

Remember the turkey chicks we acquired in module two to eat the bugs in the orchard? Well now it's fall, the bugs are no longer an issue but what's worse is that the turkeys are now full grown turkeys and they've got to be rounded up and disposed of because they're no longer needed for the project they were purchased for. Now if- during the acquisition process the turkey chicks acquired were wild turkeys instead of domesticated turkeys they would be able to survive the winter in the orchard. But domesticated turkeys won't survive so they must be handled as excess property. Because the turkeys are usable to another federal state government agency we're going to report them as excess property on a BLM form 1520-34, Available Personal Property Report. The step by step instructions to complete this form can be found on the property home page. There's also a useful set of tips for completion of the form.

Once the form has been completed the turkeys are offered to other federal or state agencies for transfer. Now in this real case the turkeys were picked up by the Oregon State Surplus Property Agencies to use with their schools k-12 in the four age programs and it seriously was during the Thanksgiving season so luckily none of the turkeys ended up on the dinner table.

We often end up with our old computers and peripherals going to K-12 schools through the authority of Executive Order 12999. A similar act, the Stevenson-Wydler Technology Innovation Act, which is public law 102-245, was signed into law allowing for the donation of excess research equipment to an educational

institution or non-profit organization to conduct technical and scientific education in research activities. The Stevenson-Wydler Act applies to more than K-12 schools. The act applies to elementary and secondary schools, technical and vocational schools; colleges and universities. Other non-profit institutions involved in the conduct of technical and scientific education are also eligible. Property items are not limited to computers and computer related items in Stevenson-Wydler. The list of eligible property expands to property that would promote technical and scientific research. Like computers for learning, property is reported and offered first to other BLM and DOI offices. After it's been determined there's no BLM or DOI interest the available property report form is filled out with a notation release back for notation via Stevenson-Wydler Act if no BLM or DOI interest.

If your answers from the disposal decision tree have been no thus far then ask; is the asset so obsolete or unserviceable from normal use fair wear and tear that's it's not feasible to repair or offer to other agencies? Property turned in for disposal that has no value to any other agency other than it's material content or scrap parts can bypass the available process and be reported on a certificate of unserviceable property which is form DI-103A. The certificate of unserviceable property can expedite the disposal process for property that's unserviceable through fair wear and tear or property that's become obsolete beyond the possibility of using it for its originally intended purpose like my manual typewriter. CLs as I will refer to this action, can authorize recycling cannibalization or

disposal at the local landfill without going through the various screening processes.

Remember we talked about planning ahead, thinking about your end result and then proceeding with the appropriate steps to accomplish that goal. The same applies here. You may have unserviceable property that has scrap value such as metal, steel, wood or computer monitors or computer parts or the property may have value for parts like ATVs, trailers, electronics; you know just to name a few. Recycle whenever possible. You have fifteen working days after the approval for the disposal to complete the action.

Remember when we talked about planning first and then taking action. Another good reason besides being ridiculously organized is the timeframe you must adhere to when completing the disposal action. So imagine if you first went through the first phase of approvals, got the approval of the reviewing authority and then had to decide what in the Sam Hill you're going to do with this stuff. Well good luck explaining that to an auditor so we're going to do what we requested to do knowing that we always have a witness to the disposal who will attest to the fact that you did indeed dispose of the property as you have stated. This is for your protection as well as the BLM's protection against any possible complaint of property impropriety or misuse. After you've completed the disposal action, your witness has signed and dated the DI-103A and you've signed the certificate of destruction the asset can be retired from the property system.

Now for the assets that are not in the property system there's no other action required by you except to initial and date and make a copy for your files. Send the original certificate of unserviceable property to Denver for the official files.

Now the last question in our decision tree; is the asset lost, stolen, damaged or destroyed will be covered in module six titled duh- Loss, Theft, Damage or Destruction. So let's go over what you've learned in this module. You've learned, number one, to determine when an asset should be retired, to decide the most earth friendly and cost effective method of disposal, what approvals are required prior to disposing of property, when and how to complete the disposal action, when an asset may be retired in the property system and that there are serious consequences when the laws and regulations governing disposal are not followed. You've learned of the various types of property that require special handling when it's time for disposal like radios, K-9 dogs, ATVs and firearms just to name a few. You've learned the timelines you have between the approval of the disposal method and the disposal action being carried out and most important thing. You learned that by planning your disposal action with an end result in mind; the timelines are achievable. Now about the turkey incident; you learned that planning up front during the requirements determination and acquisition process can make a big difference on the back side when it comes to disposal of what you once purchased.

So we come to the end of the life cycle of an asset. You needed it, you bought it, you used it, you inventoried it and warehoused it and now you've gotten rid of it and we start all over again. So let's see; what are our requirements for our next project?