BOSS Procedure	TURN-IN, TRANSFER & SALE OF EXCESS/SURPLUS EQUIPMENT, MATERIAL & SUPPLIES			Number: LSV-P-5118	
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TABLE OF CONTENTS

PURPOSE 3
SCOPE AND APPLICABILITY 3
1. GENERAL 3
1.1. Personal property 3
1.2. Real Property 3
1.3. Non-Hazardous Property 3
1.4. Securing of Property for Pickup 3
1.5. Disposal Options 3
1.6. Physical Security of Facility and Property 4
1.7. Disassembly of Property 4
2. EXCESSING EQUIPMENT 4
2.1. Processing Request 4
2.2. Prohibited Materials 5
2.3. Preparation of Excess Equipment 5
2.4. Environmental Compliance 8
2.5. Request for Excess 9
3. TURN-IN OF NON-TAGGED EQUIPMENT 10
3.1. Customer/Property Requestor 10
3.2. BOSS Property Disposal 10
4. TURN-IN OF SCRAP MATERIALS 10
4.1. Disposal of non-metallic scrap 10
4.2. Disposal of metallic scrap and other non-hazardous materials 11
5. ABANDONMENTS & DESTRUCTION (A&D) OF SCRAP MATERIALS 11
6. RE-UTILIZATION OF PROPERTY FROM RRMF 12
7. REQUESTS 12
8. Donations to Schools 12
9. SECTION RESPONSIBILITIES 13
10. Transportation Management Section 13
11. Property Disposal 13
12. SALES 13
12.1. Sales (GSA Internet Auctions) 13
12.2. Sales (Term Contract) 14
RECORDS 16

AFFECTED DIVISIONS/OFFICES....16
MANAGEMENT ROLES AND RESPONSIBILITIES....16
FUNCTIONAL ROLES AND RESPONSIBILITIES....17
REFERENCE DOCUMENTS....17
ACRONYMS....18
DEFINITIONS....19
REVISION RECORD....20
DOCUMENT APPROVALS....20

FIGURE 1 RRMF STORAGE DIAGRAM 15
FIGURE 2 DISPOSAL CONDITION CODES AND EXPANDED DEFINITIONS 15

PURPOSE

Provide guidance for disposal management of National Aeronautics and Space Administration (NASA) owned property identified as excess.

SCOPE AND APPLICABILITY

This procedure applies to all personnel authorized to excess government property on the Kennedy Space Center (KSC) Reutilization, Recycling, and Marketing Facility (RRMF) for turn-in and disposition of government property.

This procedure does not apply to the disposition of assets or items containing hazardous material or items of Hazardous Waste.

Contractor Furnished Equipment (CFE) or property purchased as Contractor Owned equipment or material cannot be excessed through the RRMF Property Disposal process.

1 GENERAL

1.1 Personal property

Personal property is government property that includes Installation Accountable Government Property (IAGP) tagged assets, Contractor Accountable Government Property (CAGP) tagged assets or Non Tagged government property. Real Property (RP) has its own classification and may be excessed through RRMF.

1.2 Real Property

NASA property that is designated as Real Property that is controlled by a Real Property tag must be excessed using the NASA Form 1046 or equivalent

1.3 Non-Hazardous Property

Non-Hazardous excess equipment and/or material belonging to NASA or supplied NASA to a contractor may be processed through the RRMF.

Hazardous materials are disposed of through the onsite Hazardous Waste contractor and will not be accepted at the RRMF.

1.4 Securing of Property for Pickup

Organizations turning-in Government property shall retain the property in a secure area until it is picked up by either BOSS Transportation, the contractor’s transportation organization or hand carried to the RRMF.

1.5 Disposal Options

Once received at the RRMF, surplus or excess material and/or equipment may be disposed of through a number of processes including local reutilization, transfer to other NASA centers, transfer to other federal agencies, donation to state agencies, non-profit

agencies, schools, sales to the general public, sales on term contracts, or sent to landfills or other waste facilities.

1.6 Physical Security of Facility and Property

RRMF shall ensure physical security measures are maintained to safeguard government property stored at the RRMF East Reclamation Storage Area and West Scrap Yard Storage Area.

1.7 Visitors to the RRMF shall register in and out of the facility using Kennedy Space Center (KSC) Form 50-8, Visitors Log. RRMF personnel shall escort visitors (screeners) to the Property Accumulation Area. The gate securing Space Commerce Way shall remain secured.
1.7.1 The gate located on Ransom Road shall be secured at the end of each work day.
1.7.2 KSC Security provides routine patrols at the RRMF East and West Reclamation and Scrap yard facilities during off-shifts and weekends.
1.7.3 Appendix A delineates the RRMF East Reclamation Yard and the West Scrap Yard.

1.8 Disassembly of Property

RRMF personnel shall not disassemble or tamper with property or hardware. In the event property requires disassembly, RRMF personnel will initiate a work order with the BOSS Duty Office to schedule the appropriate craft perform the requirement.

2 EXCESSING EQUIPMENT

2.1 Processing Request

2.1.1 A Property Custodian can only excess items on his/her account. If non-tagged equipment has been loaned from another agency, that agency must be contacted to determine if they require the equipment excessed using NASA resources.

