

Form AEC-489
(5-62)

*See p 34 for radioactive
residue level for release.*

U.S. ATOMIC ENERGY COMMISSION
AEC MANUAL

TRANSMITTAL NOTICE

Appendix 5170 UTILIZATION OF EXCESS AND DISPOSAL
OF SURPLUS PERSONAL PROPERTY (HANDBOOK)

SUPERSEDED:

TRANSMITTED:

Number	Date	Number	Date
TN _____		TN 510u-16	
Chapter 5170, 5172, 5174, & 5175 (complete) 5180-10 & 11 (see Remarks, item 4 below)		Chapter _____	
Appendix 5170 (complete) 5174-031-A, B & C 5180-117		Appendix 5170 (handbook)	9/20/63

Memo of 7/28/54 - General Manager to
Managers of Field Offices, "House
Report No. 1910, 83rd Congress, 2nd
Session".

Memo of 11/6/62 - Controller to Managers
of Field Offices, "Use of DOD Excess."

REMARKS:

1. This appendix handbook contains the instructions, guidelines, and procedures for implementing the policy, objectives, responsibilities, and requirements of chapter 5170.
2. The handbook modifies, expands and updates AEC procedures on the basis of current applicable GSA regulations (already generally in effect in AEC pursuant to AEC policy for application of GSA regulations (see chapter 5101) or specific AEC implementations), other requirements, or practices which have been recommended in various special memoranda covering the expanded utilization program. (Previously, many of the procedures contained in GSA regulations were included only by reference.)
3. Significant revisions of previous instructions are:
 - a. elimination of (1) the procedure for circularizing stores items in long supply, (2) the requirement for submitting lists of needs for civilian type aircraft and helicopters to GSA - Washington, (3) the requirement contained in the General Manager's memorandum of July 28, 1954, for obtaining Headquarters approval of the acquisition of major ferrous or nonferrous scrap

(Continued)

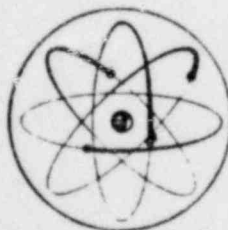
THIS DOCUMENT CONTAINS
POOR QUALITY PAGES

UTILIZATION
OF EXCESS

and

DISPOSAL
OF SURPLUS
PERSONAL
PROPERTY

HANDBOOK



OFFICE OF THE CONTROLLER

UNITED STATES ATOMIC ENERGY COMMISSION

HANDBOOK

UTILIZATION OF EXCESS
AND
DISPOSAL OF SURPLUS PERSONAL PROPERTY

AEC MANUAL APPENDIX 5170

OFFICE OF THE CONTROLLER
UNITED STATES ATOMIC ENERGY COMMISSION

UTILIZATION OF EXCESS AND DISPOSAL
OF SURPLUS PERSONAL PROPERTY

AEC Appendix 5170

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PART X
PROPERTY REQUIRING SPECIAL UTILIZATION OR
DISPOSAL PROCEDURES

A. NARCOTICS

1. Utilization

When it has been determined that usable narcotic drugs are excess to AEC, the holding activity shall solicit and may transfer such narcotics to the following Federal agencies only:

- a. Department of Defense;
- b. Veterans Administration;
- c. Department of Health, Education and Welfare;
- d. Office of Territories, Department of the Interior; and
- e. Such other Federal agencies as may be designated by the Administrator of GSA in special cases.

Excess drugs remaining after compliance with these utilization procedures may be determined surplus without reporting to GSA.

2. Disposal by Donation

Surplus narcotic drugs shall not be donated except to State agencies for use for civil defense purposes. Donation to State agencies for use for such purposes shall be made pursuant to the provisions of part VII provided that the determinations of usability and need required thereby shall, in every case, be accompanied by:

- a. a detailed listing of the State agencies to which DHEW requests transfer and the type and quantity of each narcotic drug proposed to be transferred to each State agency;
- b. a certificate signed by an authorized State agency official of each State to which DHEW requests transfer. Such certificate shall state that the State agency:

(1) has available at locations, which must be identified in the certificate, adequate facilities for the storage and handling of the narcotic drugs requested, and

(2) will use such facilities for the protection thereof, including protection against theft and pilferage;

c. a statement, signed by the appropriate Narcotics District Supervisor for the area where the narcotic drugs are to be stored and handled, to the effect that the storage facilities proposed by the State to be used for the storage and handling of the narcotic drugs are adequate.

