

Donation and/or Disposition of Computerized Equipment in Job Corps Guidance Update: September 2009

1. Computers should be organized separately as working or non-working, physically identified as such, and stored and protected in a designated area away from operating computers. An SF-120 (Excess Property) will be completed, with federal authorization signature (usually the PM), for all excessed computer equipment. A single SF-120 may be completed for all computer equipment excessed at a single point in time and will include all standard identifying information (e.g., description of item, serial number [as available], etc.).
2. Working computer equipment that is identified for donation must be physically identified as “pending donation/disposition.”
3. Prior to donation or disposition, hard drives of computerized equipment will first be sanitized and all student records and/or personally identifiable information (PII) will be removed in accordance with Job Corps policy.
4. Actions for donations of working computers to an appropriate CFL donation site are initiated (<http://computersforlearning.gov>). Donation entities must sign off on inventory received, and those records must be maintained with the property records of the contractor.
5. Where CFL donation is not available, equipment should be listed with GSA (via GSAccess) for inter-agency transfer and/or external sale. Formal sighting of property is not required prior to donation to a CFL site or listing with GSA, although GSA may require a condition code designation.
6. Where GSA is unable to transfer (or sell) property, other donation sites may be considered. Such donations shall only be made to legal nonprofit organizations with tax ID numbers. Donation entities must sign off on inventory received, and those records must be maintained with the property records of the contractor. Failure by the contractor to obtain, maintain, and produce such records at the request of the government could result in findings of liability assessed against the contractor.
7. Where equipment is not donated or transferred internally or externally (via GSA), the equipment will follow existing procedures for recycling and/or disposal. Computer equipment and electronics must follow specific environmental regulations for disposal. Centers should ensure that waste disposal companies that are used for disposing of computers and electronic equipment can demonstrate that they are in compliance with existing federal, state, and local environmental regulations. Disposal documentation, as required by Job Corps property policy and federal regulation, must be maintained with the contractor’s property records. Failure by the contractor to obtain, maintain, and produce such records at the request of the Government could result in findings of liability assessed against the contractor.

8. **Working excess computers that are slated for donation or GSA transfer are not subject to formal sighting by a federal representative, nor are they eligible for redistribution via EPMS Redistribution/Marketplace, and they should not be listed for internal transfer within Job Corps.** However, non-working computers that have been excessed and are not slated for donation or GSA transfer **must** be sighted prior to disposal or recycling by a federal representative. This policy is in place for all computers in Job Corps, regardless of funding source (i.e., ARRA-funded, program-funded, or otherwise acquired).

9. UNICOR is a federally supported organization with a major focus on the recycling of computers, electronics, and other materials. In certain U.S. areas, UNICOR will pick up recyclables, including computers and other equipment, where there is a sufficient amount of material (usually 15 or more computers; however, other equipment may be added to increase the size of the UNICOR pickup). UNICOR operates major donation warehouses where items may be dropped off in Atlanta, GA; Miami, FL; Inglewood, CO; Sheridan, OR; and Landover, MD. The same procedures for donation will apply, as specified above, for all UNICOR donations. UNICOR offers information and customer assistance by phone and online. Visit <http://www.unicor.gov/recycling> for more information.