I. POLICY

It is the policy of the Colorado Department of Corrections (DOC), through Colorado Surplus Property Agency (CSPA), to provide direction in the disposition of surplus property to best meet the needs of the state. The procedures and forms, both downloadable, are on the CSPA website, www.coloradoci.com. Click on surplus and then open surplus property procedures and forms.

II. PURPOSE

The purpose of this administrative regulation (AR) is to establish a system for managing surplus property that best accomplishes the following goals:

A. Provide accountability for state agencies at all levels to track and utilize surplus property by better informing the agencies of what is available, where it is, and how to obtain it. In addition, to help each agency dispose of its surplus property, maximizing the utilization of state property and tax dollars.

B. Sell the remaining surplus to best recover tax dollars, and responsibly recycle or dispose of what cannot be sold.

C. Train offenders in meaningful skills, work ethics, and quality standards, which better enable them to secure long-term employment after release from prison.

III. DEFINITIONS

A. Authorized Agency Representative: Individual within a state agency having signature authority to declare inventory and equipment excess and no longer needed.

B. Colorado Surplus Property Agency (CSPA): State agency set up under Colorado Revised Statute 17-24-106.6, designated by the Correctional Industries associate director to manage all state surplus property.

C. Free on Board (FOB): A commerce term that specifies at what point the seller transfers ownership of the goods to the buyer.

D. State Agency: Any department, institution, or other agency of the state, excluding institutions of higher learning, and the Department of Transportation (DOT).

E. Surplus Equipment and Supplies: Any equipment and supplies no longer having any use to the state or any state agencies.
IV. PROCEDURES

A. Exemptions from Colorado State Surplus Procedures: In accordance with Colorado Revised Statutes 17-24-106.6(b), all state agencies, other than institutions of higher learning and the Department of Transportation, will utilize Colorado Surplus Property Agency (CSPA) to dispose of surplus equipment and supplies. Any exceptions must be fully justified and be approved in writing by the Correctional Industries associate director for a specific reason and for a stated length of time. State statute exempts DOT from participating in the surplus program; however, DOT is encouraged to participate for selected items that would be cost effective to the state.

B. Identifying and Declaring Surplus Property: Surplus property is any state purchased property or otherwise acquired item, other than “real property,” which is surplus to agency needs or is no longer required. Agencies wishing to dispose of property off-site must contact CSPA, listing the items on Form 276, in order for CSPA to determine if another state agency is in need of any of the items. CSPA will determine the disposition of the property.

C. After the internal review process, any surplus that is not needed will be reported to CSPA using Form 276, “State of Colorado Declaration of Surplus Property” (Attachment “A”). State owned property will not be destroyed, sold, traded in, transferred, donated, discarded, or otherwise disposed of without a Form 276 being on file showing authorization by CSPA of the disposal action. Form 276, when signed by CSPA, is the document accounting for all state property that has been disposed of. It must be filed and maintained by the owning agency, in accordance with state files management requirements.

D. Completion of Form 276, State of Colorado Declaration of Surplus Property: The owning agency will recommend to CSPA what to do with the agency’s surplus property. All surplus transactions require a completed Form 276, signed by CSPA before the recommended action is taken. Suggested options include, but are not limited to: use as trade-in for replacement item, auction it at the owning agency location by sealed-bid or public auction, dispose of as ordinary trash, or turn in to CSPA for recycling, reutilization, or sale. Completed forms can be sent electronically or faxed to CSPA for approval.

Regardless of which option is selected, a Form 276 must be completed and sent to CSPA for disposition authorization prior to any disposal action. CSPA is required to review the requested action to ensure it best meets the overall needs of the state and to ensure all surplus actions are in compliance with state laws.

E. Disposal of Electronic Waste Materials: CSPA will recycle items identified as recyclable. Recycling is accomplished using a vendor that will provide documents certifying disposal has been accomplished per environmental standards. Recycling fees may be assessed against the agency turning in the items.

F. Hazardous Materials: Surplus items that are hazardous in nature or contain hazardous materials will not be delivered to or picked up by CSPA. The owning agency is responsible for disposing of these items in accordance with state and federal laws governing hazardous waste. If documentation is needed by the agency turning in the hazardous materials, submit Form 276 listing “turn in of hazardous materials” in the disposition column.