3. Disposal by Abandonment shall not be permitted.

4. Disposal by Destruction

a. The following surplus narcotic drugs shall be destroyed by the holding AEC installation in accordance with the provisions of b and c below:

- (1) narcotics in a deteriorated condition or otherwise unusable;
- (2) quantities of narcotic drugs determined to be surplus at one time and one place having an acquisition cost of less than \$500; and
- (3) narcotics which have been offered for sale in accordance with the provisions of part VIII, but for which no satisfactory or acceptable bids have been received.

b. Destruction of narcotics shall be accomplished in the following manner:

- (1) if soluble, they may be dissolved in water and dissipated through the sewer;

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- 2) if insoluble, they may be burned;
- (3) they may be destroyed in any other manner which annihilates the substance as a narcotic drug and precludes the utilization of any portion thereof in any other form of narcotic; and

- (4) destruction shall be performed by an employee of the AEC installation in the presence of two additional employees of the installation as witnesses to such destruction.

When surplus narcotic drugs have been destroyed, the fact, manner and date of such destruction and the type and quantity so destroyed shall be certified to by the employee charged with responsibility for such destruction. The two employees who witnessed the destruction shall sign the following statement, which shall appear on the certification below the signature of the certifying employee:

I have witnessed the destruction of the narcotic drugs described in the foregoing certification in the manner and on the date stated therein.

_____ Witness _____ Date

_____ Witness _____ Date

5. Disposal by Sale

Surplus narcotic drugs which have not been requested for donation to State agencies for civil defense purposes and those which are not required to be destroyed shall, unless otherwise authorized and directed by GSA, be offered for sale by sealed bids by the holding AEC installation in accordance with the provisions of part VIII, provided, that the following safeguards and instructions also shall be observed:

- a. Effort shall be made to limit the distribution of any sales offering of narcotic drugs to registered manufacturers of narcotic drugs.

- b. The sales offering shall include the following special conditions of sales:

Any bid for any of the items included in this offering will be rejected unless the bidder signs the following certification on all copies of the bid submitted by him as a condition of any award and sale to him of such items:

The undersigned represents and warrants that he is registered under the Federal Narcotics Laws and is authorized by law and by the Bureau of Narcotics, Department of the Treasury, as a manufacturer of narcotic drugs.

No award will be made and no sale will be consummated pursuant to this offering until after the AEC installation disposing of the narcotics has obtained from the Bureau of Narcotics, Department of the Treasury, confirmation in writing of the authority of the bidder to manufacture narcotic drugs, and approval of the award as to type and quantity proposed for sale to one buyer.

- c. As a condition precedent to the making of an award pursuant to a sales offering of narcotic drugs, the AEC installation having control of the surplus narcotics shall submit to the Bureau of Narcotics, Department of the Treasury, Washington 25, D.C., the following:

- (1) the name of the bidder to whom the sale is proposed to be made;
- (2) the name and address of the selling activity;
- (3) a description of the narcotic drugs and how packaged and the quantity of such drugs proposed to be sold to the bidder referred to above;

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- (4) the acquisition cost of the narcotic drugs proposed to be sold;
- (5) identification of the sales offering by its number; and
- (6) a request for advice as to whether the bidder to whom the sale is proposed to be made is authorized by law to manufacture narcotic drugs and whether there are any objections to the proposed sale.

