

Department of Veterans Affairs
Washington, D.C. 20420

VA Handbook 7345
Transmittal Sheet
March 8, 1996

SALE, ABANDONMENT, OR DESTRUCTION OF PERSONAL PROPERTY

1. **REASON FOR ISSUE.** To delineate Departmentwide procedures which implement and supplement materiel management policies and responsibilities.
2. **SUMMARY OF CONTENTS.** This handbook provides procedures pertaining to the sale, destruction, or abandonment of personal property.
3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (90).
4. **RELATED DIRECTIVE.** VA Directive 7345
5. **RESCISSION.** VA Manual MP-2, Subchapter H, Subpart 108-45.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**



NADA D. HARRIS
Deputy Assistant Secretary for
Information Resources Management



D. MARK CATLETT
"Assistant Secretary for
Management

Distribution: RPC
FD

SALE, ABANDONMENT, OR DESTRUCTION OF PERSONAL PROPERTY

CONTENTS		PAGE
PART 1. GENERAL		5
1.	101-00 Applicability	
2.	101-50 Conduct of Sale	
3.	105-3 Exemptions	
PART 2. SALE OF PERSONAL PROPERTY		7
1.	302 Sale To Government Employees	
2.	303 Reporting Property For Sale	
3.	303-1 Describing Property	
4.	303-50 Sale Of Laboratory Animals	
5.	304-2 Negotiated Sales At Fixed Prices	
6.	304-6 Reviewing Authority	
PART 3. ABANDONMENT OR DESTRUCTION OF SURPLUS PROPERTY		9
1.	901 Authority To Abandon Or Destroy	
PART 4. RECOVERY OF PRECIOUS METALS		11
1.	1000 Scope	
2.	1001 General	
3.	1002 Agency Responsibility	
4.	1002-1 Guidelines For Conducting Intra-agency Surveys	
5.	1002-2 Reporting To GSA	
6.	1003 Recovery Of Silver From Used Hypo Solution And Scrap Film	
7.	1003-1 Guidelines For Recovery Of Silver From Used Hypo Solution	
8.	1003-3 Guidelines For Collection Of Scrap Film	
9.	1003-50 Shipment	
10.	1003-51 Unsold Silver and Film Assets	
11.	1003-52 Recording Receipts	
PART 5. REPORTS		15
1.	4701 Performance Reports	
2.	4702 Negotiated Sales Reports	

APPENDIX A

Groups of Property Authorized for Negotiated Sales At Fixed Price

SALE, ABANDONMENT, OR DESTRUCTION OF PERSONAL PROPERTY

PART 1. GENERAL

1. **101-00 General.** This part delineates procedures covering the disposal by sale, abandonment, or destruction of personal property (including salvage, scrap, and waste materials) owned by the Government.

NOTE: Additional guidelines regarding the sales, abandonment, or destruction of hazardous materials are provided in FPMR Part 101-42.

2. **101-01 Conduct Of Sales**

a. Per VA Directive 4345.1, the Secretary of Veterans Affairs has delegated responsibility to the Heads of VA Contracting Activities (FPMR 101-45.103-I) to determine whether the General Services Administration (GSA) or VA will sell Agency-owned personal property.

3. **105-3 Exemptions.** VA can sell unclaimed personal effects of beneficiaries, employees, and other persons; other unclaimed property found on the premises; and property acquired by donation or purchase through General Post Fund (38 U.S.C. 5104, 5202, 5204, 5205 and 5222). Items made in occupational or compensated work therapy (CWT) programs are exempt from reporting to GSA and can be sold by VA.

PART 2. SALE OF PERSONAL PROPERTY**1. 302 Sale To Government Employees**

a. Employees of VA and members of their immediate families may purchase Government-owned personal property when such property is sold by the GSA Administrator or another Federal agency.

b. Except for VA sales of manual arts and occupational therapy products, excess/exchange sale personal property that is sold by VA will not be sold to:

(1) Employees of VA or any member of their immediate families, or

(2) Any person or concern known to be purchasing such property for the benefit of or resale to an employee of VA or a member of their immediate family.

NOTE: For the purpose of this regulation, consultants, attendants, part-time employees, residents, and fee-basis physicians and dentists shall be considered VA employees. The term "immediate family" includes spouse, children, and other relatives living in the household of the employee and any other relatives of the employee bearing the relation to them as dependents for support even though they do not live in the same household of the employee.

2. 303 Reporting Property For Sale

a. VA property that the Head of the Contracting Activity determines will be sold by GSA will be reported to GSA via REPADE (Reporting Excess Property by Automated Data Entry) or on a SF-126, Report of Personal Property for Sale. The SF-126 must include:

(1) Indication as to whether the property is excess or exchange sale.