G. Special Procedures for Disposal and/or Recycling of Computers and Office of Information Technology Equipment: Several federal laws impact procedures for computers containing information that is governed by the requirement to safeguard personal information. In addition, some computer equipment contains potentially hazardous materials, as identified by the Colorado Department of Public Health and Environment, Hazardous Material Division, and must be disposed of properly. The Colorado Department of Public Health and Environment’s web site has more information regarding e-waste: http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251615964355. For the most up-to-date regulation pertaining to recycling, please contact the Governor’s Office of Innovation and Technology. Whether electronic waste is recycled or turned into CSPA, a Form 276 stating “turn in of electronic waste” in recommended disposition column must be submitted and approved by CSPA before action can be taken. This documents responsibility for disposal of the items and must be kept on file. To protect state interests, the following procedures will be followed:
1. CSPA does not accept hard drives. All surplus computers turned in to CSPA will have the hard drives removed, by the owning agency. If a hard drive is found in a turned-in computer, CSPA will remove the hard drive(s) and charge the owning agency the appropriate fees to send to its qualified recycler.

2. Condition code D items, not useable/repairable, at the discretion of CSPA, will be disposed of or recycled in accordance with state and federal hazardous materials laws or sold for parts. Agencies turning in items identified as condition code D may be charged a recycling or waste disposal fee.

3. CSPA cannot accept copyright protected software for resale.

4. Outdated computer equipment has potential value for redistribution or resale. CSPA will make the determination to accept these items on a case by case basis and through an ongoing market review of potential value.

H. Turn in of Surplus Items to CSPA: CSPA will only accept turn in of previously scheduled surplus property at its warehouse site at 4999 Oakland Street, Denver, Colorado 80239. Surplus property will not be accepted without a completed Form 276 provided to and approved by CSPA prior to turning in surplus property at its Denver warehouse.

CSPA is closed on the third Thursday of each month for public auction. No pick-ups or drop-offs of any property will be scheduled Wednesday, Thursday or Friday of auction week. When surplus property inventories justify a second auction in a month, CSPA will post notice of same (and list in the newspaper) no less than one week prior to the event. Additionally, CSPA may, at its option, place items for sale on the eBay Internet auction site, with corresponding notice on the CSPA web site (www.coloradoci.com).

I. CSPA Pick up of Surplus at the Owning Agency Site: CSPA will pick up surplus items for a pre-determined fee of $70/hour to ensure CSPA recovers operating cost. The fee will be provided to the customer at the time the customer is contacted to schedule the pick up date. Any agency part of the state higher education system must submit a purchase order or credit card to cover costs of a CSPA pick up. This is directed by higher education accounting procedures that no funds will be paid to CSPA, unless a purchase order was in place prior to the action. The purchase order will be attached to Form 276 or faxed as “Page 2.”

J. Administrative Fees: Colorado Revised Statute 17-24-106.6(6) authorizes CSPA to charge administrative fees to cover the cost of managing surplus property. The fees are kept as low as possible and are reviewed annually by the Sales and Marketing sector manager, CSPA manager, surplus property fiscal administrator, and the surplus property supervisor.

K. Outlying Area Surplus Property: Procedures for areas outside the Denver metropolitan area are the same except that they require more coordination between the agency and CSPA. Because of the small quantities of surplus items, or the costs of transportation, outlying areas may be required to use on-site or sealed bid auctions. If an auction is selected as the best and most economical method to dispose of surplus property from an outlying area, auction fees and administrative costs maybe deducted from revenue collected. All revenue collected less approved auction fees and administrative fees are to be sent to CSPA within 30 days after the auction with appropriate documentation.

L. Billing: All fees that result from managing surplus property and are chargeable to other state agencies are recorded on the “State of Colorado, Division of Correctional Industries State Property Invoice.” CSPA personnel will complete the invoice and initial that it is correct. The authorized representative of the agency receiving the service will review the invoice to verify its accuracy and then sign the appropriate block. The representative should ensure the proper billing address is in the “Purchaser” block. A copy of the invoice is given to the agency for its records. The invoice is then processed by CSPA and sent to the Correctional Industries Fiscal Office for billing. Any discrepancies should be brought to the attention of the Surplus Property manager at 303-370-2161.
Industries Surplus Property 450-03 EFFECTIVE 06/15/16

M. Acquiring State Surplus Property, Hold Policy, and Want List: All state agencies and other authorized organizations are encouraged to purchase surplus property assets located at the State Surplus warehouse at 4999 Oakland Street, Denver, Colorado. State agencies have priority for purchasing items. All agencies are allowed to “tag” any item to be held up to three working days. Likewise, agencies can identify property needs by filling out the “Surplus Property Want List” (Attachment “B”), which can be faxed. CSPA will notify them if any of the identified items become available. The want list will remain active for 90 days.

N. Sales to the General Public: All surplus items that the CSPA manager determines are not needed by state agencies, or other authorized organizations, will be sold to the general public through auction or daily warehouse sales. Segregation of duties and cash receipt procedures will be adhered to ensuring adequate controls are maintained. No agency, other than CSPA, may sell surplus to the general public, unless specifically authorized by the CSPA.