**B. UNSERVICEABLE PROPERTY
(SALVAGE AND SCRAP)**

1. General

A continuous clean-up program shall be maintained at all AEC installations to locate, efficiently handle, and promptly dispose of unserviceable property (salvage and scrap) in accordance with the disposal methods described in part VIC, as appropriate. Property inventories and construction, wrecking, dismantling and other projects which might produce scrap, should be regularly reviewed, particularly for metals and other items which offer potentials as marketable materials and economic returns to the Government.

Managers of Field Offices are responsible for the establishment of adequate controls to assure that property is properly classified as serviceable or unserviceable.

2. Scrap Metals

Scrap metals shall be segregated to the maximum economical extent consistent with good industrial practice and not inconsistent with AEC policy concerning competition with commercial industrial type activities (see IAD 7600-1, to be issued as chapter 7601);

The practice of providing bins or other containers at the point of origin for each type of scrap being produced not only reduces costs by insuring maximum recovery from the scrap, but has additional advantages from the

point of view of housekeeping and safety. Segregation and appropriate marking at the source of scrap metal which is contaminated with radioactive materials, based on kind and degree of contamination, is particularly advantageous because of the special procedures applicable to this type of material. (See 3 below.)

3. Radioactively Contaminated Metal Scrap

See Chapter 5182, Disposal of Surface Uranium-Contaminated Metal Scrap.

**C. RADIOACTIVELY CONTAMINATED
PROPERTY OTHER THAN METAL
SCRAP. (This section is currently
under revision.)**

The following special procedures shall apply to the utilization and disposal of excess and surplus radioactively contaminated equipment:

1. Prior to disposal, with due consideration to the economic factors involved, every effort shall be made to reduce the level of radioactive contamination of items of excess or surplus equipment to the lowest practicable level.

(a) Each excess item of equipment having a history of use in an area where exposure to radioactive materials may occur shall be monitored using appropriate instruments and techniques by qualified personnel of the AEC installation or contractor generating the excess. If monitoring of the equipment indicates that the contamination does not exceed the surface concentrations shown below, it shall be utilized and disposed of in the same manner as uncontaminated equipment.

- (1) 2000 disintegrations per minute per 100 cm² for alpha emitting materials other than plutonium;
- (2) 500 disintegrations per minute per 100 cm² for plutonium;

(3) 0.1 millirad per hour for items of property known to have been in contact with strontium 90, calcium 45, zirconium 95, bismuth 210, and radium 226, measured with the unshielded probe in contact with the contaminated surface;

(4) 0.3 millirad per hour for beta and/or gamma emitters other than those listed in (3) above, measured with the unshielded probe in contact with the contaminated surface.

(b) If monitoring of the equipment, after thorough cleaning, indicates that the values shown in (a) above are exceeded due to activity fixed on the surface, but that the beta and/or gamma radiation is not greater than 1.0 millirad per hour in contact with the probe, it shall be utilized and disposed of in the same manner as uncontaminated equipment except that after monitoring a durable plastic or metal tag embossed with the following inscription shall be firmly attached in a conspicuous place to each such item:

FIXED SURFACE RADIOACTIVITY

Do not store within 5 feet of

Photographic Film

NOT A PERSONNEL HAZARD

In addition, when such equipment is circularized within AEC, reported to GSA, or otherwise disposed of, the kind and degree of contamination must be plainly indicated on all pertinent documents.

(c) If monitoring of the equipment after thorough cleaning indicates contamination exceeding 1.0 millirad per hour in contact with the probe, it may be disposed of by (1) transfer within AEC or to another Federal agency or (2) abandonment or destruction under conditions specified in part IX. Transfers will be considered only if adequate safeguards are determined to be available to protect

personnel who may come in contact with the equipment. As a minimum, these shall provide that (1) any shipment conform to the special transportation requirements of chapter 5201 as to packing, marking, escorting, etc., and (2) each transferee have adequate facilities and trained personnel available to safely handle the receipt and use of the equipment. In addition, the kind of radiation and degree of contamination must be plainly marked on all pertinent documents.

D. TRADING STAMPS

Internal procedures which will result in the least administrative burden or cost shall be established for handling trading stamps received by AEC installations in connection with Government purchases. Such procedures should provide for a minimum of administrative and accounting controls.