2.1.1.1 Property Custodians shall utilize the EQUIPMENT module, which can be found via the BOSS homepage, within the Integrated Asset Management, Property, Plant, and Equipment (IAM/PP&E) System. The item(s) shall be prepared for removal to the RRMF prior to the Request for Excess status being selected. An accurate disposal condition code and Export Control Determination must be annotated or the request may be rejected.

2.1.1.2 A complete physical description
2.1.1.3 All available documentation (i.e., operator’s manuals, maintenance records, logs, etc.)
2.1.1.4 All dielectric fluid should be drained and accompanied by analytical testing data when delivered to RRMF as defined in KNPR 27.3.2-27.3.43. Above ground storage tanks that are going to be excessed must be cleaned and free of any contaminates before being sent to RRMF for disposal. Documentation/certification of cleaning shall accompany the disposal.
2.1.1.5 If transportation support is not required, it is the responsibility of the custodian to ensure that the “Transportation Required” check box is deselected.

2.2 Prohibited Materials

Materials prohibited for salvage or reclamation at the RRMF includes:

2.2.1. Visibly Leaking Equipment/Containers

2.2.2 Spent Blast Media

2.2.3 Uncrushed Drums - The only exception would be if the drum has and is being used to store NASA Artifacts.

2.2.4 Treated Lumber

2.2.5 Explosives/Ordnance

2.2.6 Radioactive Materials

2.2.7 Intact Compressed Gas and Acetylene Cylinders containing Asbestos

2.2.8 Intact Flex Hoses

2.2.9 Hazardous Materials Biomedical Waste Biomedical Supplies - RRMF will not receive unless verified on letterhead the material is brand new and has never been used. This letter must accompany the original turn in document and a copy provided.

2.2.10 Non-Lead & Non-Silver Zinc Batteries such as:

2.2.11 Lithium Batteries (managed as Universal Waste)

2.2.12 Mercury Batteries (managed as Universal Waste)

2.2.13 Nickel-Cadmium Wet Cell Batteries Containing Potassium Hydroxide Electrolyte Solution (managed as Universal Waste)

2.2.14 Nickel-Cadmium Dry Cell Batteries (managed as Universal Waste)

2.3 Preparation of Excess Equipment

2.3.1 Automatic Data Processing Equipment (ADPE)

ADPE includes initiating a work order to the appropriate Information Technology (IT) agency to either wipe hard drives of all data including operating systems and/or remove the hard drive from the Central Processing Unit (CPU). KSC Form 28-828, Label, Hard Drive Wipes should be attached to the CPU identifying that the hard drive has been cleaned or removed. Hard drives will be shredded upon receipt at the RRMF.

2.3.2 Electronic Equipment - Usable

2.3.2.1 Usable electronic equipment that is intended for resale shall be stored in an area protected from inclement weather.

2.3.2.2 Unusable/Unsellable electronic equipment will be disposed via a certified E-Waste Recycler

2.3.2.2 All hazardous materials shall be removed and certified as being clean for sale as scrap.

2.3.2.3 The equipment shall be identified as intended for sale as scrap and accompanied by KSC Excess document.

2.3.3 Equipment containing ODS - Unusable equipment

Equipment containing Ozone-depleting Substances (ODS) determined to be no longer usable may be delivered to the RRMF facility, but shall be properly drained (recover ODS) and labeled as “Empty”. The equipment shall be accompanied by certification that the equipment has been drained and annotated on the KSC Excess document

2.3.4 Equipment Containing ODS – Usable Equipment

Equipment containing ODS that is offered for sale as usable equipment may be delivered to the RRMF. This equipment does not require to be drained of refrigerant, but shall be accompanied by certification that the equipment is not leaking and KSC Excess document. This equipment shall be stored in an area protected from rain Scrap Metal/Structural Steel as defined in KNPR 27.3.4, paints and coatings manufactured prior to 1979 have the possibility to contain Polychlorinated Biphenyl (PCBs). PCB-containing paints and coatings have been found across KSC and in NASA operated facilities at Cape Canaveral Air Force Station (CCAFS). All equipment being offered for sale or as scrap shall meet the following requirements. (See Chapter 19 for more guidance and requirements for managing and disposing of PCBs.)

2.3.4.1 RRMF personnel will verify that scrap metal and structural steel are visibly clean of all residual oils/contaminants and clearly identified in writing on the KSC Excess document. PCBs have been found in various paints and coatings at KSC and NASA-operated facilities at CCAFS. Each KSC organization shall properly sample, manage, and dispose of painted and coated waste materials that potentially contain PCBs. The scrap steel/structural metal being turned in must be properly identified on the turn in document as “Scrap”.

2.3.5 Metal Tanks

Tanks shall arrive at the RRMF facility, cleaned and empty with an “Empty” label affixed by the organization turning in the property. The tanks shall be accompanied by shop or lab certification (work order number or any form of written documentation) that the equipment is not leaking and by KSC Excess document.

