap Material Destruction*



- List 260\_F9* before destroying or disposing of any excess equipment or material possessing intrinsic or recycle value in a certified landfill.
- b. Organizational units are to declare property they dispose of as scrap to be completely useless, irreparable, and to have no resale value.
  - c. The method of disposal will be in accordance with all applicable United States Environmental Protection Agency (EPA), federal, state, and local laws and regulations; see *Scrap Material Destruction List 260\_F9*.
4. At the end of each fiscal quarter, each organizational unit is responsible for forwarding a copy of all *Scrap Material Destruction Lists* for the quarter to the DGS Office of Surplus Property Management (OSPM) along with a signed copy of Attachment 3, *Quarterly Disposal Request Approved*.
  5. Organizational units may contact the DOC SPO or the DGS OSPM office for help in determining property value and/or scrap justification.
- D. Other Excess Property Disposal Procedures - Also, see *Instructions for the Disposal of Specific Commodities* section of this operating procedure.
1. DOC makes serviceable excess property at organizational units available for reuse elsewhere within the DOC before declaring it to DGS as surplus.
  2. The Organizational Unit Head or DOC SPC reports all property declared excess to the DOC SPO via email using the MEPL found on iDOC at Monthly Excess Property List Submission Form.
  3. The DOC SPO compiles all eligible property reported as excess during the previous calendar month into a single MEPL and submits that MEPL to the web master for posting on iDOC. Excess property on the MEPL iDOC posting is available for reuse within the DOC.
    - a. Organizational units should not submit items they determine to be in poor condition on the MEPL Submission Form. The DOC SPO will not accept MEPL Submission Forms that include poor condition items.
    - b. Items on the MEPL iDOC posting typically do not include warranty, guarantee, or transportation.
    - c. Items on the MEPL iDOC posting remain available for re-distribution to all DOC organizational units on a first come, first served basis for a period of 30 days.
    - d. Organizational units interested in property for reuse should contact the owning organizational unit.
    - e. Organizational units will document the transfer between organizational units of any excess property, other than consumables, by completing and obtaining authorized signatures on a *State Surplus Property Transfer Document 260\_F8* at the time of transfer. Organizational units will retain copies of this documentation for audit purposes.
    - f. If the transfer includes an item or items recorded in the FAACS, the owning organizational unit must also notify the FAACS Coordinator of the transfer of said item or items. The FAACS Coordinator must then update the associated FAACS record or records.
    - g. The owning organizational unit will print and provide the receiving organizational unit a copy of the updated FAACS record and the receiving organizational unit's FAACS coordinator will enter the item into FAACS.
  4. To ensure proper disposition, owning organizational units should identify the source of funds for the original purchase of each item prior to taking any steps to dispose of excess property. If the owning organizational unit cannot determine the source of the funds, the owning organizational unit should treat the items as if they were purchased with general funds.
  5. If no DOC organizational unit expresses an interest in MEPL items after 30 days, the owning organizational unit is encouraged to advertise the excess material as surplus property through the DGS Surplus Property site's reutilization page for a minimum of 15 days, when that option is available.
    - a. If that option is not available or if it is but the owning organizational unit chooses not to exercise it, the owning organizational unit may then declare the excess property to be surplus property.