(2) The appropriation to which the proceeds must be deposited if it is exchange sale property.

b. The GSA regional office should be made aware at the time of reporting of any instance where delay in sale action will create a storage problem. When the items are exchange/sale property, GSA will be provided advance notice reflecting the tentative date of availability based on expected delivery of replacement items.

c. Any problems caused by GSA's plan to sell property, which cannot be resolved to the facility's satisfaction, will be immediately reported to the DAS/A&MM (90). Copies of correspondence to GSA and replies, if any, will be attached.

3. 303-1 Describing Property. Property reported for sale will be fully described including all factual information necessary to convey to prospective bidders an accurate, concise, and clear understanding of the property being offered.

4. 303-50 **Sale Of Laboratory Animals.** Regulations concerning the sale or transfer of laboratory animals are contained in 9 CFR Chapter 1, 2.78.
5. **304-2(b) Negotiated Sales At Fixed Price.** The Administrator of General Services Administration (GSA) has granted approval per letter dated April 27, 1995, for VA to conduct negotiated sales at fixed prices for the categories of property listed in Appendix A.
6. 304-6 **Reviewing Authority.** Proposed awards of sale will be forwarded to the appropriate official.

PART 3. ABANDONMENT OR DESTRUCTION OF SURPLUS PROPERTY

1. **901 Reviewing Authority.** A written determination is required in accordance with FPMR 101-45.901 and must be approved by an authorized VA official. Approval of the determination or findings will precede any disposal action. Items with an original acquisition cost as listed below may be approved by:

- a. Facility Head - \$5,000 or greater
- b. Chief, A&MMS - less than \$5,000

PART 4. RECOVERY OF PRECIOUS METALS AND CRITICAL MATERIALS

1. **1000 Scope.** This part delineates the procedures governing the operation of VA program for the reclamation of precious metals and critical materials from waste and excess personal property.

2. **1001 General**

a. VA has determined that it is in the best interest of the Government to recover precious metals and critical materials from waste and excess personal property.

b. Areas of recovery include gold and silver, silver waste, scrap film, and precious metals.

3. **1002-1 Guidelines For Conducting Intra-Agency Surveys**

a. The Chief, A&MMS, at facilities responsible for silver reclamation will conduct surveys of film usage within 5 working days after September 30. VA Form 5547, although titled Semiannual X-Ray Film Usage Survey, will be completed annually within 10 working days after the close of the fiscal year. The original will be mailed to the Somerville VA Asset Management Service (VAAMS), and a copy will be retained in facility files. Reports Control Symbol 0414 applies to this report.

b. An onsite survey will be made of facilities by Somerville VAAMS personnel to evaluate the silver recovery program scheduled to coincide with visits for other purposes to conserve travel time and funds. Visits for the sole purpose of evaluating the silver recovery program will not be made unless there is a reason to believe such visits will be cost-effective. When a survey is made in conjunction with a visit for a purpose which is reimbursable by the facility, the time consumed in making the survey on silver recovery will not be charged to the facility.

4. **1002-2 Reporting To GSA.** The Somerville VAAMS will prepare an annual report (Interagency Report Control Number 1529-GSA-AN) for submission to GSA within 45 days following the close of the fiscal year, on behalf of the DAS/A&MM (90).

5. **1003 Recovery Of Silver From Used Hypo Solution and Scrap Film**

a. The DAS/A&MM (90) has the overall responsibility for VA-wide programs for reclamation of precious metals and critical materials to include the issuance and administration of applicable contracts for the silver recovery program.

b. A&MMS, under the direction of the facility director, is responsible for establishing and maintaining a program for recovery of the maximum amount of silver from used photographic hypo solution and scrap film.

6. 1003-1 **Agency Responsibility**

a. The responsibilities of the Somerville VAAMS include:

- (1) Analysis of the actual film usage at each facility.
- (2) Determining the most economical method of recovery to be used.
- (3) Providing each facility with instructions for silver recovery compatible with the system employed at the facility.
- (4) Establishing an evaluation and monitoring system for each VA facility in the program to assure that all silver and film assets are included in the system. The evaluation will consist of comparing the potential recovery indicated in the analysis with the actual receipts. When there is a significant difference, a check will be made to ascertain the reasons and determine the corrective action to be taken.
- (5) Providing security measures for the receipt, storage, disposal, and accountability for silver and film assets.
- (6) Conducting an annual inventory of silver, used x-ray film, and disposable silver microfilm on-hand.
- (7) Requiring that all receipts from field facilities, whether for silver, exposed x-ray film, or disposable silver microfilm, be weighted and documentation kept for retention periods cited in agency Records Control Schedules for case files documenting the sale of surplus property.
- (8) Preparation of the annual report for signature of the DAS/A&MM (90).

