



Operating Procedure

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Amended	Operating Level Department
Supersedes Operating Procedure 260.2 (4/1/15)	
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ACA/PREA Standards None	
Office of Primary Responsibility Director of Procurement and Risk Management	

Subject
SURPLUS PROPERTY

Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input checked="" type="checkbox"/> #3 No <input type="checkbox"/>
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I. PURPOSE

This procedure provides for the full utilization of Department of Corrections 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.

II. COMPLIANCE

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

III. DEFINITIONS

Agency Procurement and Surplus Property Manual (APSPM) - The manual issued by Department of General Services Division of Purchases and Supply (DGS/DP&S) containing the policies and procedures for Commonwealth of Virginia agencies to fulfill procurement and surplus property responsibilities other than information technology within their delegated procurement authority limits.

Corrections Technology Services Unit (CTSU) - 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 coordinates all liaison activities with VITA and relevant contract vendors.

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

DOC Headquarters - The DOC Headquarters facility at 6900 Atmore Drive, Richmond, VA 23225

DOC Owned Information Technology (IT) Equipment - Information technology assets including PC's, laptops, monitors, docking stations, and printers owned and used exclusively by DOC and for a function unique to DOC.

Excess Property - State-owned personal property, other than land and buildings (real property), in excess of present or foreseeable needs that has not been reported to DGS State Surplus Property; examples of state-owned personal property include but are not limited to equipment, materials, and supplies.

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

Monthly Excess Property List (MEPL) - The monthly report of available excess DOC property, compiled by the DOC Surplus Property Officer at Headquarters, for posting on iDOC and distribution to all organizational units.

Organizational Unit - A DOC operating unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit (i.e. Human Resources, Offender

Management, Internal Audit)

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

Recyclables - Materials classified as reusable; examples of recyclable materials include but are 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](#)) used by an organizational unit to document disposal of property through recycle, destruction, or abandonment. The list contains the item description, condition, quantity, and method and date of disposal. Property disposed of by this method shall be declared completely useless, cannot be repaired, 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 has been reported to DGS State Surplus Property. 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](#)) used by an organizational unit desiring 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](#)) used by an organizational unit 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 surplus property within DOC or to another state agency.

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

IV. PROCEDURE

A. Roles and Responsibilities

1. All organizational units and employees of the Department of Corrections must comply with this operating procedure; however this procedure does not govern property belonging to the Virginia Public Building Authority (VPBA) or the Virginia Information Technologies Agency (VITA). See Operating Procedure 230.1, *Accounting for Fixed Assets*, for information on Fixed Assets of the VPBA.
2. Property purchased with grant funds can only be utilized 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 for assistance with excess and surplus property bought with grant funds.
3. Property purchased from the Federal Surplus Program must be utilized for the period and purpose required by the Federal Surplus Program. Contact the DOC Surplus Property Officer for assistance with excess and surplus property originally obtained from the Federal Surplus Program.
4. DOC Surplus Property Officer (SPO) Assistance - The Headquarters SPO provides excess and surplus property assistance to all DOC organizational units to include:
 - a. Provides training and assistance to DOC employees on excess and surplus property procedures
 - b. Processes random compliance reviews as a component of the Procurement Assistance Program.
 - c. Compiles and distributes 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.

- d. Maintains a historic record of MEPLs on the Procurement and Risk Management Unit shared drive.
 - e. Assists all organizational units to obtain, transfer, and dispose of excess and surplus property.
5. Delegation, Approval, and Signature Authority
- a. Delegation
 - i. 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 APSPM Chapter 12, and to delegate some level of authority to Commonwealth of Virginia agencies.
 - ii. DOC Delegation - DGS State Surplus Property Manager has delegated authority to the DOC for justifiable Scrap Material disposal.
 - b. Approval and Signature Authority
 - i. DOC organizational units must follow this operating procedure to ensure compliance with Commonwealth of Virginia surplus procedures.
 - ii. 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	<i>Business Manager or Warden</i>
Field Units, Work, and Pre-Release Centers	<i>Superintendent</i>
Institutional Regional Offices	<i>Regional Support Services Manager</i>
Community Regional Offices	<i>Regional Administrator</i>
P&P District Offices	<i>Chief P&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>

6. 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.

B. Guidance

- 1. Attachment 1, *Surplus Property Contact Information*, lists individuals to contact for assistance with excess/surplus property issues.
- 2. Attachment 2, *Surplus Property Overview*, provides a flow chart of the process for disposal of excess property.