- b. The owning organizational unit can either retain possession of the newly declared surplus property on DOC property until its final disposition or physically transfer the newly declared surplus property to one of the DGS/OSPM state surplus locations.
  - c. If the owning organizational unit decides to retain possession of the newly declared surplus property on DOC property until final disposition, the unit's SPC completes a *Surplus Property Report 260\_F6*, obtains the appropriate DOC authority signature or signatures on it, and submits the approved Report to DGS/OSPM. The organizational unit must not move the property it has reported as surplus in this manner from its site until OSPM notifies the owning organization about its disposal regarding its disposal.
6. If the owning organizational unit decides to transfer the newly declared surplus property to one of the DGS/OSPM state surplus locations, the SPC completes a *Surplus Property Manifest 260\_F7*, obtains the appropriate DOC authority signature(s), and transports the Manifest with the items to the DGS/OSPM state surplus location.
- a. DGS will take ownership of the property and determine whether to transfer it to another agency, to dispose of it through public sales or auction, or to dispose of it through other disposal methods.
  - b. Organizational units are responsible for completing the *Surplus Property Manifest 260\_F7*, obtaining the appropriate DOC authority signature, and delivering surplus material to the DGS/OSPM state surplus locations.
  - c. Organizational units should contact the DGS/OSPM state surplus Richmond location at (804) 786-3311 or the DGS/OSPM state surplus Wytheville location at (276) 228-6803 to request material acceptance; see Attachment 1, *Surplus Property Contact Information*.
  - d. Upon delivery of material to a DGS/OSPM state surplus location, the organizational unit requests a copy of the signed *Surplus Property Manifest 260\_F7* to retain for audit purposes.
  - e. See the *Motor Vehicles* section of this operating procedure for an exception to the aforementioned procedures.
  - f. See the *Disposal of Excess Property DOC Headquarters* section of this operating procedure for further instructions for excess and surplus property at DOC Headquarters.
  - g. To avoid duplication, organizational units are not to fill out the Surplus Property Report for property the unit is transferring to DGS/OSPM state surplus locations. For such property complete only the *Surplus Property Manifest*.
  - h. Organizational units must retain copies of all documentation of excess property and surplus property disposal, including but not limited to *Surplus Property Reports*, *Surplus Property Manifests*, and *Scrap Material Destruction Lists* for audit purposes.
  - i. The organizational unit SPC is the liaison with the DOC SPO and DGS State Surplus Property.
  - j. The SPC maintains comprehensive records on unit excess and surplus property activity for audit purposes.

## VII. Disposal of Excess Property DOC Headquarters

- A. For DOC Headquarters organizational units, the organizational unit SPC or Organizational Unit Head may contact the DOC General Services and Facility Management Unit (GSFM) Manager to assist with transfer of any excess property remaining in the unit after the required 30-day listing on the MEPL.
- B. For any equipment, material, or supply, other than consumables, the owning Headquarters organizational unit SPC will complete the *State Surplus Property Transfer Document 260\_F8* and forward it to the Organizational Unit Head or designee for signature and date.
  1. Unless the GSFM Manager or designee indicates a direct transfer to another DOC organizational unit rather than to the GSFM Warehouse, the *State Surplus Property Transfer Document 260\_F8* should list the GSFM as the receiving organizational unit.
  2. The GSFM representative will sign the transfer document acknowledging receipt of the property and



both the transferring and receiving units will keep a copy for audit purposes.

- C. If the GSFM is facilitating a direct transfer of property from the owning Headquarters organizational unit to another DOC organizational unit, the owning Headquarters organizational unit will complete the *State Surplus Property Transfer Document 260\_F8*. The owning Headquarters organizational unit will also have its Organizational Unit Head or designee sign and date the completed document.
1. Upon pickup of the property from the owning Headquarters organizational unit, the GSFM Manager or designee will sign and date the *Transfer Document*. Both the owning Headquarters organizational unit and the GSFM are to retain copies of this documentation.
  2. Upon delivery of property to the receiving organizational unit, the GSFM representative will present their copy of the *Surplus Property Transfer Document* to the receiving organizational unit's Organizational Unit Head or designee for signature acknowledging receipt of the property.
  3. After the receiving organizational unit has signed the *Surplus Property Transfer Document* the GSFM will provide copies of this signed document to both the original owning organizational unit and the receiving organizational unit to be retained for audit purposes.
- D. The GSFM becomes the owning organizational unit of any property transferred to the GSFM Warehouse.
1. The GSFM must document any future transfer of the excess property to another DOC organizational unit.
  2. To document such transfer, the GSFM will complete the *State Surplus Property Transfer Document 260\_F8*, have the GSFM Director or designee sign and date, and present the document to the receiving Organizational Unit Head or designee to sign and date as acknowledgment of delivery of the property.
  3. The GSFM and the receiving organizational unit are to retain a completed copy of the fully executed *Surplus Property Transfer Document* for audit purposes.
- E. If property is determined to be scrap material and will not be transported to the GSFM Warehouse but disposed of by landfilling or destroying, the GSFM may request that the owning unit complete the *Scrap Material Destruction List 260\_F9* in accordance with the *Disposal of Excess Property* section of this operating procedure.
1. The owning organizational unit is to keep a copy of the signed *Scrap Material Destruction List* on file.
  2. If the GSFM completes the *Scrap Material Destruction List*, the GSFM will provide a copy to the owning organizational unit.
- F. Once property is transferred to the GSFM Warehouse, the GSFM is responsible for determining whether the property should be held as excess, scrapped, sold for recycle content, or taken to the DGS/OSPM state surplus Richmond location. The GSFM will be responsible for completing the appropriate documentation for the method of disposal, obtaining appropriate signatures, and retaining copies of documentation for audit purposes.
- G. An organizational unit that has contacted the GSFM for assistance with transfer of excess property should hold the excess property in a designated location within the unit until the GSFM removes the property from the unit. Organizational units are not to place excess property or surplus property in hallways, conference rooms, or other public areas.