1. Where trading stamps can be redeemed in a feasible and practical manner, and the best interests of the procuring activity and the Government would be served thereby, arrangements should be made for redemption at the lowest appropriate organizational level.
2. If AEC or the cost-type contractor has no need for such trading stamps or for redeeming them for merchandise, in connection with the discharge of its functions, arrangements should be made to transfer them, without reimbursement or accountability, to a nearby Federal hospital or other similar Federal institution such as those operated, managed or supervised by any one of the following:

- a. Veterans Administration (hospitals, centers, and domiciliaries);
- b. Public Health Service, DHEW; or
- c. Department of Defense.

Prior to such transfer, it should be ascertained that the proposed recipient

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agency is prepared to receive and utilize the stamps.

the General Services Administration for stockpiling.

E. STRATEGIC AND CRITICAL MATERIALS

1. General

This section contains procedures for reporting and transferring excess strategic and critical materials to the GSA-maintained stockpile and references to information pertaining to utilization of stockpiled materials. AEC offices will cooperate with the General Services Administration in its stockpile program for excess strategic and critical materials, in accordance with the policy stated in subsection 170-056.

2. General Requirements for Reporting to GSA

Managers of Field Offices are responsible for assuring that the Government-owned materials listed, and in the minimum quantities specified in annex 7 are reported to the General Services Administration for stockpiling purposes after they have been determined to be excess to AEC in accordance with the requirements of part III D for circularizing lists of excess property within AEC.

Excess strategic materials at any one location in lots less than the minimum quantities specified in annex 7 shall be retained until the specified minimum is accumulated at which time, and thereafter, the materials shall be reported to the GSA. This shall not apply, however, if it is determined that there is no reasonable prospect of accumulating within 12 months the minimum quantities specified.

3. Form of Report to GSA

Reports shall be made, as follows, to the General Services Administration, Defense Materials Service, General Services Building, Washington 25, D. C. which will determine whether the materials shall be transferred to

a. Upon determination that such materials are excess to AEC, advance notification shall be given by letter to GSA showing the location and amount and describing the material in sufficient detail as to chemical or other composition, specification, size, etc., to indicate the nature of each strategic material. Complete purchase specifications or material content analyses shall be included whenever available.

b. GSA will review the advance notification letter and if it decides that the material appears to conform to stockpile requirements, it will furnish the reporting activity with complete reporting instructions. Following this, a report shall be submitted to GSA on Standard Form 125, Report of Strategic and Critical Materials. Standard Form 125a shall be used when a continuation sheet is necessary.

4. Items Not Selected for Stockpiling

When GSA determines and advises that reported strategic and critical materials are unsuitable for stockpiling, such materials will not thereafter be subject to the provisions of this section and shall be utilized and disposed of in accordance with the regular utilization and disposal procedures in this appendix.

5. Transfers to the Stockpile

a. General

Excess strategic materials selected for stockpiling shall be transferred in accordance with instructions furnished by GSA.

b. Withdrawals

Subject to approval of GSA, materials reported to GSA may be withdrawn provided they have not been transferred to the national stockpile.

c. Reimbursement

Transfers to the national stockpile shall be made without reimbursement. Costs of preparation for shipment, conversion and transportation (including any maintenance and storage after date of shipment) are chargeable to GSA.

6. Utilization of Stockpiled Materials

From time to time, GSA distributes (through the Defense Materials Regulations series) information concerning excess stockpiled materials which are available for transfer to Government agencies for their direct use. AEC policy and instructions pertaining to the procurement of these excess materials are in AECPR 9-5 (to be issued).

F. ABANDONED AND FORFEITED
PRIVATE PROPERTY

This section is limited to those procedures which it is considered AEC would normally have occasion to use. More complete coverage of this subject is included in GSA Regulations 1-III-part 4 and 1-IV-part 5.

