

**§ 2812.4**

**7 CFR Ch. XXVIII (1–10 Edition)**

**§ 2812.4 Procedures.**

- (a) [Reserved]
- (b) Each agency head will designate in writing an authorized official to approve donations of excess property/equipment under this part.
- (c) After USDA screening has been accomplished, excess personal property targeted for donation under this part will be made available on a first-come, first-served basis. If there are competing requests, donations will be made to eligible recipients in the following priority order:
  - (1) Educationally useful Federal equipment for pre-kindergarten through twelfth grade educational institutions and community-based educational organizations in rural EZ/EC communities;
  - (2) Educationally useful Federal equipment for pre-kindergarten through twelfth grade educational institutions and community-based educational organizations not in rural EZ/EC areas;
  - (3) All other eligible organizations.
- (d) Upon reporting property for excess screening, if the pertinent USDA agency has an eligible organization in mind for donation under this part, it shall enter “P.L. 102-245” in the note field. The property will remain in the excess system approximately 30 days, and if no USDA agency or cooperator requests it during the excess cycle, the Departmental Excess Personal Property Coordinator will send the agency a copy of the excess report stamped, “DONATION AUTHORITY TO THE HOLDING AGENCY IN ACCORDANCE WITH P.L. 102-245.” The holding USDA agency may then donate the excess property to the eligible organization.
- (e) Donations under this Part will be accomplished by preparing a Standard Form (SF) 122, “Transfer Order-Excess Personal Property”.
- (f) The SF-122 should be signed by both an authorized official of the agency and the Agency Property Management Officer. The following information should also be provided.
  - (1) Name and address of Donee Institution (Ship to)
  - (2) Agency name and address (holding Agency)
  - (3) Location of property

- (4) Shipping instructions (Donee contact person)
- (5) Complete description of property, including acquisition amount, serial no., condition code, quantity, and agency order no.
- (6) This statement needs to be added following property descriptions. “The property requested hereon is certified to be used for the conduct of technical and scientific education and research activities. This donation is pursuant to the provisions of Pub. L. 102-245.”
- (g) Once the excess personal property/equipment is physically received, the donee is required to immediately return a copy of the SF-122 to the donating agency indicating receipt of requested items. Cancellations should be reported to DEPPC so the property can be reported to the General Services Administration (GSA).

NOTE: The USDA agency shall send an informational copy of the transaction to GSA. [60 FR 34456, July 3, 1995, as amended at 65 FR 69857, Nov. 21, 2000]

**§ 2812.5 Restrictions.**

- (a) The authorized official (see § 2812.4(b)) will approve the donation of excess personal property/equipment in the following groups to educational institutions or nonprofit organizations for the conduct of technical and scientific educational and research activities.

ELIGIBLE GROUPS	
FSC group	Name
19 .....	Ships, Small Craft, Pontoons, and Floating Docks.
23 .....	Vehicles, Trailers and Cycles.
24 .....	Tractors.
37 .....	Agricultural Machinery and Equipment.
43 .....	Pumps, Compressors.
48 .....	Valves.
58 .....	Communication, Detection, and Coherent Radiation Equipment.
59 .....	Electrical and Electronic Equipment Components.
65 .....	Medical, Dental, and Veterinary Equipment and Supplies.
66 .....	Instruments and Laboratory Equipment.
67 .....	Photographic Equipment.
68 .....	Chemicals and Chemical Products.
70 .....	General Purpose Automatic Data Processing Equipment, Software Supplies, and Support Equipment.
74 .....	Office Machines and Visible Record Equipment.

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NOTE: Requests for items in FSC Groups or Classes other than the above should be referred to the agency head for consideration and approval.

(b) Excess personal property/equipment may be donated for cannibalization purposes, provided the donee submits a supporting statement which clearly indicates that cannibalizing the requested property for secondary use has greater potential benefit than utilization of the item in its existing form.

### § 2812.6 Title.

Title to excess personal property/equipment donated under this Part will automatically pass to the donee once the sponsoring agency receives the SF-122 indicating that the donee has received the property.

### § 2812.7 Costs.

Donated excess personal property/equipment is free of charge. However, the donee must pay all costs associated with packaging and transportation, unless the sponsoring agency has made other arrangements. The donee should specify the method of shipment.

### § 2812.8 Accountability and record-keeping.

USDA requires that property requested by a donee be placed into use by the donee within a year of receipt and used for at least 1 year thereafter. Donees must maintain accountable records for such property during this time period.

### § 2812.9 Disposal.

When the property is no longer needed by the donee, it may be used in support of other Federal projects or sold and the proceeds used for technical and scientific education and research activities.

### § 2812.10 Liabilities and losses.

USDA assumes no liability with respect to accidents, bodily injury, illness, or any other damages or loss related to excess personal property/equipment donated under this part. The donee is advised to insure or otherwise protect itself and others as appropriate.