#### VIII. Instructions for the Disposal of Specific Commodities

- A. Organizational units should attach written approval from the designated commodity approver to all *Surplus Property Reports*, *Surplus Property Manifests*, and *Scrap Material Destruction Lists*. See the *Roles and Responsibilities* section of this operating procedure for the list of designated commodity approvers.
- B. Instructions for the Disposal of Firearms



1. Firearms - APSPM Chapter 12 as pertains to Surplus Firearm Procedures is attached as Attachment 4, *Surplus Firearm Procedures*.
  - a. Excess firearms are not listed on the MEPL.
  - b. All organizational units should notify the Director of Security and Correctional Enforcement or their designee at DOC Headquarters who will decide if excess firearms should be transferred between DOC organizational units, used as a trade-in, or destroyed.
  - c. Only the Director of Security and Correctional Enforcement or their designee may make the decisions regarding excess or surplus firearms.
  - d. The organizational unit contacts and arranges delivery of any excess firearms to the Director of Security and Correctional Enforcement or designee.
  - e. The Director of Security and Correctional Enforcement or designee may authorize an organizational unit to transfer firearms directly to another organizational unit.
  - f. Firearms require special handling and may only be assigned to individuals within an organizational unit authorized to carry weapons.
  - g. Excess weapons transferred between organizational units must be documented by completion of a *State Surplus Property Transfer Document 260\_F8* with authorized signatures at the time of transfer and be retained for audit purposes; the owning organizational unit must fill out the Surplus Property Transfer Document.
2. Firearms of Special Agents employed by the Special Investigations Unit
  - a. Pursuant to COV §59.1-148.3, *Purchase of handguns or other weapons of certain officers*, the DOC may allow the purchase of handguns issued to DOC employees with internal investigations authority under COV §53.1-10(11), *Powers and duties of Director*. This is commonly considered to be Special Agents employed in the Special Investigations Unit.
  - b. An eligible DOC employee who retires (i) after at least 10 years of service, even if a portion of their service was with another state agency, (ii) at 70 years of age or older, or (iii) as a result of a service-incurred disability or who is receiving long-term disability payments for a service-incurred disability with no expectation of returning to the employment where the employee incurred the disability may purchase the service handgun issued or previously issued to the employee by the agency or institution at a price of \$1.
  - c. If the previously issued weapon is no longer available, a weapon of like kind may be substituted for that weapon.
  - d. The DOC may allow any full-time sworn qualifying law-enforcement officer who retires with five or more years of service, but less than 10 years, may purchase the service handgun issued to the employee at a price equivalent to the weapon's fair market value on the date of the employee's retirement.
  - e. Determinations of fair market value may be made by reference to a recognized pricing guide.
  - f. The DOC may allow the immediate survivor of any eligible DOC employee (i) who is killed in the line of duty or (ii) who dies in service and has at least 10 years of service to purchase the service handgun issued to the officer by the agency at a price of \$1.
3. Qualifying Employee Purchase of Service Weapon
  - a. No earlier than 60 days nor later than 30 days before the effective date of retirement or separation, the qualifying employee may submit a *Retired Personnel Firearms Transfer Request 260\_F19* to purchase the employee's assigned service weapon to Headquarters Human Resources.
  - b. The qualifying employee must complete all requested personal information and the weapons section on the *Retired Personnel Firearms Transfer Request*.
  - c. Upon receipt of the completed *Retired Personnel Firearms Transfer Request*, the Director of Human Resources or designee will verify that all necessary retirement/separation documentation, including the *Deduction Authorization for Purchase of Issued Firearm 260\_F18*, has been filed and

that the qualifying employee's service time and other elements meet the requirements of COV §59.1-148.3.