1. Utilization

This subsection provides procedures for the reporting and transfer within the Government of private property which has been abandoned to any Federal agency or forfeited to the United States.

a. Abandoned Private Property Required to be Reported

Except as provided in paragraph b below, abandoned private property shall be reported promptly to the Personal Property Division, Utilization and Disposal Service, GSA, Region 3, General Services Regional Office Building, Washington 25, D. C. The report shall be prepared in accordance with the provisions of GSA Regulations Title 1-III-402. It is assumed that AEC does not seize property, hence is not concerned with reporting forfeited property.

b. Abandoned Private Property Not Required to be Reported

The following abandoned private property need not be reported to GSA:

- (1) abandoned or condemned tobacco, snuff, cigars or cigarettes which the holding agency estimates will not, if offered for sale by competitive bid, bring a price equal to the internal revenue tax due and payable thereon; and which is subject to destruction, or delivery without payment of any tax, to any hospital maintained by the United States for the use of present or former members of the military or naval forces of the United States;
- (2) scrap or salvage;
- (3) animals;
- (4) any item or group of similar items when such items are at any one location, and have a value of less than \$100;
- (5) money and valuable securities;
- (6) perishable commodities and items prohibited by law from sale to the public;
- (7) property dangerous to public health or safety;
- (8) property not the subject of a court proceeding which the holding activity desires to retain for official use;
- (9) property determined by competent authority to be classified for reasons of national security and otherwise handled in accordance with applicable provisions of law;
- (10) motor vehicles which qualify for replacement under replacement standards provided in appendix 5142.

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(11) narcotics, which, regardless of quantity, condition, or acquisition cost, shall be reported to the Bureau of Narcotics, Department of the Treasury, Washington 25, D.C.

c. Custody and Care and Handling of Forfeited or Abandoned Private Property

GSA generally will not take possession of private property that has been forfeited or abandoned. Holding agencies will retain custody and be responsible (including responsibility for care and handling) for the property until it is disposed of. If the holding agency has paid costs of storage, towing, care, handling, or transportation, it should advise any transferee agency as to such costs in advance of transfer and may request reimbursement for such costs.

d. Transfer of Abandoned and Forfeited Private Property

(1) Information as to Availability

Information concerning abandoned and forfeited private property reported to GSA by Federal agencies is generally communicated informally by GSA Region 3 to the Headquarters Office of Federal agencies known to be interested in the type of property available.

(2) Method of Accomplishing

The transfer of forfeited and abandoned property shall be accomplished by the submission of purchase orders to GSA Region 3, Utilization and Disposal Service, Personal Property Division, General Services Regional Office Building, Washington 25, D. C., for approval. See GSA Regulations Title 1-III-404 and AECPR 9-5 (to be issued).

2. Disposal

Abandoned private property which is not required to be reported to GSA under F 1 a of this part may be sold at any time after three months from the date of abandonment. Sales shall be by competitive bid as prescribed by part VIII.

Any property reported to GSA shall be disposed of as determined by GSA.

3. Former Owner Claims

A former owner may be reimbursed for private property which he abandoned if he files a proper claim within three years from the date that title to the property was vested in the Government. Any such reimbursement shall not exceed proceeds from the sale of the property or, if the property was used or transferred, its fair value at the time title was vested in the Government, less (in either case) costs incident to care and handling of the property, as determined by the manager of the field office or his designee.

Appropriate records shall be maintained until the three-year period for filing claims has elapsed.

G. STAINLESS STEEL

1. Initial Circularization

Stainless steel products determined to be excess to the requirements of an AEC installation shall be listed and circularized within AEC in the usual manner.

2. Establishment of Reserve

Any property remaining after AEC circularization (except as indicated below) shall be held in reserve.

Noncommercial shapes, obsolete items, contaminated stainless steel products, items of stainless steel alloys not widely used within AEC, items in used or in-need-of-repair condition, or which have

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failed the corrosion test, odd sized or specialty items, and all line items having an acquisition cost of less than \$500, shall not be held in reserve but shall be utilized and disposed of in accordance with the usual utilization and disposal procedures contained in this appendix.