2.3.6 Flex Hoses

All Flex Hoses shall be decontaminated and certified per KNPR 8500.1, KSC Environmental Requirements. Proof of certification shall be physically attached to the KSC Excess. The certification consists of a work order number or any form of written documentation stating the items have been decontaminated. Flex hoses excessed through the inventory excess process that have never been issued, may certify as such by attaching a statement of non-use to the KSC Excess document. The hoses shall be mechanically rendered unusable by cutting, crushing, or other means. The hoses may then be stored with other scrap metal for sale.

2.3.7 Compressed Gas Cylinders

Empty compressed gas cylinders (non-acetylene) shall be returned to the vendors, if possible. Ensure the cylinders are empty, with either the valves removed, or a hole drilled large enough that the inside of the cylinder can be seen and verified to be clean and dry as outlined in KNPR 8500.1. These materials shall be accompanied by a KSC Excess document.

2.3.8 Acetylene Gas Cylinders

Empty acetylene gas cylinders shall be returned to vendors, if possible. If the cylinder is known to contain asbestos, RRMF cannot recycle and they shall be disposed of through the on center waste management contractor. These materials shall be accompanied by KSC Excess document KSC.

2.3.9 Oil-Filled Equipment

Oil-filled equipment shall be completely drained of free flowing liquids and the exterior shall be visually free of oil or other forms of contamination and a statement acknowledging this condition annotated on the KSC Excess document. Items which previously contained dielectric fluid shall be accompanied with a copy of the analytical results within the past 6 months. The document shall address the fluid did not contain PCBs equal to or greater than 50ppm. Once at the RRMF, the equipment shall be stored on an impervious surface with adequate protection from rainfall. Some oil filled equipment received at the RRMF yard may require the oil not be drained in order for the equipment to operate properly. If the equipment fails to sell and is downgraded to scrap, Heavy Equipment will be notified via a support request to have oil removed prior to transferring to West Scrap Yard.

2.3.10 Metal Drums

Metal Drums may be provided to the RRMF emptied of all free flowing liquid and shall be crushed and palletized by the on center waste management contractor. The crushed drums shall be stored on pallets, on an impervious surface and protected from rain. The drums shall be accompanied with a Process Waste Questionnaire/Technical Response Package (PWQ/TRP) in accordance with EAP-H-2100, Institutional Services Contract Waste Generator Handbook, as well as a KSC Excess document.,

2.3.11 Batteries

2.3.11.1 Lead-acid and Silver Zinc Batteries

Lead-acid and Silver Zinc batteries may be provided to the RRMF, but shall not be leaking. The batteries shall be secured to pallets or containerized and protected against short circuits. The posts of the batteries must be taped... The batteries shall be stored in a segregated location inside of a shelter on an impervious surface with adequate rain protection. The batteries shall be identified as Lead-acid or Silver Zinc and must be accompanied with a Safety Data Sheet (SDS) and a KSC Excess document.

2.3.11.2 Prepare a KSC Excess document listing the batteries and forward the KSC Excess document, to the Property Disposal Section (EXCESS) for processing.

2.3.12 Flight Batteries only

2.3.12.1 The Property Custodian or the end user prepares a KSC Excess document, , with the statement “Contains Precious Metals” or “Flight Batteries”, noted on the face of the document.

2.3.12.2 The Property Custodian or the end user then forwards the completed KSC Excess document and applicable SDS to the Property Disposal Unit (Mail Code: EXCESS).

2.3.12.3 The batteries shall be stored in M6-1671B.

2.3.13 Heavy Moveable Equipment - Unusable

Heavy moveable equipment (e.g. forklifts, lawnmowers, pressure washers, etc.) in unusable condition may be provided to the RRMF drained of all fluids (fuel, hydraulic oil, etc.) and the exterior must be visibly clean of all oil/contaminants. The equipment shall be stored on an impervious surface with adequate rain protection. The equipment shall be identified as intended for sale as scrap and accompanied by a disposal document.

2.3.14 Heavy Moveable Equipment - Usable

Heavy moveable equipment (e.g. forklifts, lawnmowers, pressure washers, etc.) in usable condition shall be provided to the RRMF, but must be inspected and certified to ensure all fluid lines and reservoirs are intact and not leaking. The exterior of all equipment shall be visibly clean of all oil/contaminants. The equipment shall be stored on an impervious surface with adequate rain protection and kept segregated from other scrap materials. The equipment shall be accompanied by a disposal document.

2.3.15 Usable Tires

Usable tires shall be accepted at the RRMF. Tires shall be accepted individually or as part of a working piece of equipment.

2.3.16 Aerosol Can Management

RRMF only accepts punctured, drained and crushed aerosol cans from the onsite hazardous waste contractor.

2.3.17 Fluorescent Lamp Ballasts

Fluorescent lamp ballasts may contain potential hazards regulated by 40 Code of Federal Regulations (CFR) 261. In fluorescent fixtures, hazards may be found in ballasts either within small capacitors or in the form of a black, tar-like compound. In determining if ballasts contain hazards, the following guidelines apply:

2.3.17.1 All ballasts manufactured through 1979 contain PCBs; ballasts manufactured after 1979, that do not contain PCBs are labeled "NO PCBs"; if a ballast is not labeled "NO PCB," it should be assumed to contain PCBs >500 ppm. If more information is needed, the manufacturer should be contacted. Non-leaking PCB ballasts are not regulated under the PCB rules. However, 12-16 ballasts are a reportable quantity subject to reporting to the National Response Center. All property received that contains PCB ballast must be non-leaking. If determined to be leaking, it shall be turned-in to the onsite Hazardous Waste Contractor.