- d. If the Director of Human Resources or designee determines that the requesting employee does not qualify for the purchase of the service weapon, the process will be halted and the Director of Human Resources or designee will notify the Special Investigations Unit Chief of the disapproval and the basis for the disapproval. The Special Investigations Unit Chief will meet with and notify the requesting employee that the employee does not qualify for the purchase of their service weapon.
- e. If the Director of Human Resources or designee determines that the requesting employee does qualify for the purchase of the service weapon, the process will continue. The Director of Human Resources or designee will provide the *Retired Personnel Firearms Transfer Request*, along with the qualifying employee's necessary personal identification information; full legal name, date of birth, social security number, and current legal address to an appropriately trained and authorized member of the Background Investigations Unit (BIU).
- f. BIU staff will conduct the required administrative VCIN checks to determine if there are any disqualifying elements in the VCIN report.
- g. The BIU staff person completing the check will make the appropriate notation on the *Retired Personnel Firearms Transfer Request* indicating the date of the VCIN check, the name of the staff person completing the check, the date conducted, and if any disqualifying information is discovered.
- h. If BIU staff identifies a reason for the sale of a service weapon to be denied, the staff person will immediately notify the Director of Human Resources or designee who will in turn notify the Special Investigations Unit Chief of the disqualification and the grounds of the disqualification. The Special Investigations Unit Chief will meet with and notify the requesting employee of the disqualification and the foundation for the disqualification.
- i. Upon successful conclusion of the administrative checks, the completed *Retired Personnel Firearms Transfer Request* will be forwarded to the Chief Human Resource Officer for signature and then to the Senior Deputy Director, as the Chief Law Enforcement Officer, for signature. Final approval is at the discretion of the Department of Corrections Director by signing the authorization of the *Retired Personnel Firearms Transfer Request*.
- j. Firearms must be surplussed in accordance with this operating procedure using the appropriate *Surplus Firearm Forms*. Once the firearm transaction is complete and the *Retired Personnel Firearms Transfer Request* is certified by the Chief Financial Officer, a copy of the form will be provided to the Special Investigations Unit Chief and to the Director of Human Resources for documentation.
- k. No requests to purchase issued service weapons will be accepted after 30 days before the effective date of retirement or separation.

#### C. Instructions for the Disposal of Motor Vehicles

1. The Organizational Unit Head must notify the DOC Fleet Manager about the availability of an excess vehicle and include a detailed description.
  - a. The DOC Fleet Manager will determine if the vehicle is to be reallocated to another DOC unit or be declared as surplus.
  - b. The DOC Fleet Manager will notify the DOC SPO if the vehicle is to be placed on the next MEPL.
  - c. For vehicles to be surplussed, the DOC Fleet Manager will forward a *Surplus Property Report 260\_F6* and pictures (email or a compact disc) to the DGS Surplus Warehouse/Distribution Center along with the vehicle's unsigned title for the vehicle to be advertised for sale at the owning unit location or as directed by GSFM.
2. See Operating Procedure 323.1, *Vehicle Acquisition, Operations, and Maintenance*, for information regarding handling of fuel cards and vehicle licenses.



3. Due to the value of most vehicles, the FAACS coordinator should be contacted to ensure that the surplussed vehicle information is updated in the FAACS inventory.