Circularization of Reserve

Quarterly (January, April, July and October of each year) each field office shall prepare a consolidated listing of the stainless steel held in reserve and recircularize it within AEC. Each list shall be marked "AEC Stainless Steel Reserve Stock" and two copies shall be forwarded to the Office of the Controller, Headquarters, Attention: Property and Supply Management Branch. Extreme care must be taken to include all available information such as shape; whether hot rolled, forged, extruded, cold finished; chemical analysis; heat number; grade when not procured on basis of chemical analysis; lot number; type of test; test certificate number; surface finish; identification marking; indication that material passed corrosion test, etc. In addition, each list should be arranged by size and type so that description of every item listed need not be read in order to locate a specific item.

4. Review of Reserve

If no requirement has been indicated for items in the reserve stock within one year after being reserved, the lists shall be reviewed by the field office from the standpoint of future potential use. If such review fails to indicate a future potential use, the items may be reported to GSA and transferred or donated in accordance with the usual procedures.

5. GSA Release of Surplus Reserve

Any line items of stainless steel reserve released by GSA for sale shall be included in future stainless steel reserve lists for one additional year

and at the expiration of that period shall be again reported to GSA.

Any such items then released by GSA for sale may, at the option of the reporting office, be retained in reserve or disposed of by sale.

H. GARBAGE

All invitations to bid for removal of garbage from property occupied or controlled by the Federal Government, unless specifically requiring destruction by incineration, shall state that all bidders must comply with basic requirements for sterilization prescribed by the Animal Disease Eradication Division, Department of Agriculture.

In the interest of uniformity, the following provision shall be included in all invitations to bid where garbage collected may, under any circumstances, be fed to swine:

Prior to award, the bidder agrees to furnish a certification from an Animal Disease Eradication Division representative of the U.S. Department of Agriculture, that he possesses adequate and approved garbage sterilization equipment. In the event of an acceptance of his bid by the Government, the bidder warrants that all garbage received under the contract will be sterilized not less than 30 minutes at 212° F before being fed to swine.

I. DANGEROUS PROPERTY

1. General

No property shall be transferred or disposed of that is dangerous to public health or safety without rendering it innocuous or providing adequate safeguards for it (including decontamination if such action is found to be in the interest of public health, safety or security -- see this part, sections B and C concerning radioactively contaminated property).

2. Explosives

The following procedure shall apply in any disposal of high explosives (including but not limited to dynamite,

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TNT, and demolition blocks), supplies used for blasting purposes (such as blasting caps, fuse lighters, detonators, detonating cord, primcord, primers, and fuses), and chemicals used in the manufacture of ammunition primers:

- a. All materials of the above classifications shall be properly identified in any offering with respect to their hazardous characteristics.
- b. All materials of the above classifications shall be labeled prior to shipment so that their hazardous character will be immediately evident upon inspection.
- c. Purchasers of materials of the above classifications shall be required to execute the following certification:

It is hereby certified that the purchaser will comply with all applicable Federal, State, and local laws, ordinances, and regulations with respect to the care, handling, storage, and shipment, resale, export and other use of the materials hereby purchased, and that he is the user of, or dealer in said materials capable of complying with all applicable Federal, State and local laws. This certification is made in accordance with and subject to the penalties of section 1001 of Title 18 of the United States Code, Crime and Criminal Procedures.

J. ARMS, AMMUNITION AND IMPLEMENTS OF WAR

1. Donation

Surplus 38-caliber pistols and revolvers of the types normally carried by policemen, shotguns with 18 inch or longer barrels, and 22-caliber rifles with 16 inch or longer barrels shall be made available for donation to organized and auxiliary police units established pursuant to the laws of the State in which the units are located

when such units are recognized by the Office of the Assistant Secretary of Defense (Civil Defense). Screening will be permitted as provided in part VII B 4.