C. Review of DOC Property

- 1. A review of fixed assets is required every two years (see Operating Procedure 230.1, *Accounting for Fixed Assets*) and all other property on hand in each operational unit should also be evaluated for usefulness at least every two years. This is best accomplished when book inventories are physically reconciled with property on hand or when purchasing replacement property.
- 2. The Organizational Unit Head or designee declares property "excess" when it is no longer needed or usable by the organizational unit.
 - a. The organizational unit sends an electronic list of available excess property to the SPO in a timely manner.
 - b. Lists should briefly describe salient property features, quantity, condition, and a point of contact.
 - c. This information is compiled in the *DOC Monthly Excess Property Listing* (MEPL) for e-mail

distribution to all organizational units, on or about the 5th of the month, and posted on iDOC (under *Administration, Procurement*) for approximately 30 days.

3. When an Organizational Unit Head is officially notified of closure or reduction in size of their organizational unit, all property affected by the closure or reduction and not identified by DOC Management to be transferred to another DOC location, is promptly declared excess and reported to the SPO.

D. Transfer, Transport, and Storage of Excess Property

1. Excess property reported to the SPO is available to all units within the DOC. Organizational units within the DOC are authorized to transfer directly and enter into shared property usage agreements with each other. Organizational units may immediately transfer surplus items for which another organizational unit identifies an immediate need by preparing the [State Surplus Property Transfer Document](#) 260_F8.
2. Organizational Unit Heads desiring excess property should contact the owning organizational unit.
3. The owning organizational unit is responsible for any movement and safe storage of excess property until ownership is transferred.
4. Each organizational unit should designate an area to be used for storage of excess property. This area should not be allowed to become permanent storage of excess or scrap items.
5. Transfers of excess IT equipment must be handled through the DOC Agency Information Technology Resource (AITR) or designee.
6. Firearms may be transferred within the DOC only after receiving permission from the Chief of Field Operations.
7. The DOC Fleet Manager and the DOC Fleet Management Governance Council control transfer of motor vehicles.
8. The organizational unit that owns the excess property prepares the [State Surplus Property Transfer Document](#) 260_F8 and forward it to the receiving Organizational Unit Head or designee for signature and date, and retain a copy.
 - a. If the item(s) are listed in the Fixed Asset Accounting Control System (FAACS), the owning organizational unit must also notify the FAACS Coordinator to update the items(s) in FAACS.
 - b. The FAACS coordinator prints and provides the receiving organizational unit a copy of the FAACS record.
 - c. The receiving organizational unit notifies their FAACS Coordinator to enter the item(s) in FAACS.
9. The receiving organizational unit is responsible for making the necessary transportation arrangements for pickup and transport of the excess property to their desired location.
10. Equipment, or scrap items that have been abandoned, or allowed to deteriorate should be reported to the Organizational Unit Head to take appropriate disciplinary action.

E. Disposal of Excess Property

1. Cannibalization - In some cases, capital asset items that are no longer functional are cannibalized to obtain parts, which can be utilized to repair other like assets. The original item is considered surplus and disposed of by filling in the appropriated cannibalized disposal code. This allows an agency to review like assets on the disposal report with the cannibalized disposal code to determine if parts are available. All remaining cost and accumulated depreciation will be removed from appropriate asset accounts.
2. Rubbish - The disposal of some consumable commodities such as rubbish should not be reported on the [Scrap Material Destruction List](#) 260_F9. 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.