#### D. Information Technology (IT) Equipment

1. Information technology equipment includes but should not be limited to PCs, netbooks, tablets, laptops, monitors, docking stations, printers, PDAs, Live Scan, servers, network and communications assets, and any assets that contain memory capability. Typewriters, fax machines, and similar non-networked office equipment are not included.
2. Organizational units must handle the disposition of excess IT equipment and software in accordance with the *Code of Virginia* and procedures established by the Virginia Information Technologies Agency, (VITA).
3. Organizational units must notify the DOC Agency Information Technology Resource (AITR) or designee of any excess or surplus IT equipment, whether VITA owns it or DOC owns it.
  - a. The DOC AITR or designee must coordinate the disposal of such equipment.
  - b. No organizational unit may dispose of such equipment unless the unit obtains approval to do so from the DOC Chief Information Officer (CIO) or designee.
  - c. The IT Asset Inventory Specialist must inspect and test the equipment for functionality.
  - d. Organizational units are required to notify Information Technology Unit via the ITRequests@vadoc.virginia.gov mailbox. In this request, provide a clear description of the device to include the make, model, serial number, asset tag number, and functionality of equipment.
  - e. Upon receipt of the request, it is the IT Asset Inventory Specialist's responsibility to determine if this equipment is out-of-scope to the IT Partnership.
  - f. If the IT Asset Inventory Specialist deems the item in question in-scope, they will deny the request for surplus, and instruct the inquiring Unit to initiate a ticket with the VCCC.
  - g. If the IT Asset Inventory Specialist determines that the equipment is out of scope, the Organizational Unit must manage the surplussing process of the equipment in accordance with this operating procedure.
4. Excess equipment may be available for redistribution within DOC organizational units. Redistribution will be coordinated through the DOC AITR or designee and approved by the DOC Chief Information Officer or designee.
  - a. If no DOC organizational unit has a need for the equipment, it must be disposed of through coordination with the DOC AITR or designee and use of the *Secure Data Destruction and Surplus (SDDS)* state contract in which an authorized contractor will collect and properly dispose of IT equipment.
  - b. Data removal from computer hard drives will be completed in compliance with ITRM Standard SEC514-03, *Removal of Commonwealth Data from Surplus Computer Hard Drives and Electronic Media Standard*; see Operating Procedure 310.2, *Information Technology Security*. A listing of statewide VITA contracts may be searched at the *VITA Statewide Contract Search* web site.
5. When DOC information technology or telecommunication systems and equipment are surplussed, depending on the value, the FAACS coordinator will need to be notified to update the FAACS inventory.
6. All DOC out-of-scope, excess, surplussed, and/or scrapped information technology or telecommunication systems and equipment will be picked up in accordance with the SDDS contract and in coordination with the DOC AITR.
  - a. Damaged, antiquated, or non-functioning equipment that is out-of-scope to VITA and which contains no sensitive data may be disposed of as scrap.
  - b. If the out-of-scope items are determined to have no reusable parts or recycle value, the *Scrap Material Destruction List 260\_F9* must be used to document the basis for this decision.

7. For additional information and resources on electronics recycling, please visit the *DGS Surplus Website Recycling Section* and the electronics recycling section of the *Virginia Department of Environmental Quality*.
8. Computer and related material donations are authorized by and are covered in the *Agency Procurement and Surplus Property Manual* (APSPM); see the *Donations* section of this operating procedure.

#### E. Electronic Equipment

1. All DOC excess electronic equipment, excluding information technology equipment, is to be listed on the MEPL for advertisement throughout DOC for 30 days.
  - a. If the equipment has memory capability, the disposal must be coordinated through the DOC AITR or designee.
  - b. If no DOC organizational unit has a need for the equipment and it has no memory capacity, the organizational unit should list the item on a *Surplus Property Manifest 260\_F7*, call the appropriate DGS Surplus Warehouse/Distribution Center and make an appointment to deliver the equipment.
  - c. The organizational unit will ensure that none of the equipment sent to a DGS Surplus Warehouse/Distribution Center contains sensitive data; see Operating Procedure 310.1, *Technology Management*, and Operating Procedure 310.2, *Information Technology Security*.
  - d. Upon delivery of material to a DGS Surplus Warehouse/Distribution Center, the organizational unit should request a copy of the signed *Surplus Property Manifest 260\_F7* to be retained for audit purposes.
2. If electronic equipment is damaged and/or inoperative, and is not cost effective to repair, it may be classified and disposed of as scrap.
  - a. If the equipment has memory capability, the disposal must be coordinated through the DOC AITR or designee; see Operating Procedure 310.1, *Technology Management* and Operating Procedure 310.2, *Information Technology Security*.
  - b. The organizational unit must ensure that no equipment disposed of contains sensitive data.
  - c. If the equipment is deemed to have no reusable parts or recycle value, the *Scrap Material Destruction List 260\_F9* must be used to document the basis for this decision.
3. For additional information and resources on electronics recycling, please visit the *DGS Surplus Website Recycling Section* and the electronics recycling section of the *Virginia Department of Environmental Quality*.
4. Obsolete and/or nonfunctioning electronic equipment, such as microwaves, tape recorders, adding machines, etc., that has a value less than the cost of transporting the equipment to a DGS Surplus Warehouse/Distribution Center, should be made completely inoperative and disposed of as scrap.
  - a. The organizational unit must ensure that no equipment disposed of contains sensitive data; see Operating Procedure 310.1, *Technology Management*, and Operating Procedure 310.2, *Information Technology Security*.
  - b. If the equipment is deemed to have no reusable parts or recycle value, the *Scrap Material Destruction List 260\_F9* must be used to document the basis for this decision.

#### F. Two-way Radios

1. The GSFM must be notified of all excess radio equipment.
2. The GSFM will determine if the radios should be declared excess or destroyed and scrapped.
3. All radio equipment indicated by the GSFM to be excess, is to be listed on the MEPL for advertisement throughout the DOC for 30 days.
4. If no DOC organizational unit has a need for these radios, they must have the frequencies removed or be deprogrammed.

