
PURPOSE

This document provides an overview of the General Services Administration's (GSA) federal personal property disposition guidelines and requirements. All federal entities, including Federal Electronics Challenge (FEC) Partners, must follow these requirements when handling electronic equipment at end-of-life.

OVERVIEW OF GSA PERSONAL PROPERTY DISPOSAL PROCESS

This resource is intended as an overview of the personal property disposal process, as it applies to electronics. This is not exhaustive guidance of federal personal property disposal requirements. Additional information is available in:

- GSA's Personal Property Disposal Web site: <http://www.gsa.gov/property/>
- GSA's *Personal Property Disposal Guide*:
http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/5-06-00389DisposalGuide_R2-yWCO_0Z5RDZ-i34K-pR.pdf
- FEC's resource, *Reuse of Electronic Equipment*:
<http://www.federalectronicchallenge.net/resources/docs/reuse.pdf>
- FEC's resource, *Recycling of Electronic Equipment*:
<http://www.federalectronicchallenge.net/resources/docs/recycling.pdf>

The guidelines and requirements outlined in this overview apply to federal civilian agencies and their facilities. Military agencies follow a similar disposition process, but are required to follow the guidelines and requirements of the Defense Reutilization and Marketing Service (DRMS). Additional information is available on the DRMS Web site:
<http://www.drms.dla.mil/>.

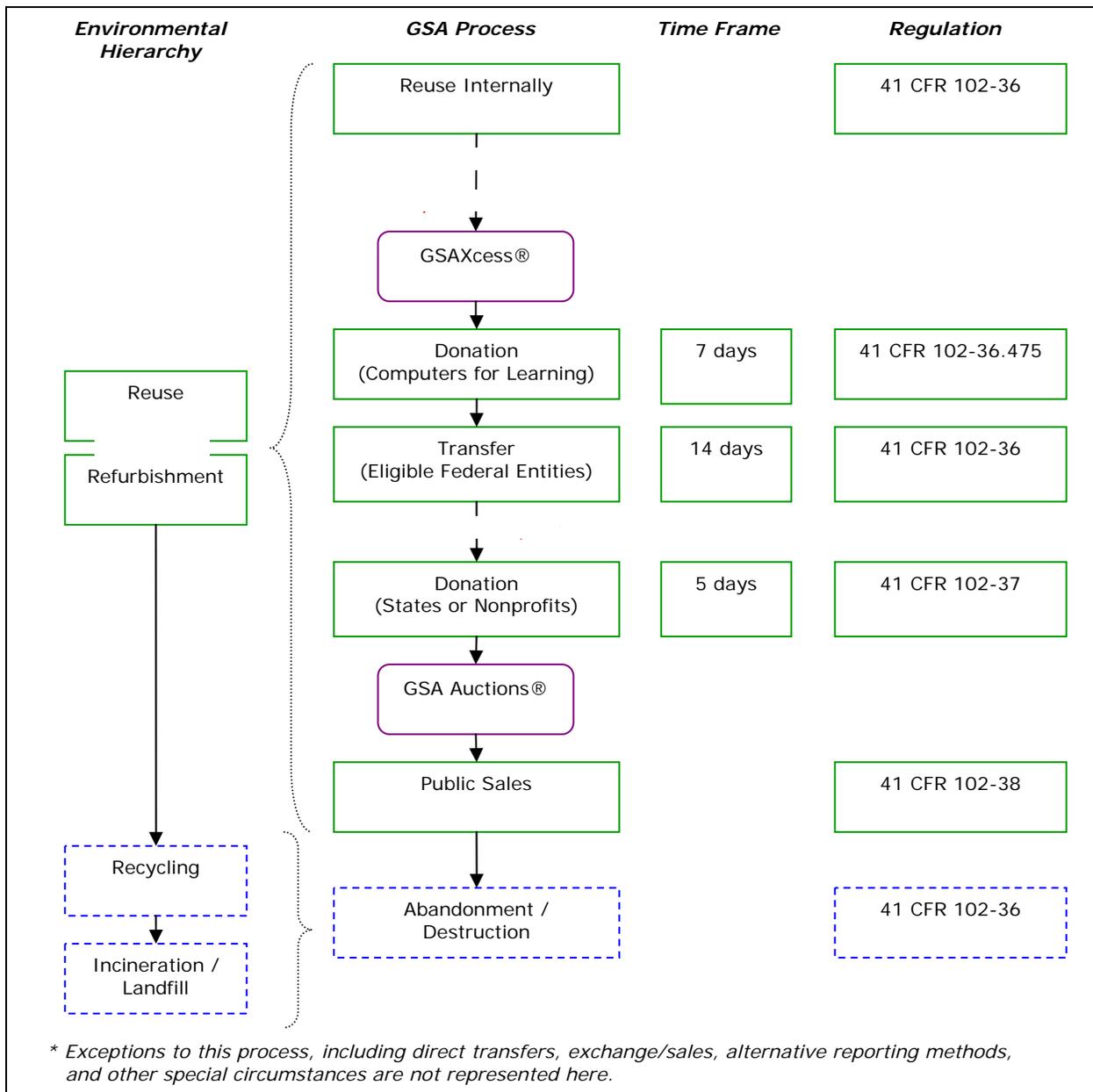
Federal personal property disposal is regulated under the Federal Management Regulation (FMR), Subchapter B - Personal Property 41 Code of Federal Regulations (CFR) 102. Federal agencies and facilities should also be aware of, and adhere to, relevant federal, state and local laws related to electronics reuse, recycling, and disposal.