2.3.18 Metalworking Machines

Metalworking machines contaminated with hazardous material of any kind must be decontaminated to conform to current Federal, State and local regulatory standards prior to arriving at the RRMF. The document shall have supporting documentation that shall include:

2.3.18.1 The generating activity will provide a certification statement to the effect "*I certify this metalworking machine has been tested for Polychlorinated Biphenyl (PCB) and found to be contaminated with less than 50 Parts Per Million (PPM), and to the best of my knowledge, this concentration level is not the result of dilution*."

2.3.18.2 A copy of the certified laboratory test results shall be attached to the document.

2.4 Environmental Compliance

2.4.1 Secondary Containment Drainage Log

LSV-F-5002, Secondary Containment Drainage Log, is used to ensure the proper drainage of rain water to grade exists. Standing water shall not accumulate in

containers throughout the yard. Any containment vessel located at the scrap yard shall be stored in a manner to prevent the accumulation of rainwater. Standing water that has an identifiable free product, odor or sheen, shall be tested for hazardous components and disposed of properly.

2.4.2 Asbestos-containing materials and friable asbestos

Asbestos-containing materials and friable asbestos may be turned-in to the RRMF under the following conditions:

2.4.3 The end user must identify non-friable asbestos property on the disposal document as Asbestos Containing Material (ACM) (non-friable). Unless proven and certified as not containing asbestos, they will not be accepted at the RRMF.

2.5 Request for Excess

2.5.1 Property Custodian- IAGP ONLY

Using the EQUIPMENT module, identify the IAGP tag or ECN and initiate the “Request for Excess” status. Update the equipment record and annotate the current Condition Code and location, per Appendix B.

2.5.1.2 EQUIPMENT will generate a document electronically used by the RRMF to identify the item(s) and shall reflect the current condition code and acquisition cost prior to arriving at the RRMF. Two (2) copies shall be printed; one copy is provided to the Custodian as receipt of item(s) with the remaining copy transported with the item. BOSS Transportation will sign for the amount of the property picked up. For example; if the document states 55 pieces of property and they are on four pallets, the driver will sign for four (4) pallets.

2.5.1.3 RRMF personnel will print out the EQUIPMENT initiated documents. The documents will be entered into the KSC Excess Tracking Portal as outlined in LSV-I-5124, KSC Excess Tracking Data Input Instructions and provide to BOSS Transportation. The following information shall be entered:

2.5.2.1.4 Estimated Pickup Date
2.5.2.1.5 Point of Contact (Requestor)
2.5.2.1.6 Location of the property
2.5.2.1.7 Quantity
2.5.2.1.8 Type (line item, lot, or pallet)

2.5.2.1.9 Once BOSS Transportation schedules the pickup and RRMF receives the property, RRMF personnel will enter the actual pickup date into the KSC Excess Tracking Portal. The KSC Excess Tracking Portal may be viewed by customers to check the status of requests.

2.5.2 BOSS Property Disposal Personnel

BOSS Property Disposal Personnel shall receive items, documentation, verify the Transportation document against the delivered items and attach a packing slip identifying the received date, condition code, Equipment Reference Document, and

warehouse location. The case number in EQUIPMENT shall be accessed and updated with the date the item is received, the warehouse location and other pertinent data and entered into the screening process for possible utilization by KSC organizations, other NASA centers, or other Federal agencies during the screening process. Any utilization or donation must be approved by the KSC Property Disposal Officer.

2.5.2.3 RRMF personnel screen for any potential hazards. Every item shall be listed on the document. The customer/end user has the responsibility to provide the proper documentation, as well as identifying any known hazards.
2.5.2.3.1 Items not listed on the document shall be returned to the end user and will not be accepted at the RRMF.
2.5.2.3.2 As required, a Job Hazard Analysis, SHP-F-3100, shall be created for use at the RRMF.
2.5.2.3.3 Routine meetings are conducted with RRMF personnel to ensure all are aware of known hazards and are informed to contact the Supervisor and/or Lead if they cannot identify any property and its known hazard.

3 TURN-IN OF NON-TAGGED EQUIPMENT

3.1 Customer/Property Requestor

3.1.1 When non-tagged property is identified as excess, the requestor shall prepare a KSC Excess document for each Federal Supply Group and prepare the equipment to be turned-in, in accordance with KNPR 4000.1, Supply and Equipment System Manual. The Federal Stock Class (FSC).
3.1.2 Annotate the applicable Condition Code as defined in the “Definition” section and a narrative description of repairs required.
3.1.3 Submit the completed KSC Excess document with SDS, if required, to BOSS Property Disposal Section (Mail Code: EXCESS).