Each DHEW Notice of Determination, HEW Form 136, concerning such items must be supported by OCDM Form 376 containing the following certification signed by an authorized representative of the Office of the Assistant Secretary of Defense (Civil Defense):

"Because of the nature of this equipment, its donation under the Federal Property and Administrative Services Act of 1949, as amended, will be limited to duly constituted law enforcement departments for use by personnel, including auxiliary police, subject to the authority, control, and direction of the donee. These weapons and ammunition will be issued only to personnel who have successfully completed acceptable police instructional and training courses in their use. So-called 'Auxiliary Police' who do not function subject to the Chief of Police or Sheriff or other lawfully constituted law enforcement head of the jurisdiction concerned are not eligible for donation of this property."

Insofar as the use of the property is concerned, AEC's responsibility ends with the receipt of an approved DHEW Form 136 accompanied by a properly executed OCDM Form 376.

2. Sale

Surplus shotguns having a barrel or barrels of 18 inches or more in length and hand-operated bolt-action rifles having a barrel or barrels of 16 inches or more in length may be disposed of at public sale. Other types of firearms may be sold, after approval of the Administrator, GSA (requested through the Office of the Controller, Headquarters), to a State or local Government at the fair market value. (As used here, firearm means any weapon, by whatever name known,

which is designed to expel a projectile or projectiles by the action of an explosive, and a muffler or silencer for any such weapon.)

3. Other Disposition

Surplus arms which are not disposed of under 1 or 2 above and surplus implements of war and ammunition shall be reported to the nearest Ordnance Depot, Department of the Army, for disposition instructions. If the Department of the Army authorizes disposal without specific disposal instructions, the property shall be disposed of only:

- a. after demilitarization (preserving civilian utility or commercial value so far as possible), or
- b. if firearms are involved, as scrap, after total destruction by crushing, cutting, breaking, or deforming (to be performed in a manner to assure that firearms are rendered completely inoperable and to preclude their being made operable).

K. CLASSIFIED PROPERTY

Classified personal property shall be stripped of all characteristics which cause it to be classified or otherwise rendered unclassified prior to disposal in accordance with instructions of the manager of the field office concerned. Declassification shall be accomplished in a manner which will preserve, so far as practicable, any civilian utility or commercial value of the property.

L. AGRICULTURAL COMMODITIES

1. Sales Not Requiring Reference to the Department of Agriculture

Surplus agricultural commodities, surplus foods processed from agricultural commodities, and surplus cotton or woolen goods may be disposed of by field offices in accordance with the usual disposal procedures contained in this appendix, without reference to the Department of Agriculture, in the following instances:

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- a. where the quantity of such commodity or product in any one location has an acquisition cost not in excess of \$5,000; or
- b. where such commodity or product may be disposed of immediately to prevent spoilage; or
- c. where the quantity to be sold during any one month has an acquisition cost not in excess of:
 - (1) raw cotton, wheat, and other grains, flour, leaf tobacco, and cotton and woolen goods - \$300,000;
 - (2) meat, poultry and poultry products, peanuts and other fats and oils - \$50,000;
 - (3) all other agricultural commodities, and foods processed from agricultural commodities - \$25,000.

2. Sales Requiring Reference to the Department of Agriculture

With respect to quantities of surplus agricultural commodities, surplus goods processed from agricultural commodities and surplus cotton or woolen goods, in excess of the amounts specified in 1 above, Field Offices shall obtain from the Commodity Stabilization Service, Department of Agriculture:

- a. a determination, with appropriate instructions, that the commodities or products should be transferred to the Department of Agriculture for disposition; or
- b. a statement setting forth the conditions and prices which should be used by the holding agency in the disposition of the commodities or products.

Section 203(h) of the Federal Property and Administrative Services Act of 1949, as amended, and GSA regulations provide for transfer to the Department of Agriculture without charge.

**M. AUTOMATIC DATA PROCESSING
EQUIPMENT**

(See Chapter 1801, Automatic Data Processing (ADP) Equipment, and its appendix.)