3. Scrap Items
 - a. 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 SPO for clarification.
 - b. If the cost of scrap sale will exceed the expected return, the item may be destroyed or disposed of in an authorized landfill.
 - c. Property disposed of as scrap is declared completely useless, cannot be repaired, and have no resale value. This property is disposed of in accordance with all applicable EPA, Federal, and State Regulations. (See [Scrap Material Destruction List](#) 260_F9.)
 - d. Any excess equipment or material possessing intrinsic and/or recycle value requires written justification on the [Scrap Material Destruction List](#) 260_F9 by the owning organizational unit prior to destruction or disposal in a certified landfill.
 - i. Information on Surplus Scrap Metal Recycling can be located on the DGS [Recycling Assistance Program](#) website.
 - ii. The DOC Environmental Services Recycling Manager provides guidance on the disposal of “recyclables”. (See Operating Procedure 302.3, *Sustainability Plan*.)
 - e. 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 signed copy of *Quarterly Disposal Request Approved* (see Attachment 3).
 - f. Organizational units may contact the SPO or the DGS State Surplus Property office for help in determining property value and/or scrap justification.
4. Other Excess Property Disposal Procedures - Also, see *Instructions for the Disposal of Specific Commodities* section of this operating procedure.
 - a. Serviceable excess property at organizational units is made available for reuse elsewhere within the DOC before being declared to DGS as surplus.
 - i. The Organizational Unit Head or SPC reports all property declared excess to the SPO. Excess property reporting is communicated to the SPO via email using the MEPL found on iDOC at [Monthly Excess Property Listing - Excess Property Spreadsheet](#).
 - ii. Excess property is posted as available on the MEPL.
 - (a) Items determined to be in poor condition should not be listed on the MEPL.
 - (b) Items typically do not include warranty, guarantee, or transportation.
 - (c) These items remain available for re-distribution, on a first come, first served basis, to all DOC organizational units for a period of 30 days.
 - (d) Organizational units interested in property for reuse should contact the owning organizational unit.
 - (e) Any excess property, other than consumables, that is transferred between organizational units is 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.
 - (f) In addition, any item listed in FAACS must be updated in FAACS by the owning organizational unit’s FAACs coordinator. 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.
 - b. The source of funds for the original purchase of each item is identified prior to the time items are declared surplus to ensure the proper disposition. If the source of the funds cannot be determined, the items is treated as having been purchased with general funds.
 - c. 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, when that option is available.
 - i. Posting property for 15 days on the DGS reutilization page, if it is available, is sufficient.
 - ii. Once it is determined that excess items will be declared surplus and remain in DOC possession, the SPC completes a [Surplus Property Report](#) 260_F6, obtain the appropriate DOC authority

- signature, and submit the approved *Report* to DGS/OSPM. Once declared surplus, the property is not to be moved from the site until notified by the Office of Surplus Property regarding its disposal.
- iii. For any excess items to be declared surplus and taken to a DGS Surplus Warehouse/ Distribution Center, the SPC completes a [Surplus Property Manifest](#) 260_F7, obtain the appropriate DOC authority signature, and transport the *Manifest* with the items to the warehouse.
 - iv. If property is not listed on the DGS reutilization page, it should be taken to a DGS Surplus Warehouse/Distribution Center.
 - (a) DGS will take ownership and determine if the material will be transferred to another agency, disposed of through public sales or auction, or 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 DGS Surplus Warehouse/Distribution Centers.
 - (c) Organizational units should contact the DGS Richmond Surplus Warehouse/Distribution Center at (804) 786-3311 or the DGS Wytheville Surplus Warehouse/Distribution Center at (276) 228-6803 to request material acceptance (see Attachment 1).
 - (d) Upon delivery of material to a Distribution Center, the organizational unit requests a copy of the signed [Surplus Property Manifest](#) 260_F7 to retain for audit purposes.
 - d. The [Surplus Property Report](#) 260_F6 or the [Surplus Property Manifest](#) 260_F7 is prepared and forwarded to DGS by the organizational unit.
 - i. See the *Motor Vehicles* section of this operating procedure for the only exception.
 - ii. See the *DOC Headquarters* section of this operating procedure for further instructions for excess and surplus property at DOC Headquarters.
 - iii. To avoid duplication, do not fill out the *Surplus Property Report* for property to be transferred to DGS Surplus Warehouse/Distribution Centers; complete the *Surplus Property Manifest* only.
 - iv. A copy of all *Surplus Property Reports* and *Surplus Property Manifests* is retained at the property owning organizational unit for audit purposes.
 - e. The organizational unit SPC is the liaison with the DOC SPO and DGS State Surplus Property.
 - f. The SPC maintains comprehensive records on unit excess and surplus property activity for audit purposes.

F. DOC Headquarters

1. For DOC Headquarters organizational units, the organizational unit SPC or Organizational Unit Head may contact the DOC General Services Unit (GSU) Manager to assist with transfer of any excess property remaining in the unit after the required 30 day listing on the MEPL.
2. 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.
 - a. Unless the DOC GSU Manager or designee indicates a direct transfer to another DOC organizational unit rather than to the General Services Unit (GSU) Warehouse, the [State Surplus Property Transfer Document](#) 260_F8 should list the DOC GSU as the receiving organizational unit.
 - b. The DOC GSU 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.
3. If property is being transferred directly to another DOC organizational unit, the [State Surplus Property Transfer Document](#) 260_F8 completed by the owning organizational unit will be signed and dated by the Organizational Unit Head or designee.
 - a. Upon pickup of the item(s), the DOC GSU Manager or designee will sign and date the *Transfer Document* and a copy is be retained by the owing organization unit and the DOC GSU.
 - b. Upon delivery to the receiving unit, the DOC GSU 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.