3.2 BOSS Property Disposal

3.2.1 Verify information on the turn in documentation.
3.2.2 Stamp the turn in documentation with the date received and forward a copy to BOSS Transportation.
3.2.3 When Transportation delivers the material to the RRMF, personnel shall annotate the date on the material, the condition code, and the warehouse location.
3.2.4 Personnel shall use the turn in documentation to create a case DISPOSAL to account for and track the disposition of the materials as well as completing the “Transportation Required” pull down menu to reflect a “complete” status.

4 TURN-IN OF SCRAP MATERIALS

4.1 Disposal of non-metallic scrap

4.1.1 Customer/Property Custodian
Customer/ Property Custodian may dispose of non-metallic scrap as follows:

Paper and paper products shall be separated and disposed of in accordance with the KNPR 26.3.4.3, KSC Environmental Management.

4.1.1.1 Scrap lumber (if less than full length, plywood if less than full sheets, wooden containers and crates in unserviceable condition) – shall be placed alongside, but not touching, dumpsters for disposal.

4.1.1.2 Disposition of non-metal scrap that has deteriorated and cannot be used for its intended purpose should be reported to the Grounds & Landscape Contractor.

4.2 Disposal of metallic scrap and other non-hazardous materials

4.2.1 End User

End user shall separate scrap by type of metal to properly segregate the metal for easier identification by RRMF personnel upon delivery of the metals in accordance with KNPR 8500.1.

4.2.1.1 Identifies the applicable scrap by type of metal and the number of pounds being turned in rather than the original generic description of the item.

4.2.1.2 Prepares a KSC Excess document and submits to the Property Management Office for authorization to dispose. Once authorization is obtained, the PMO will return completed form to the requestor and to RRMF. RRMF will enter the case into the KSC Excess Tracking Portal and forward request for pick up to the Transportation Department.

5 ABANDONMENTS & DESTRUCTION (A&D) OF SCRAP MATERIALS

The deviations allow NASA to streamline its A&D procedures by allowing the Center's Property Disposal Officer (PDO) to abandon or destroy some excess property by eliminating the requirement for higher level management approval of all A&D activities. The Center's A&D documents and signature review/approvals can now be segregated into two categories; those which the PDO can sign independently, and those which require further review by an authorized official outside the PDO office. Items requiring review by an official other than the PDO shall not be A&D until after those officials have been given the opportunity to review the documents and or physically inspect the property.

5.1 PDO signature:

5.1.1 Federal Electronic Assets (FEA) in condition codes repairable, scrap, or salvage

5.1.2 Items below $1,000 original acquisition cost or below this threshold when the original value is unknown or estimated; which have been through the screening process and have received no offers for sale.

5.1.3 Abandonment or destruction is required because of health, safety, or security reasons.

5.1.4 Items subject to Demilitarization (DEMIL) requirements regardless of acquisition value.

5.2 Signature by other official:

5.2.1 All other items not outlined above, i.e.; non FEA, items over $1,000 which have not been through screening and sales, not a public health, safety, or security risk.

6 RE-UTILIZATION OF PROPERTY FROM RRMF

Note: All Contractors must have Contracting Officer (CO) approval prior to reutilization. Rolling Stock items (vehicles, trailers, slow moving vehicles etc.…) requires additional NASA Transportation approval.

7 REQUESTS

7.1 Requests are validated for availability by BOSS Property Disposal.

7.2 Contractor's requests must have the applicable Contractor Property Administrator, NASA Property Administrator and the KSC Supply Equipment Management Office (SEMO) approval, if applicable. The Issue Request is sent to the KSC PDO for approval and returned to RRMF for issue. RRMF personnel shall process the required entries in the Disposal system.

7.3 Local NASA issue requests are initiated by the Property Custodian or personnel with access to the equipment on the Property Custodians account utilizing KSC Form 50-391 (Reutilization), insuring each of the below fields are completed:

50-391 and require a Supervisor's signature. The issue request is sent to the PDO for approval and forwarded to RRMF for issue. Once the equipment is issued, RRMF personnel shall process the required entries in the DISPOSAL system.

7.4 Federal issue requests are validated for availability and sent to the respective General Services Administration (GSA) region office for approval. Upon GSA approval and subsequent PDO approval, they are forwarded to RRMF for issue. RRMF personnel provides the gaining agency instructions for arranging shipment and follows-up to ensure pickup of the issue is arranged. After a signed receipt for the equipment (SF 122/SF 123) is received, a disposition action reflecting the transfer is entered in DISPOSAL.

8 Donations to Schools

8.1 Requests for donations under the Computers for Learning (CFL) and the Stevenson-Wydler Act are received through BOSS Property Disposal, normally via telephone or email contact expressing interest. Requestors (Educational Institution) must be certified as a bona-fide educational institution registered with the National Center for Education Statistics or as an educational non-profit organization registered with a Federal Bureau of Property Assistance Office.

8.2 Once approval is obtained, a pickup of the property is scheduled. When the property has been removed and the appropriate signatures obtained on the SF 122/123, RRMF personnel shall process the required entries into DISPOSAL.

8.3 Upon receipt of an issue document RRMF warehouse personnel shall accomplish the following:

8.3.1 Remove from location and stage in the issue/outgoing area.
8.3.2 Notify requester material is ready for pickup.

8.3.3 BOSS Property Disposal establishes a pick-up date for CFL and Stevenson-Wydler Act issues. Equipment Control Number tags are removed and returned to the applicable Property Management Organization.
8.3.4 After the customer has signed the SF 122/123, a signed copy of the issue document is provided to the customer. The original copy is retained by BOSS Property Disposal.