b. The responsibilities of the Chief, A&MMS, under the direction of the facility director, include:

- (1) Establishing and implementing a written procedure for the facility silver recovery program delineating personnel responsibilities, functions, and actions to be taken in the silver recovery program.
- (2) Reporting to the Somerville VAAMS the actual film usage on an annual basis.
- (3) Ensuring that batch collection of film processing solutions from applicable services (Radiology, Dental, Nuclear Medicine, Heart Catheterization, Medical Media) is adhered to and that solutions from low-volume film processors are collected in portable containers and brought to a prescribed area for electrolytic recovery.
- (4) Notifying the Somerville VAAMS of all additions or changes in equipment related to the film processing operation.
- (5) Informing the Somerville VAAMS of any area in which photographic hypo solution is not being collected for centralized silver processing.

(6) Placing operating instructions and related procedures furnished by the Somerville VAAMS in a conspicuous place near the silver recovery unit(s) and ensuring they are adhered to.

(7) Providing security measures and accountability for silver and film assets. Any theft or loss of silver and scrap film is to be reported immediately to the DAS/A&MM (90).

7. 1003-2 Detailed Guidelines For Recovery Of Silver From Used Hypo Solution

a. Only traditional equipment and supplies for silver recovery will be furnished at no charge to facilities by the Somerville VAAMS. Facilities electing to install a recovery unit on each processor may petition the DAS/A&MM for appropriate cost sharing.

b. Arrangements for shipment of equipment and supplies will be made from the Somerville VAAMS on VA Form 134, Combination Requisition and Shipping Ticket. Equipment will be on loan from the Somerville VAAMS and accounted for by entering it into the facility AEMS/MERS Equipment Inventory Listing (EIL) as a loan. A signed copy of the VA Form 134 acknowledging receipt of nonexpendable equipment will be returned to the Somerville VAAMS and filed in the Equipment Inventory Listing (EIL) folder.

c. Upon receipt of the equipment at the facility, a Somerville VAAMS representative will install, demonstrate, and instruct operating personnel in its proper use. When installation of equipment by Somerville VAAMS personnel is not practical, complete installation instructions will be provided.

d. After the initial issue, replacement of expendable materials and supplies will normally be determined and issued automatically by the Somerville VAAMS. Requirements will be determined by quantity of film used and/or silver residue received from the facilities. Direct requests from the user will be filled when approved by the Somerville VAAMS.

e. Replacement of nonexpendable equipment, components, parts, etc., will be made on an exchange basis at no charge to the VA facility.

8. 1003-3 Guidelines For Collection Of Scrap Film

a. The Chief, A&MMS, at each facility is responsible for the collection, reporting, security, and shipment of scrap film to the Somerville VAAMS. Disposition of x-ray film will be in accordance with Records Control Schedule 10-1.

b. A&MMS will be notified when authorized collection and disposal will take place so that proper packaging materials are available.

(1) A VA Form 2237, Request, Turn-In, and Receipt for Property or Services, will be used to transfer scrap film accountability to A&MMS.

(2) A&MMS will maintain strict accountability from receipt until shipment to the Somerville VAAMS.

(3) Packaging and shipment of film will be in accordance with Somerville, NJ, VAAMS instructions. VA Form 134 will be used as a shipping document and to transfer accountability to the Somerville VAAMS.

9. 1003-50 Shipment

a. Recovered silver and film will be listed on VA Form 134 by facility. It will include weight and method of shipment with a copy mailed to the Somerville VAAMS under separate cover. The Somerville VAAMS will take appropriate action if the shipment is not received within a reasonable period or if a discrepancy exists between quantities reported shipped and quantities received at the designated destination.

b. Classification and shipment of silver and exposed film will be in accordance with instructions issued by the Somerville VAAMS.

c. A VA Form 9040, Cathode Record Identification, will accompany each shipment of silver laden cathodes to the Somerville VAAMS.

10. **1003-51 Unsold Silver and Film Assets.** The estimated quantity and dollar value based on current market price of silver and latest sale price of unsold silver and film assets will be included in the "Remarks" section of the Somerville VAAMS cost accounting report.

11. 1003-52 Recording Receipts

a. The Somerville VAAMS will record receipts of silver and scrap film from facilities.

b. Incoming shipments will be recorded on a Receiving Report.