- c. Once signed by the receiving organizational unit, a copy of the document shall be provided both the owning and receiving organizational units to be retained for audit purposes.
4. If property is transferred to the DOC GSU Warehouse, the DOC GSU becomes the owning organizational unit and any future transfer of the excess property to another DOC operational unit is documented by the DOC GSU by completing the [State Surplus Property Transfer Document](#) 260_F8, obtaining the General Services Organizational Unit Head or designee's signature and date and presenting the paperwork to the receiving Organizational Unit Head or designee for signature and date acknowledging delivery of the property. A completed copy of the *Surplus Property Transfer Document* is retained by the DOC GSU and the receiving organizational unit for audit purposes.
5. If property is determined to be scrap material and will not be transported to the DOC GSU Warehouse but disposed of by landfilling or destroying, the DOC GSU 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.
 - a. A copy of the signed *List* is kept on file by the owning organizational unit.
 - b. If the DOC GSU completes the *List*, a copy will be provided the owning organizational unit.
6. Once property is transferred to the DOC GSU Warehouse, the DOC GSU is responsible for making the determination as to whether property should be held as excess, scrapped, sold for recycle content, or taken to the DGS Richmond Surplus Warehouse/Distribution Center. The DOC GSU will be responsible for completion of the appropriate documentation depending on the method of disposal, obtaining appropriate signatures, and retaining a copy for audit purposes.
7. Each organizational unit holds any excess property in a designated location within the unit until GSU has been contacted for removal of the property from the unit. Do not place excess/surplus items in hallways, conference rooms, or other public areas.

G. Instructions for the Disposal of Specific Commodities

1. 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.
2. Motor Vehicles
 - a. The Organizational Unit Head notifies the SPO and DOC General Services Unit (GSU) by email about the availability of an excess vehicle and include a detailed description.
 - i. The DOC GSU will notify the SPO if the vehicle is to be placed on the next MEPL.
 - ii. If the vehicle is advertised on the MEPL and, after a minimum of 30 days no interest is generated, the Organizational Unit Head should notify the DOC General Services Director in writing by filling out a [Surplus Property Report](#) 260_F6.
 - iii. Additionally, the organizational unit will take pictures of the vehicle from different angles to include the inside of the vehicle.
 - iv. The [Surplus Property Report](#) 260_F6 and pictures (email or a compact disc) are forwarded 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 at the Powhatan DOC GSU lot.
 - v. DGS will return incomplete forms and may request additional information and photos of the vehicle.
 - b. The fuel cards and license plates from a surplus vehicle are returned with the vehicle to the DOC General Services Administration and Program Specialist.
 - i. DOC General Services will decommission the license plates on the DMV system and handle the termination of the fuel credit card(s) as necessary.
 - ii. Due to the value of most vehicles, the FAACS coordinator should be contacted to ensure that the surplus vehicle information is updated in the FAACS inventory.
3. Information Technology (IT) Equipment

- a. Information technology equipment includes but should not be limited to PC's, netbooks, tablets, laptops, monitors, docking stations, printers, PDA's, 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.
- b. The disposition of excess IT equipment and software must be handled in accordance with the Code of Virginia and procedures established by VITA.
- c. Excess and or Surplus IT equipment, whether owned by VITA or DOC, requires notification and coordination of disposal through the DOC Agency Information Technology Resource (AITR) or designee and must be approved by the DOC Chief Technology Officer (CTO) or designee. Equipment must be inspected by the IT Asset Inventory Specialist and tested for functionality.
 - i. The Organizational Units are required to notify CTSU 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.
 - ii. 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.
 - iii. If the item in question is deemed in-scope, the request for surplus is denied, and the inquiring Unit will be instructed to initiate a ticket with the VCCC.
 - iv. Having determined that the equipment is out of scope, the Organizational Unit must manage the surplussing process of the equipment in accordance with this operating procedure.
- d. 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 Technology Officer or designee.
 - i. 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.
 - ii. Data removal from computer hard drives and will be completed in compliance with the COV 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.
- e. When DOC information technology/telecommunication systems and equipment are surplus, depending on the value, the FAACS coordinator will need to be notified to update the FAACS inventory.
- f. All DOC out-of-scope, excess, surplus, 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.
 - i. 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.
 - ii. 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. 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.
- g. 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).
 - i. Such donations must follow the overall donation guidelines, as described in the APSPM manual.
 - ii. It is the responsibility of the owning organizational unit to handle all details.
 - iii. All such donations of equipment owned by the DOC must be approved in advance by the DOC Chief Technology Officer or designee, and data from computer hard drives must be removed