DEFINITIONS

- *Disposal*: The process of removing personal property from official records by the retransfer, donation or sale of usable excess and surplus property, and the abandonment or destruction of nonusable property.
- *Personal Property*: Any property, except real property (buildings/land). The term excludes records of the federal government and certain naval vessels. Personal property includes all electronics.
- *Excess Personal Property*: Any personal property under the control of a federal agency that the agency head or a designee determines is not required for its needs and for the discharge of its responsibilities, and had has been reported to GSA.
- *Surplus Property*: Excess personal property no longer required by federal agencies as determined by GSA.

DISPOSITION PROCESS FOR USED ELECTRONICS

The following flowchart outlines the GSA process for personal property disposition. Purple boxes represent GSA systems that may be used to facilitate listed disposition options.



These steps are described in further detail below. Specific actions are check-marked and in green, **IMPORTANT NOTES** are capitalized and in red, and alternatives are described in blue boxes.

1. Reuse Internally

Internal reuse is the first option for disposition of used electronics. Some federal agencies and facilities have processes in place to track, redistribute and reuse used electronics within a facility or agency.

- ✓ Look for opportunities to give your electronics a second (or third or fourth) life within your facility or agency.

2. Declared Excess and Reported to GSA

If your used electronics can not be reused inside your agency, they are considered excess personal property. Generally, excess property must be reported to GSA for possible transfer and utilization by other federal agencies or authorized recipients.

GSAXcess® is a web-enabled platform that provides authorized users a means of electronically recording, tracking and controlling the worldwide inventory of federal excess and surplus property.

- ✓ Report excess electronics through GSAXcess®. Other options for reporting excess equipment, and exceptions to reporting requirements, are detailed in GSA's *Personal Property Disposal Guide*.

3. Donation through Computers for Learning

The Computers for Learning (CFL) program allows transfer of excess federal computer equipment to schools and educational nonprofit organizations, giving special consideration to those with the greatest need. The CFL program implements Executive Order (E.O.) 12999, *Educational Technology: Ensuring Opportunity for All Children in the Next Century*. E.O. 12999 directs federal agencies to give "highest preference to schools and nonprofit organizations in the transfer of educationally useful federal equipment."