PART 5. REPORTS

1. **4701 Performance Reports.** At the end of each fiscal year, facilities will submit a supplemental report to the DAS/A&MM (90) on the sale or disposition of surplus property on SF 121, Annual Report of Utilization and Disposal of Excess and Surplus Property. The report will list by Federal Supply Group:

- a. Line items sold,
- b. Acquisition cost,
- c. Proceeds, and
- d. Cost of conducting sales.

2. **4702 Negotiated Sales Report.** At the end of each fiscal year, facilities will submit an Annual Report of Negotiated Sales to the DAS/A&MM (90). It will contain a listing and description of negotiated disposals of surplus personal property having an estimated fair market value of more than \$5,000.

GROUPS OF PROPERTY AUTHORIZED FOR NEGOTIATED SALES AT FIXED PRICE

Federal Stock Group	Description	Federal Stock Catearv
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles	2310, 2320, 2330, 2340, Only
24	Tractors	All
25	Vehicular Equipment Components	All
26	Tires and Tubes	All
28	Engines, Turbines, and Components	2805, 2815, 2850, 2895, Only
29	Engine Accessories	2910, 2920, 2930, 2940, 2990, Only
30	Mechanical Power Transmission Equipment	3020, 3030, 3040, Only
31	Bearings	All
32	Woodworking Machinery and Equipment	3220, 3230, Only (Excludes Industrial)
34	Metalworking Machinery	3405, 3415, 3431, 3432, 3433, 3438, 3439, 3441, 3442, 3443, 3444, 3445, 3450, 3455, 3456, 3460, 3461, 3470, Only (Excludes Industrial Types)
35	Service and Trade Equipment	3510, 3540, 3590, Only (Excludes Industrial Types)
36	Special Industry Machines	3610, Only (Excludes Industrial Types)
37	Agricultural Machinery and Equipment	3730, 3740, 3750, 3770, Only
39	Materials Handling Equipment	3920, 3930, 3940, 3990, Only
40	Rope, Cable, Chain, and Fittings	All
41	Refrigeration, Air Conditioning, and Air Circulating Equipment	4110, 4120, 4140, Only (Excludes Industrial Types)

42 Fire Fighting, Rescue and Safety Equipment	4210 Fire Extinguishers Only (Excludes Industrial Types)
43 Pumps and Compressors.....	4310, 4320, Only (Excludes Industrial)
45 Plumbing, Heating, and Sanitation Equipment.....	4510, 4520, 4540, Only (Excludes Commercial Types)
47 Pipe, Tubing, Hose, and Fittings.....	All
48 Valves.....	4820, Only
49 Maintenance and Repair Shop Equipment.....	4910, 4930, 4940, Only
51 Hand Tools.....	All
52 Measuring Tools.....	5210, Only
53 Hardware and Abrasives.....	All
54 Prefabricated Structures and Scaffolding.....	5440 (Ladders and Stepladders), Only
55 Lumber, Millwork, Plywood, and Veneer.....	All
56 Construction and Building Materials.....	5660, 5670, Only
58 Communication, Detection, and Coherent Radiation Equipment	5805, 5820, 5830, 5835, 5836, Only
59 Electrical/Electronic Equipment Components.....	All
61 Electric Wire and Power and Distribution Equipment	6105, 6115, 6135, 6140, 6145, 6150, Only
62 Lighting Fixtures and Lamps.....	All
65 Medical, Dental, and Veterinary Equipment and Supplies	6520 (Operating Chairs), 6530 (Laboratory Furniture), Only
67 Photographic Equipment	All
70 General Purpose Automated Data Processing Equipment (Including Firmware), Software, Supplies, and Support Equipment	All
71 Furniture	All

72 Household and Commercial Furnishings and.....All
Appliances

73 Food Preparation and Serving Equipment.....All

74 Office Machines, Text Processing Systems,.....All
and Visible Record Equipment

76 Books, Maps, and Other Publications.....All

77 Musical Instruments, Phonographs, and Home-.....All
Type Radios

78 Recreational and Athletic Equipment.....All

79 Cleaning Equipment and Supplies.....All

80 Brushes, Paints, Sealers, Adhesives.....All

81 Containers, Packaging, and Packaging.....All
Supplies

83 Textiles, Leather, Furs, Apparel and8305, 8340, Only
Shoe Findings, Tents, and Flags

84 Clothing, Individual Equipment, and Insignia.....All except 8470

88 Live Animals.....All

91 Fuels, Lubricants, Oils, and Waxes.....9110, 9150, Only

94 Nonmetallic Crude Materials.....9450, Only

99 Miscellaneous.....9905, 9910, 9915, 9920, 9999, Only