- via the SDDS state contract prior to donation.
- iv. Information must be forwarded to the DOC AITR using the [Surplus Property Donation Record 260_F10](#).
4. Electronic Equipment
- a. All DOC excess electronic equipment, excluding information technology equipment, is to be listed on the MEPL for advertisement throughout DOC for 30 days.
 - i. If the equipment has memory capability, the disposal must be coordinated through the DOC AITR or designee.
 - ii. 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.
 - iii. 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*.)
 - iv. 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.
 - b. If electronic equipment is damaged and/or inoperative, and is not cost effective to repair, it may be classified and disposed of as scrap.
 - i. 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*.)
 - ii. The organizational unit ensures that no equipment disposed of contains sensitive data.
 - iii. 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.
 - iv. 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](#).
 - c. 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, is made completely inoperative and disposed of as scrap.
 - i. The organizational unit ensures that no equipment disposed of contains sensitive data. (See Operating Procedure 310.1, *Technology Management*, and Operating Procedure 310.2, *Information Technology Security*.)
 - ii. 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.
5. Two-way Radios
- a. The DOC General Services Unit (GSU) must be notified of all excess radio equipment.
 - b. The DOC GSU will determine if the radios should be declared excess or destroyed and scrapped.
 - c. All radio equipment indicated by the DOC GSU to be excess, is to be listed on the MEPL for advertisement throughout the DOC for 30 days.
 - d. If no DOC organizational unit has a need for these radios, they must have the frequencies removed or be deprogrammed.
 - e. 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.
 - f. 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.
 - g. Any radio identified by DOC GSU to be destroyed and scrapped, will have the justification for

such action stated on a [Scrap Material Destruction List](#) 260_F9.

- h. It is the responsibility of the owning organizational unit to update their radio inventory regarding the transfer or surplus of any radios.
6. Pagers
 - a. The DOC General Services Unit (GSU) must be notified of all leased or owned excess pagers to allow for discontinuing the service.
 - b. Leased pagers will be returned to the vendor by certified mail, return receipt required.
 - c. 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.
 7. Telephone Systems and Digital Cellular Phones
 - a. 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.
 - b. The Telecommunications Coordinator must be notified of all excess telephone systems and digital cellular phones to discontinue the service if necessary.
 - c. All excess telephone systems and digital cellular phones are to be brought to the attention of the DOC AITR or designee.
 8. Food Service Equipment
 - a. Organizational units in possession of excess food service equipment must notify the DOC Director of Food Service and the Food Service Equipment Repair Manager.
 - b. 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.
 - c. When transferring excess food service equipment to the Food Service Refurbished Warehouse, the organizational unit contacts the designated SPC and FAACS Coordinators at their facility to have them complete the [State Surplus Property Transfer Document](#) 260_F8 obtain a print screen shot copy of the FAACS equipment, obtain a completed [Food Service Warehouse Equipment Repair Request](#) FSM_F28 as needed for equipment requiring repairs, and contact the Food Service Equipment Repair Manager to schedule an appointment to deliver the equipment to the Food Service Refurbished Warehouse.
 - d. The Food Service Refurbished Warehouse must notify their FAACS Coordinator to enter the item in FAACS.
 - e. The *State Surplus Property Transfer Document* must be used when transferring equipment whether to the Food Service Refurbished Warehouse or other DOC facilities.
 - f. The DOC Director of Food Service and/or the Food Service Equipment Repair Manager will determine the time equipment will be held at the Food Service Refurbished Warehouse prior to declaring it surplus.
 - g. Once equipment is declared surplus, the designated the SPC must complete a [Surplus Property Manifest](#) 260_F7, contact the DGS Surplus Warehouse/Distribution Center, make an appointment to deliver the equipment and request a copy of the signed *Surplus Property Manifest* to be retained for audit purposes.
 9. Staff and Offender Clothing and Bed Linens
 - a. All DOC issued staff clothing must be returned to the DOC designated Clothing Officer or Superintendent at your facility for disposal. Any DOC emblem, insignia, or logotype attached to clothing must be removed before disposal. Metal badges must be submitted to the DOC Chief of Field Operations for disposal