N. RADIUM AND RADIUM COMPOUNDS

Radium and radium compounds (including radium, mesothorium, radium D, and associated radioactive substances) determined to be in excess of the requirements of an AEC installation shall be listed and circularized within AEC in accordance with the procedures established in this appendix, except that (1) separate listings shall be used, plainly indicating the type of property involved and (2) the circularization period shall be 45 calendar days from the date of transmittal. Transfers of excess radium and radium compounds within AEC shall be made in accordance with the provisions of appendix 1101, part III, section B 3 a. Excess radium and radium compounds remaining after AEC circularization shall be reported to the New York Operations Office and disposed of in accordance with instructions issued by that office.

O. PLATINUM

Radioactively contaminated platinum and platinum alloys should be reported to NY and disposed of in accordance with instructions issued by that office. Any uncontaminated platinum determined to be excess to AEC shall be reported to NY for instructions for transfer. (For pricing, see appendix 1101, part III, section B 3 a.)

P. EXCESS ARMOR PLATE

When armor plate acquired from the Bureau of Ordnance, Department of the Navy, becomes excess to an AEC installation, it may be listed, circularized and transferred within the AEC in the same manner as other excess property. However, when scrap and armor plate is determined to be excess to AEC, regardless of its quantity or condition (except for chips, borings, turnings, and small pieces resulting from fabrication processes which may be included with other ferrous metal scrap and sold), it shall be reported to the Bureau of Ordnance, Code Ma3a, Washington 25, D.C. and shall not be disposed of except in accordance with instructions of that agency.

Q. PRODUCTION EQUIPMENT

1. Prior Approval Requirement

Production equipment in the categories listed in annex 8 which is determined to be surplus or which is to be replaced, shall not be sold without prior approval of the Office of Emergency Planning (see also section V below). Requests for such approval, describing the equipment and providing the information outlined in a - g below, shall be mailed or teletyped to the Property and Supply Management Branch, Office of the Controller, Headquarters, for referral to OEP through appropriate Headquarters channels.

- a. Complete identification including model and serial number and year of manufacture (including a listing of all accessories);
- b. Location;
- c. Production equipment and manufacture code numbers;
- d. Condition Code (as of date of request);
- e. Acquisition cost;
- f. Skidding dimensions; and
- g. Gross weight.

2. Exception

Items of production equipment in Condition Code E-4, O-4, R-3, and R-4 do not require OEP approval.

R. INTANGIBLE PROPERTY

The disposal of certain intangible personal property, such as patents, patent rights, and copy rights, is covered by AECPR 9-9.

**S. PRINTING, BINDING AND RELATED
OR AUXILIARY EQUIPMENT**

See chapter 0261 and its appendix for clearance requirements and other procedures.

After printing and binding equipment has been determined to be surplus pursuant to the requirements of chapter 0261, it becomes donable and subject to other surplus disposal provisions of this appendix for handling in the same way as other surplus personal property.

**T. LICENSE TAGS (MOTOR VEHICLE)
AND TRANSFER OF TITLE TO
MOTOR VEHICLES**

(See appendix 5142.)

**U. EXCESS PERSONAL PROPERTY ON
OR WITHIN EXCESS REAL PROPERTY**

Excess personal property which is located on or within excess real property shall be handled in accordance with the regular utilization and disposal procedures of this appendix. The fact of its location on excess real property shall be noted on any reports to GSA.

V. PROPERTY TO BE REPLACED

When property is determined to be available for exchange or sale in connection with

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the acquisition of similar property, pursuant to GSA Reg. 1-II-213, such property is a replacement item and is not excess. However, replacement items shall, to the fullest extent practicable or economical and prior to any disposal action, be offered for transfer to other AEC installations or Federal agencies known to use or distribute such property, except that no attempt need be made to obtain further utilization of property which is eligible for replacement in accordance with standards prescribed by GSA.

Reimbursement for such transfers is subject to agreement between the parties concerned providing, however, that such reimbursement shall not exceed the best estimate of gross proceeds if the replacement item were sold on a competitive bid basis.

(See Chapter 9135, Exchange or Sale of Personal Property for Replacement Purposes).