5. The SPC must complete a *Surplus Property Manifest 260\_F7* and call the DGS Surplus Warehouse/Distribution Center to make an appointment to deliver the equipment.
6. Upon delivery of material to a DGS Surplus Warehouse/Distribution Center, the organizational unit requests a copy of the signed Manifest to be retained for audit purposes.
7. Any radio identified by GSFM to be destroyed and scrapped, will have the justification for such action stated on a *Scrap Material Destruction List 260\_F9*.
8. It is the responsibility of the owning organizational unit to update their radio inventory regarding the transfer or surplus of any radios.

#### G. Pagers

1. The GSFM must be notified of all leased or owned excess pagers to allow for discontinuing the service.
2. Leased pagers will be returned to the vendor by certified mail, return receipt required.
3. To surplus agency owned pagers, the SPC must complete the *Surplus Property Manifest 260\_F7*, call the DGS Surplus Warehouse/Distribution Center, and make an appointment to deliver the equipment. Upon delivery of material to a DGS Surplus Warehouse/Distribution Center, the organizational unit will request a copy of the signed *Surplus Property Manifest* to be retained for audit purposes.

#### H. Telephone Systems and Digital Cellular Phones

1. Telecommunication systems and equipment including digital cellular phones are considered a VITA in-scope commodity and require notification and coordination of disposal through the DOC Agency Information Technology Resource (AITR) or designee.
2. The Telecommunications Coordinator must be notified of all excess telephone systems and digital cellular phones to discontinue the service if necessary.
3. All excess telephone systems and digital cellular phones are to be brought to the attention of the DOC AITR or designee.

#### I. Food Service Equipment - see Food Service Manual, Chapter 12, *Equipment Maintenance*

1. Organizational units in possession of excess food service equipment must notify the DOC Director of Food Service and the Food Service Equipment Repair Manager.
2. All excess food service equipment must be transferred to the Food Service Refurbished Warehouse to be maintained for future redistribution to other DOC facilities as requested.

#### J. Staff and Inmate or CCAP Probationer/Parolee Clothing and Bed Linens

1. All DOC issued staff clothing must be returned to the designated Clothing Officer at the facility for disposal.
  - a. Any DOC emblem, insignia, or logotype attached to clothing must be removed before disposal.
  - b. Metal badges must be submitted to the Director of Security and Correctional Enforcement for disposal.
2. The DGS State Surplus Property Manager delegated authority to the DOC for justifiable disposal of unusable inmate, CCAP probationer/parolee, and officer clothing and bed linens as rubbish or household trash. Rubbish or household trash does not require documentation.

#### K. Canines - See Operating Procedure 435.3, *Canines*

1. Prior to making a determination to surplus a DOC-owned canine, the organizational unit will notify the Statewide Canine Coordinator, who will decide if the animal should be surplussed or euthanized.
2. Any surplus canine specially trained to support the DOC mission may be sold at a price of \$1 to the Handler who was last in control of such animal. The immediate survivor of any Handler who (i) is killed in the line of duty or (ii) dies in service and has at least 10 years of service may be allowed to



purchase the service animal at a price of \$1.

3. The sale of any surplus canine specially trained to support the DOC mission should be in accordance with the conditions of the *Canine Receipt Agreement 435\_F6*.
4. Checks received for canine sales must be made payable to the *Treasurer of Virginia* and deposited by the Department of Corrections directly into the state treasury.