8.4 The original signed copy is used to close out the property case file in DISPOSAL. The file is processed for close out and the allocation/reutilization hard copy file is retained

9 SECTION RESPONSIBILITIES

10 Transportation Management Section

Provide pick-up and delivery of items to RRMF.

11 Property Disposal

Receives KSC Excess Documents, (as outlined in LSV-I-5106, Issue of Material or Equipment from Excess to BOSS Requestors) and applicable SDS from the customer and stamps the document the day it is received.
11.1 Approves and forwards KSC Excess Documents, (as outlined in LSV-I-5106),
11.2 Provide pick-up and delivery of items to RRMF

12 SALES

12.1 Sales (GSA Internet Auctions)

Upon completion of the internal, NASA, and GSA screening periods, unclaimed property may be sold to the general public or scrapped. The decision to sell or scrap property is the purview of the KSC Property Disposal Officer in coordination with the GSA Sales Office. Sales of property are performed by GSA through coordination with the KSC Property Disposal Officer and NASA Sales Contracting Officer. Sales Scheduling RRMF personnel shall work with the NASA Sales Contracting Officer to identify material which has completed the screening process and has entered an active surplus status and is available for sale.

12.1.1 Lotting/Staging

Lotting consists of identifying material that has completed the screening process; it involves requesting documentation to identify the material by case number, ECN, and location. Photographs to support the sale are taken. Screening
GSA shall determine a date/time for the public to preview the sales material at the RRMF.

12.1.2 Successful Bidders - NASA Notification

At the conclusion of the sale, GSA shall provide NASA with a Successful Bidders List identifying the buyers of each lot on the sale. Purchaser Receipt is annotated to reflect the individual buyers of the sales items.

12.1.3 KSC Export Control Review

The KSC Export Control Officer reviews the Successful Bidders List and determines which items are considered export control, and forwards an Export Control Agreement, per Export Administration Regulation, 15 CFR 368, to RRMF Personnel to include with sold items for the buyer to sign before release of item(s).

12.1.4 Pickup of Sold Item(s)

12.1.4.1 After proof of payment is determined, a buyer may elect to pick up the property from RRMF or through a third party.
12.1.4.2 Pickup by a third party shall necessitate execution of a Release of Authorization by the buyer identifying the third party carrier.
12.1.4.3 DISPOSAL. When all lots on the sale are picked up the sale shall be closed in DISPOSAL.

12.1.5 Closing of Case File

Lots that are not bid upon, defaulted for payment or pickup, or withdrawn for other reasons may be resold or scrapped at the discretion of the GSA and KSC Property Disposal Officer.

12.1.6 Loading Property to Customer

RRMF personnel shall provide forklift support only for the placement of sale property to the customer's vehicle. At no time will personnel drive Material Handling Equipment (MHE) onto the purchaser's transport vehicle. All MHE assistance shall not go beyond the loading dock, i.e. tailgate loading. Blacking, bracing, tie-down or other services categorized as rigging will not be included and will remain the sole responsibility of the purchaser.
RRMF personnel shall obtain a signature of receipt for case files and ensure that property matches the sales receipt prior to allowing the customer to exit sales area.

12.1.7 Record Keeping

RRMF shall maintain official case files on sales documents, ensure copies of Terms and Conditions are available to bidders, and shall submit special sales reports, as required. All transactions shall be entered in DISPOSAL and case files closed following each sale.

12.2 Sales (Term Contract)

NASA and/or GSA may conduct sales of certain items utilizing term contracts. These sales are of long duration and the buyer is a signatory of a contract with either NASA or GSA and shall periodically pickup and pay for a Lot of material or an accumulation of material. This method of sale is commonly used for material which tends to accumulate in recurring Lots (i.e. scrap metals). Term sales are documented in DISPOSAL.
13.2.1 Data Source: 017 Report
13.2.2 Data Element: NPG 4300.1, Appendix C
13.2.3 Data required to PDO annually, reported in November of each year. Annual Report of NASA Personal Property Provided to Non-Federal Recipients.