- b. The DGS State Surplus Property Manager delegated authority to the DOC for justifiable disposal of unusable offender and officer clothing and bed linens as rubbish or household trash. Rubbish or household trash does not require documentation.
10. Canines (See Operating Procedure 435.3, *Canines*.)
 - a. 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 surplused or euthanized.
 - b. 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.
 - c. 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.
 - d. 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.
 11. Firearms (APSPM Chapter 12 as pertains to Surplus Firearm Procedures and Surplus Firearm Forms A through G of APSPM Annex 12-G through 12-M are attached as *Appendix 1*. The appropriate Surplus Firearm Form A through G will be used when surplusng firearms.)
 - a. Excess firearms are not listed on the MEPL.
 - b. All organizational units should notify the Chief of Field Operations 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 Chief of Field Operations may make the decisions regarding excess or surplus firearms.
 - d. The organizational unit contacts and arranges delivery of any excess firearms to the Chief of Field Operations and Service.
 - e. The Chief of Field Operations 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*.
 12. Pursuant to [COV](#) §59.1-148.3 the DOC may allow the purchase of handguns issued to DOC employees with internal investigations authority under [COV](#) §53.1-10(11). This is commonly considered to be Special Agents employed in the Special Investigations Unit.
 - a. An eligible DOC employee who retires (i) after at least 10 years of service, (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.
 - b. If the previously issued weapon is no longer available, a weapon of like kind may be substituted for that weapon.
 - c. The Department of Corrections 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.
 - d. Any full-time sworn qualifying law-enforcement officer employed by the DOC who is retired for disability as a result of a nonservice-incurred disability 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 Department of Corrections 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.
13. 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 staff.
 - 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 Director of Human Resources for signature and then to the Special Investigations Unit Chief for signature. Final approval is at the discretion of the Director, Department of Corrections, who may complete the authorization by signing the *Retired Personnel Firearms Transfer Request*.
 - j. Firearms must be surplus in accordance with this operating procedure using the appropriate [surplus firearm documentation](#).
 - k. No requests to purchase issued service weapons will be accepted after 30 days before the effective date of retirement or separation.

H. Donations

- 1. 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 (contact the Director, DGS/OSPM for eligibility questions).

2. Donations are to be recorded by agencies through the completion of the [Surplus Property Donation Record 260_F10](#).
3. Donations are permissible by state agencies under the following circumstances:
 - a. 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.
 - i. The Regional Operations Chief must approve donations from facilities, P&P Districts, and Regional Offices. The Chief of Corrections Operations or the Deputy Director for Administration must approve donations from DOC Headquarters, Academy for Staff Development, Corrections Constructions Unit, Agribusiness Operations, and Virginia Correctional Enterprises.
 - ii. 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.
 - iii. Agencies should use the previous fiscal year's surplus sales revenue amount to calculate the "twenty-five percent of revenue" donation limit.
 - b. 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. "At risk youth" are school-age children who are eligible to receive free or reduced price meals in the federally funded lunch program. 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*.
 - c. Emergencies - Any emergency declared in accordance with COV §44-146.18.2 or §44-146.28.
 - d. Budget Bills - As set forth in the budget bill as defined by COV §2.2-1509, provided that
 - i. 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.
 - ii. Such information will be provided to the Department of Planning and Budget in sufficient time for inclusion in the budget bill.
 - e. 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

I. 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. Hazardous materials must be disposed of by contractors qualified in the proper identification, packaging, labeling, and transporting of materials to EPA authorized storage sites. Contact the SPO for additional guidance and information.

J. Appropriation to Support Funds Generated From the Sale of Surplus Property

1. 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.
2. 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.
3. 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.
 - a. The revenue accounts that show the fund balance are the 0287 and 0288 Surplus Property Fund Accounts.
 - b. 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.
4. The Organizational Unit Head or Business Manager requests the appropriation of these funds through their respective Budget Analyst.
 - a. The Budget Analyst will initiate an Agency Transaction Voucher to realign any available appropriation to the applicable organizational unit/agency.
 - b. 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.

K. Records Retention

1. 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.

2. 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 *Quarterly Disposal Request Approved* (see Attachment 3).
3. Retain all documentation 3 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*.

V. REFERENCES

[Agency Procurement and Surplus Property Manual](#) (APSPM), Chapter 12

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 435.3, *Canines*

VI. 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](#)

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

9/20/2018

N. H. Scott, Deputy Director for Administration

Date