#### L. Hazardous Materials and Waste

1. A statewide Hazardous Waste Disposal and Recycling Services contract is available through DGS/DPS and is posted on-line with other state services contracts.
2. Contact the DOC SPO, DOC Environmental Services Administrator, Department of Environmental Quality (DEQ), or DGS State Surplus Property Office for technical assistance to dispose of any hazardous materials and/or waste.
3. Additional hazardous material reduction information may be obtained on the DEQ website at <http://www.deq.virginia.gov>. Click on "Pollution Prevention".
4. Refrigerants disposal - Some excess items for disposal, such as air conditioning units, dehumidifiers, refrigerators, and freezers and/or equipment that contains chlorofluorocarbons (CFC) or hydro chlorofluorocarbon (HCFC) are subject to laws and regulations that prevent the venting or release of refrigerants into the atmosphere.
5. Hazardous materials and chemicals may not be taken to the DGS Surplus Warehouse/Distribution Centers in Richmond or Wytheville, and must be disposed of in accordance with Federal, State, and Local laws and regulations, examples:
  - a. Poisons and pesticides
  - b. Volatile chemicals or explosives
  - c. Acids
  - d. Radioactive sources and/or materials
  - e. Lead acid batteries
  - f. Lead based paint
  - g. Gas cylinders of any type
  - h. Asbestos
  - i. Medical waste, needles, etc.
  - j. Refrigerants in nonworking appliances
6. Safeguarding of hazardous materials is the responsibility of the owning Organizational Unit Head to ensure that hazardous materials are handled, stored, and disposed of in a legal manner.
  - a. Hazardous materials must be disposed of by contractors qualified in the proper identification, packaging, labeling, and transporting of materials to EPA authorized storage sites.
  - b. Contact the DOC SPO for additional guidance and information.

#### M. United States and Commonwealth of Virginia Flags

1. Organizational units must dispose of United States (U.S.) and Virginia flags properly and not by landfill.
2. The American Legion Auxiliary Department office accepts U.S. flags and state flags and will dispose of them appropriately and free of charge.
3. Organizational units who need assistance with flag disposal should contact their local American Legion Office for further information. Organizational units can visit the web page <http://www.legion.org/members/locators/posts> to find contact information for their local American Legion Office.



4. Additional information on appropriate flag protocol can be found for the national flag of the United States at <https://www.usa.gov/flag> and for the state flag of Virginia by reviewing the Virginia Flag Protocol Guide.

#### IX. Appropriation to Support Funds Generated from the Sale of Surplus Property

- A. The Organizational Unit Head or Business Manager is responsible for requesting the appropriation to the agency of any funds generated by the sale of surplus property.
- B. The Organizational Unit Head or Business Manager will verify the accuracy of the coding on the *Surplus Property Sale Award Document* issued by DGS as to the proper agency and cost code. If any inaccuracies are discovered, the Organizational Unit Head or Business Manager has the coding corrected to ensure that the proper agency receives credit for the funds generated.
- C. The Organizational Unit Head or Business Manager reviews the RGL010, *GL Transaction Report* activity report to verify that the agency has been credited by inter agency transfer (IAT) with the funds generated by the sale of surplus property.
  1. The revenue accounts that show the fund balance are the 0287 and 0288 Surplus Property Fund Accounts.
  2. The Department of Accounts (DOA) handles distribution of the RGL008, *Revenue Status*. That office may be contacted at (804) 225-3038 for copies of the report and information on a particular agency's fund balances if access to DOA report line is not authorized.
- D. The Organizational Unit Head or Business Manager requests the appropriation of these funds through their respective Budget Analyst.
  1. The Budget Analyst will initiate an Agency Transaction Voucher to realign any available appropriation to the applicable organizational unit/agency.
  2. If appropriation is not available, the Budget Office will initiate the necessary budget adjustment request to the Department of Planning and Budget to ensure that funds are allocated to the agency prior to June 30 of each year.

#### X. Records Retention

- A. Written documentation of all surplus property disposal activity (i.e. transfer, trade-in, sale, recycle, landfill, etc.) will be maintained at the owning organizational unit in accordance with the *Library of Virginia, Records Retention and General Disposition Schedule No. 102, Surplus Property Disposal, Series No. 007028*. This series documents the disposition by the agency of property that has been declared as surplus.
- B. At the end of each fiscal quarter, each organizational unit is responsible for forwarding a copy of all *Scrap Material Destruction Lists* for the quarter to the Office of State Surplus Property along with a completed copy of Attachment 3, *Quarterly Disposal Request Approved*.
- C. Retain all documentation three years after end of state fiscal year or until audit, whichever is longer, then destroy in accordance with Operating Procedure 025.3, *Public Records Retention and Disposition*.

#### XI. Donations

- A. Agencies of the Commonwealth may donate surplus materials to political subdivisions and qualified non-profit 501(c)(3) organizations approved for the distribution of federal surplus materials, but only according to the guidelines listed below. Staff may contact the Director of DGS/OSPM for eligibility questions.
- B. Donations are to be recorded by agencies through the completion of the *Surplus Property Donation Record 260\_F10*.