- ✓ Excess electronics entered into GSAXcess® may be offered to eligible schools and educational nonprofits through the CFL program.
- ✓ Federal entities may opt to directly transfer electronic equipment to eligible schools and educational nonprofits (see side box). These direct transfers should be reported through CFL's Post Transaction Module.

4. Transfer to Eligible Federal Entities

Excess electronics entered into GSAXcess® that are not transferred under the CFL program are offered to eligible federal entities for reuse. Federal agencies, to the maximum extent practicable, must fill requirements for personal property by using existing agency property or by obtaining excess property from other federal agencies in lieu of new procurements.

Direct transfers: In lieu of reporting excess personal property to GSA, used electronics may be directly transferred to eligible CFL recipients or eligible federal entities. Certain restrictions and reporting requirements apply to direct transfers. See GSA's *Personal Property Disposal Guide* for more information.

- ✓ If excess electronics entered into GSAXcess® are not transferred under the CFL program, they are offered to eligible federal entities for transfer.
- ✓ Federal entities may opt to directly transfer excess personal property to eligible federal entities (see side box).

5. Declared Surplus

If your used electronics are not transferred under the CFL program and can not be reused by another federal entity, they are considered surplus personal property. Generally, surplus personal property is offered through the State Agencies for Surplus Property (SASPs) for further distribution.

- ✓ If excess electronics entered into GSAXcess® are not transferred to eligible CFL recipients or federal entities, they are declared surplus.

6. Donation to States or Nonprofit Organizations

Surplus electronics may be donated to state and local governments and eligible nonprofit organizations through the SASPs. The SASPs determine eligibility for participation in the donation program and assist eligible donees in locating, screening, and acquiring needed equipment.

- ✓ Surplus electronics in GSAXcess® are offered to state and local governments and eligible nonprofit organizations through the SASPs. Other options for donating surplus equipment are detailed in GSA's *Personal Property Disposal Guide*.

IMPORTANT NOTE: Be sure to notify recipients of their disposition options when their donated electronics become obsolete. Provide CFL recipients and other donees with FEC's *Fact Sheet for Recipients of Donated Electronics*:
http://www.federalectronicschallenge.net/resources/docs/recpnt_factsheet.pdf.

7. Public Sales

Surplus electronics that are not donated may be offered to the public for sale. Property sales give individuals and businesses an opportunity to buy items the federal government no longer needs.

GSA Auctions® is a web-enabled auction site that allows all registered participants to bid electronically on surplus personal property.

Exchange/Sales: When replacing personal property with similar items, the value of the old items may be used to reduce the cost of the replacement item either by exchange (trade-in) or sale. Certain restrictions and reporting requirements apply to exchange/sales. See GSA's *Personal Property Disposal Guide* for more information.

- ✓ Offer surplus electronics through GSA Auctions®. Other options for selling surplus equipment are detailed in GSA's *Personal Property Disposal Guide*.

IMPORTANT NOTE: Electronics sold to the public, including electronics sold to electronics recyclers, may not necessarily be disposed of in an environmentally sound manner. Executive Order (E.O.) 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, requires all federal agencies to use environmentally sound practices with respect to disposition of agency electronic equipment. Federal agencies and facilities must exercise due diligence when selling or otherwise disposing of used electronics.

8. Abandonment/Destruction

Abandonment or destruction of property is generally considered only when reuse, transfer, donation, or sale has been found to be impractical or not cost effective. Obsolete and broken electronics may also be labeled for abandonment/destruction prior to going through the GSA disposition process. Used electronics that have been labeled for abandonment/destruction should be recycled, following environmentally sound practices.

Donating to UNICOR: In lieu of abandonment/destruction, federal entities may donate used electronics to a public body without GSA approval. This allows federal agencies to donate their used electronics to UNICOR for environmentally sound reuse and recycling. See GSA's *Personal Property Disposal Guide* for more information.