FIGURE 1: RRMF Storage Diagram

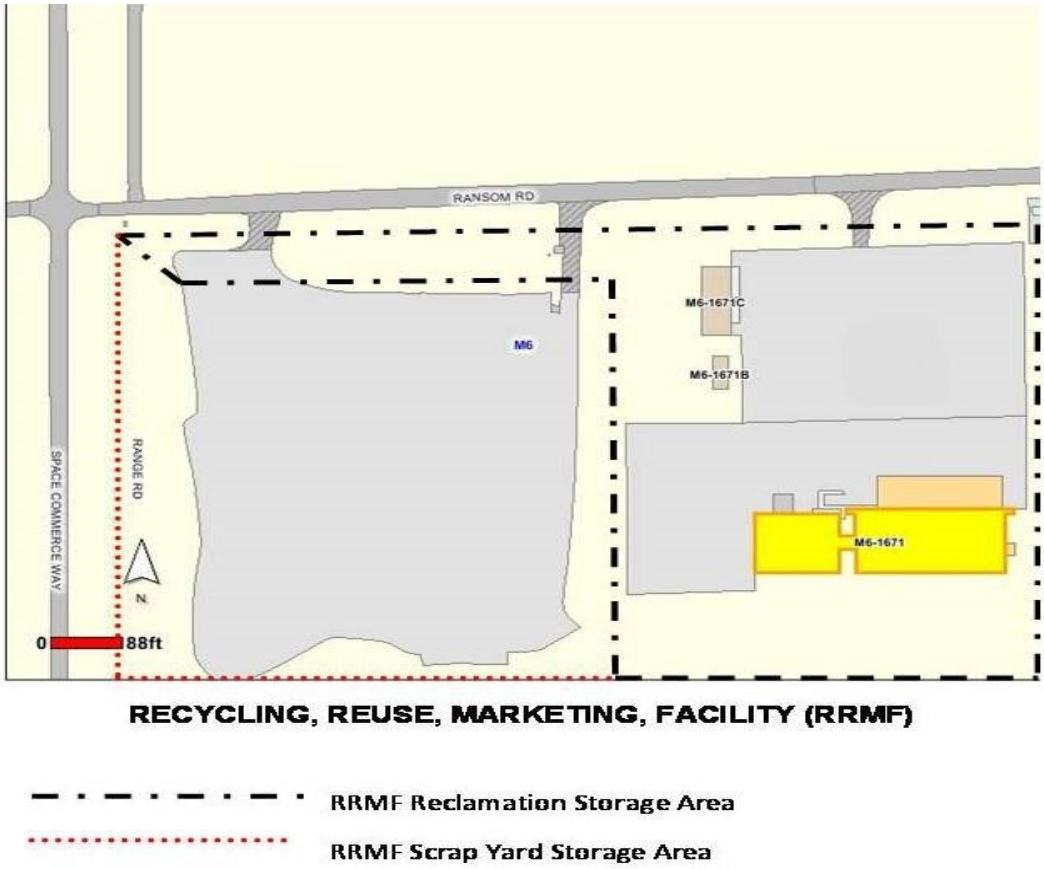

FIGURE 2: Disposal Condition Codes and Expanded Definition

1- Unused - Property that has never been used.

4- Used and in good condition - Property that shows some wear but can be used without significant repair.

7- Repairs required - Property which is unusable in its current condition but can be economically repaired.

X- Salvageable - Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

S- Scrap - Property which has no value except for its basic material content.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
KSC Form 7-49, Purchase Request (Supplies/Equipment or Property Turn-in)	Excess Property Disposal
NASA Form 1602 NASA Equipment Management System (NEMS) Transaction Document.	Excess Property Disposal
DD Form 1149, Requisition and Invoice/Shipping document	Excess Property Disposal
SF 1428, Inventory Disposal Schedule	Property Management Office
SF122 Transfer Order Excess Personal Property	Excess Property Disposal
SF 123 Transfer Order Surplus Personal Property	Excess Property Disposal
KSC Form 50-8, Visitors Log	Excess Property Disposal
KSC Form 50-391 (Reutilization)	Excess Property Disposal
NASA Form 1046 Transfer and /or Notification of Acceptance of Accountability of Real Property	Excess Property Disposal
LSV-F-5002, Secondary Containment Drainage Log	Excess Property Disposal

AFFECTED DIVISIONS/OFFICES

Engineering Services
Finance
FSEU and OM&E
Human Resources
Information Technology
Logistics
Program Management
Safety & Mission Assurance

MANAGEMENT ROLES AND RESPONSIBILITIES

BOSS Program Director: Ensures BOSS compliance to the requirements stated in this procedure. Reviews and approves or disapproves waiver requests written against this standard.

Department Manager: Ensures compliance within the Division to the requirements stated in this procedure.

Manager/Supervisor: Ensures compliance to the requirements stated in this procedure.

FUNCTIONAL ROLES AND RESPONSIBILITIES

End User – Ensure government property is not abused and all government property is turned in through the appropriate channels.

NASA Export Control Officer – Makes the determination if any GSA sale property meets the requirements for Export Control. If the property meets those requirements an Export Control Document must be signed by the winning bidder of the property.

Property Custodian – Identifies Tagged/Non Tagged equipment no longer needed and coordinates disposition with users. Ensures that proper documentation is completed for Excess requests utilizing Equipment. When necessary coordinates pickup of property.

Property Management Office – Establishing and implementing policy and procedures for the effective management of BOSS property.