C. Donations are permissible by state agencies under the following circumstances:

1. Property Valued under \$500 - When the market value of the surplus material, which is to be donated for a public purpose, and with DGS approval, is less than \$500, a donation as outlined here is permissible.
  - a. The Regional Administrator and relevant Deputy Director must approve donations from facilities, P&P Districts, and Regional Offices. The Chief Deputy Director, Senior Deputy Director, or appropriate Deputy Director must approve donations from DOC Headquarters, Academy for Staff Development, Corrections Constructions Unit, Agribusiness Operations, and Virginia Correctional Enterprises.
  - b. The total market value of all surplus materials so donated by any agency is not to exceed twenty-five percent of the revenue generated by such agency's sale of surplus materials in the fiscal year, except these limits do not apply in the case of surplus computer equipment and related items donated to those organizations listed below.
  - c. Agencies should use the previous fiscal year's surplus sales revenue amount to calculate the "twenty-five percent of revenue" donation limit.
2. DOC-Owned Surplus Computers and Related Equipment - DOC-owned (not VITA-owned) surplus computers and related equipment may be donated without DGS approval to public schools in the Commonwealth and to Virginia charitable corporations granted 501(c) tax-exempt status that provides services to persons with disabilities, at-risk youths, or low-income families.
  - a. "At risk youth" are school-age children who are eligible to receive free or reduced price meals in the federally funded lunch program.
  - b. Donation of any IT equipment must be coordinated with the DOC AITR or designee and cannot be donated until such equipment is wiped clean of any DOC data in accordance with Operating Procedure 310.1, *Technology Management*.
3. Emergencies - Any emergency declared in accordance with COV §44-146.18:2, *Authority of Coordinator of Emergency Management in undeclared emergency*, or COV §44-146.28, *Authority of Governor and agencies under his control in declared state of emergency*.
4. Budget Bills - As set forth in the budget bill as defined by COV §2.2-1509, *Budget Bill*, provided that:
  - a. The budget bill contains a description of the surplus materials, the method by which the surplus materials are to be distributed, and the anticipated recipients.
  - b. Such information will be provided to the Department of Planning and Budget in sufficient time for inclusion in the budget bill.
5. Local Emergencies - During a local emergency, and upon written request of the head of a local government or a political subdivision in the Commonwealth to the head of a department, division, institution, or agency.

## REFERENCES

*COV* §2.2-1111, *Purchases to be made in accordance with the Virginia Public Procurement Act (§ 2.2-4300 et seq.) and regulations of Division; exempt purchases*

*COV* §2.2-1509, *Budget Bill*

*COV* §44-146.18:2, *Authority of Coordinator of Emergency Management in undeclared emergency*

*COV* §44-146.28, *Authority of Governor and agencies under his control in declared state of emergency*

*COV* §53.1-10(11), *Powers and duties of Director*

*COV* §55.1-2900, *Definitions*

*COV* §59.1-148.3, *Purchase of handguns or other weapons of certain officers*

Department of General Services, Division of Purchases and Supply, *Agency Procurement and Surplus Property*



*Manual (APSPM), Chapter 12*

*Food Service Manual, Chapter 12, Equipment Maintenance*

*Library of Virginia, Records Retention and General Disposition Schedule No. 102, Surplus Property Disposal, Series No. 007028*

*Operating Procedure 025.3, Public Records Retention and Disposition*

*Operating Procedure 230.1, Accounting for Fixed Assets*

*Operating Procedure 302.3, Sustainability Plan*

*Operating Procedure 310.1, Technology Management*

*Operating Procedure 310.2, Information Technology Security*

*Operating Procedure 323.1, Vehicle Acquisition, Operations, and Maintenance*

*Operating Procedure 435.3, Canines*

## **ATTACHMENTS**

*Attachment 1, Surplus Property Contact Information*

*Attachment 2, Surplus Property Overview*

*Attachment 3, Quarterly Disposal Request Approved*

*Attachment 4, Surplus Firearm Procedures*

## **FORM CITATIONS**

*Surplus Property Report 260\_F6*

*Surplus Property Manifest\_260\_F7*

*State Surplus Property Transfer Document 260\_F8*

*Scrap Material Destruction List 260\_F9*

*Surplus Property Donation Record 260\_F10*

*Deduction Authorization for Purchase of Issued Firearm 260\_F18*

*Retired Personnel Firearms Transfer Request 260\_F19*

*Canine Receipt Agreement 435\_F6*

*Food Service Warehouse Equipment Repair Request FSM\_F28*

*Surplus Firearm Forms*