- ✓ Designate electronics that are obsolete, broken or otherwise not able to be transferred, donated or sold for abandonment/destruction.
- ✓ Recycle electronics labeled for abandonment/destruction through an electronics recycler that follows environmentally sound practices.

MANUFACTURER TAKE-BACK SERVICES FOR ELECTRONICS DISPOSITION

In following this GSA disposition process, federal agencies and facilities may use manufacturer take-back services for electronics disposition through one of two methods:

- ✓ *Exchange/Sales:* When replacing personal property with similar items, the value of the old items may be used to reduce the cost of the replacement item either by exchange (trade-in) or sale with a manufacturer or vendor.
- ✓ *Abandonment/Destruction:* If the manufacturer is willing to take-back obsolete and/or broken equipment, federal agencies may declare the property for abandonment and destruction and use manufacturer take-back services.

IMPORTANT NOTE: Electronics taken-back by a manufacturer may not necessarily be reused, refurbished, recycled, or disposed of in an environmentally sound manner. Federal agencies and facilities must exercise due diligence when returning used electronics to manufacturers.

Take-Back of EPEAT-Registered Products: If a federal agency or facility is using a manufacturer's take-back service that is provided because the product is registered with the Electronic Product Environmental Assessment Tool (EPEAT), there is no need for further due diligence. Take-back programs for EPEAT-registered equipment are required to meet EPA's *Guidelines for Materials Management* for Plug-In To eCycling partners, facilitating the environmentally sound management required by E.O. 13423.



Overview of GSA Personal Property Disposal Process

Updated: 08/06/2008

Certain restrictions and reporting requirements apply to exchange/sales and abandonment/destruction declarations. See GSA's *Personal Property Disposal Guide* for more information.

FOR MORE INFORMATION

- Contact your facility or agency personal property manager(s).
- Contact your GSA Regional Personal Property Management Office (<http://www.gsa.gov/ppmo>) or Area Property Officer (<http://www.gsa.gov/apo>).
- Check the References below.

REFERENCES

GSA's *Personal Property Disposal Guide* is available online at:
http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/5-06-00389DisposalGuide_R2-yWCO_0Z5RDZ-i34K-pR.pdf.

More information about the GSA personal property disposal process is available online at:
<http://www.gsa.gov/property/>.

More information about the DRMS personal property disposal process is available online at:
<http://www.drms.dla.mil/>.

The Federal Management Regulations, 41 CFR 102, are available online from the U.S. Government Printing Office at: <http://ecfr.gpoaccess.gov/>.

The National Electronics Recycling Infrastructure Clearinghouse provides a list of electronics recycling laws in effect at their Web site:
<http://www.ecyclingresource.org/ContentPage.aspx?Pageid=28&ParentID=0>.

Information about GSAXcess® is available online at: <http://gsaxcess.gov/>.

Information about Computer for Learning (CFL) is available online at:
<http://computersforlearning.gov/>.

The text of Executive Order 12999 is available online at the CFL Web site:
http://computersforlearning.gov/htm/hp_eo12999.htm.

A list of State Agencies for Surplus Property, with contact information, is available online from the GSA at: <http://www.gsa.gov/sasp/>.

Information about GSA Auctions® is available online at: <http://gsaauctions.gov/>.

Information about UNICOR's recycling services is available at their Web site:
<http://www.unicor.gov/recycling/>.



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Updated: 08/06/2008

Information about the Electronic Product Environmental Assessment Tool (EPEAT), and the product criteria related to manufacturer take-back services, are available on the EPEAT Web site: <http://www.epeat.net/>.

The text of Executive Order 13423 and the Implementing Instructions are available at: http://ofee.gov/eo/eo13423_main.asp.

EPA's *Guidelines for Materials Management* for Plug-In To eCycling partners are available online at: <http://www.epa.gov/epawaste/partnerships/plugin/guide.htm>.

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance via email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>
E-mail: info@electronicschallenge.net