Property Custodian – Identification and property disposition of property that is obsolete or no longer required.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
15 CFR 368	Export Administration Regulation
BOSS 80KSC018C0017	Base of Operations & Spaceport Services Contract
40 CFR 261	Electronic Code of Federal Regulations
EAP-H-2100	BOSS Waste Generator Handbook
KNPR 4000.1	Supply and Equipment System Manual
KNPR 8500.1	KSC Environmental Management
KSC Form 7-49	Purchase Request for Supplies/Equipment or Turn-In
KSC Form 28-828	Label, Hard Drive Wipes
KSC Form 50-8	Visitors Log
KSC Form 50-391	Reutilization
LSV-F-5002	Secondary Containment Drainage Log
NASA Form 1046	Notification of Acceptance of Accountability of Real Property
NASA FAR Supplement, Clause 18-52.245-71	Installation Provided Government Property
NASA Form 1602 Equipment Management System (NEMS) Transaction Document.	Excess Property Disposal Equipment or Turn-In
NPG 4300.1	NASA Personal Property Disposal Procedures and Guidelines, Appendices A,B,C,D,E
SF 122	Transfer Order Excess Personal Property

Document Number	Title
SF 123	Transfer Order Surplus Personal Property (Electronic version)
SF 1428, Inventory Disposal Schedule	Excess Property Disposal Equipment or Turn-In

ACRONYMS

A&D	Abandonments & Destruction
ACM	Asbestos Containing Material
ADPE	Automatic Data Processing Equipment
BOSS	Base of Operations & Spaceport Services
CAGP	Contractor Accountable Government Property
CCAFS	Cape Canaveral Air Force Station
CFE	Contractor Furnished Equipment
CFL	Computers for Learning
CFR	Code of Federal Regulations
CO	Contracting Officer
CPU	Central Processing Unit
DEMIL	Demilitarization
ECN	Equipment Control Number
FEA	Federal Electronic Assets
FSC	Federal Stock Class
GSA	General Services Administration
IAGP	Installation Accountable Government Property
IAMS PP&E	Integrated Asset Management System, Property, Plant & Equipment
IT	Information Technology
KSC	Kennedy Space Center
MHE	Material Handling Equipment
NASA	National Aeronautics and Space Administration
ODS	Oxygen Depleting Substance
PCB	Polychlorinated Biphenyls
PDO	Property Disposal Office
PMO	Property Management Office
PPM	Parts Per Million
PWQ	Process Waste Questionnaire
RP	Real Property
RRMF	Reutilization, Recycling, and Marketing Facility
SAP	Systems, Applications, and Products
SDS	Safety Data Sheet
SEMO	Supply Equipment Management Office
SF	Standard Form
TRP	Technical Response Package

DEFINITIONS

Asbestos – Asbestos-containing products, asbestos-containing material and non-friable and friable asbestos waste are regulated for use and disposal by the Toxic Substances Control Act (TSCA) 40 CFR 763, Subpart I, the OSHA (29 CFR 1910.1001), the Clean Air Act (CAA) (40 CFR 261), and in some states, by state regulations. Definitions of asbestos, and the various categories of its physical state causing it to be regulated, are found in Federal Regulations.

Contractor Furnished Equipment – Equipment that was acquired or purchased on the existing contract.

Disposal Condition Code – A code provided by the property custodian on turn-in documentation indicating the condition of the equipment at the time it is declared excess.

End User – The End User is the person or persons who are in control or possession of the said property.

E-Waste – Discarded electronic appliances such as mobile phones, computers, and televisions.

Excess in Place – A process by which the identified excess equipment is stored in place until it is reutilized, sold, or transported by a contracted scrap dealer. This form of excess is normally utilized when equipment is either too large to economically transport to the RRMF or when the equipment cannot be cleaned of potentially hazardous commodities.

Export Control Document – A document that is signed by the purchaser of sold GSA auction item. By signing the Export Control Document the purchaser agrees not to sell the property outside of the United States.

General Services Administration (GSA) – The Federal Agency given the responsibility for oversight of government-owned property.

Integrated Asset Management System (IAMS) – IAMS is a NASA-wide relational database designed to track and control property through its lifecycle from acquisition to disposal. The IAMS is composed of several modules including the SAP Financial module, the Equipment module, and the Disposal module.

Issue Request – A request for property that an individual needs to acquire from RRMF in order to perform their job at Kennedy Space Center.

Materials and Supplies in the Inventory Management System – Excess and defective items being excessed from stocked supplies and materials.

Non-Tagged Equipment – Equipment provided under Compliance, NASA FAR Supplement Clause 18-52.245-71,
Property Disposal Officer (PDO) – The NASA official responsible for disposal, allocation, and reutilization of surplus equipment assigned to Kennedy Space Center.

Reutilization, Recycling & Marketing Facility (RRMF) – The facility located on Ransom Road off of Space Commerce Way; Building M6-1671.

Property Custodian – The Property Custodian is a designated individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area.

SEMO – Supply Equipment Management Officer.

Personal Property – All tangible property other than real property such as machines, equipment, and tangible intellectual property.

Tagged Equipment – Government-owned equipment that is tagged and accounted for in the Equipment

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0-15	Initial Use on JBOSC	09/30/08
16	Update to reference process regarding disassembly of items received at RRMF; corrected AFS# information in Records section	03/28/11
17	Added requirements/verbiage regarding new FAR	07/02/12
19	Added electronic approvals; revised content	03/09/17
20	Updated to BOSS format	03/29/20

DOCUMENT APPROVALS

3/29/2020

X John Muzzy

John Muzzy
Department Manager, Logistics
Signed by: John Muzzy (affiliate)

3/29/2020

X Elizabeth Allen

Elizabeth Allen
Operations Manager, Logistics
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