O. Daily Warehouse Sales Procedures

1. State employees, members of the public, and members of government agencies may participate in fixed-priced sales as well as the sale of state fleet vehicles on eBay.
2. Normal hours of operation are 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding the third Thursday and Friday (auction day) of each month, and federal holidays.
3. Items will be segregated from monthly surplus auction items and individually priced. With approval from the CSPA supervisor or manager, items located in the auction area may be moved, priced, and sold.
4. Anyone involved in the process of determining whether or not a particular item is to be turned in to surplus may not purchase that item. This includes anyone signing Form 276, declaration of surplus property form.
5. Accepted forms of payment for state agencies are: state credit card or purchase order. Acceptable forms of payment for the general public, including state employees purchasing for personal use, are credit cards or cash. Sales tax will be charged if applicable. All purchases must be paid in full at the time of pickup.
6. Arrangements can be made to hold item(s) for up to three working days for state agencies only. Personal purchases must be picked up and removed from CSPA site the same day.
7. Daily warehouse sales are located in a state facility, using offender labor. Individuals entering are required to sign in, obtain a visitor badge and upon request, verify name and address. Access will be limited to the warehouse sales area. Everyone entering is subject to search.
8. Items are sold as is, Free on Board (FOB) warehouse at 4999 Oakland Street, Denver, Colorado. Buyer beware, there are no returns.
9. State employees must sign a disclosure form when making a daily warehouse purchase.
10. State employees may also purchase surplus fleet vehicles online at www.colo-auto-sales.com through Colorado Auto Sales. All rules pertaining to daily warehouse sales apply.

P. Security: Correctional Industries is mandated by state statute to provide work for offenders; offender labor is used at the CSPA warehouse. All ARs concerning offender security will be adhered to. The CSPA manager may take any additional precautions deemed necessary to keep offenders, public, and areas secure. Only offenders classified as minimum and minimum restricted will be employed. An offender with an escape violation will not be employed at the warehouse. At a minimum, the following procedures will apply:

1. Signs are posted informing the public that the CSPA warehouse is a state correctional operation employing offenders from the states prison system. In the interest of public safety, the CSPA manager will institute any
other means necessary to ensure the general public is aware of all warehouse security rules. Signs stating all areas are under constant video surveillance are conspicuously posted.

2. The surplus property sales area is separated from the general offender work areas. Only designated offenders will be permitted in the surplus, sales, and office areas. Contact between offenders and the general public will be kept at a minimum and all necessary contact will be under direct supervisor supervision. Offenders may assist customers loading purchased items under direct supervision of CSPA employees.

3. Offenders will not be allowed to collect any form of payment or gratuity.

Q. Year-End Inventories: Because of the low overall value of surplus property, it is not expected that the fiscal procedure’s threshold of $100,000 will be reached. An annual reconciliation will be made through the Department of Corrections’ Business Office to ensure all funds received are deposited into the Correctional Industries account at the State Treasury.

R. Questions and Point of Contact: Guidance to other state agencies in the disposition of surplus property is available on the CSPA Web site. All questions, comments, suggestions, or requests for information should be directed to the Surplus Property manager at 303-370-2161. CSPA’s fax number is 303-320-1050. The CSPA Web site is www.coloradoci.com.

V. RESPONSIBILITY

A. It is the responsibility of the associate director of Correctional Industries to ensure annual review of this administrative regulation and revise as necessary.

VI. AUTHORITY


VII. HISTORY

September 15, 2015
April 1, 2012
February 15, 2011
January 1 2010
January 1, 2009
September 1, 2008
September 1, 2007
September 1, 2006
October 1, 2005

ATTACHMENTS:

A. AR Form 450-03A, Form 276, Declaration of Surplus Property
B. AR Form 450-03B, Surplus Property Want List
C. AR Form 450-03C, Computer Information Hard Drive Removal Certification
D. AR Form 450-03D, HB 06-1075, Procedures for Higher Education
E. AR Form 100-01A, Administrative Regulation Implementation/Adjustments
## STATE OF COLORADO DECLARATION OF SURPLUS PROPERTY, FORM 276

4999 Oakland Street, Denver CO 80239  
Phone: 303-370-2165/Fax: 303-320-1050

### Date Prepared:                                                                                                                                                                                                                Page_ of ___

**Owning Agency:**  
**Owning Agency Billing Address:**

**Contact Person:**  
**email:**  
**Phone #: (    )**

**Property location if different from the owning agency address:**  
**Fax #: (    )**

**Receiving Agency Address (only needed if transferring or donating):**

<table>
<thead>
<tr>
<th>QTY</th>
<th>ID NUMBER</th>
<th>ITEM DESCRIPTION</th>
<th>CONDITION CODE</th>
<th>RECOMMENDED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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</table>

**SIGNATURE, OWNING-AGENCY INDIVIDUAL AUTHORIZING ACTION  X**  
**Date:**

**SIGNATURE, CSPA: X**  
**Date:**

---

**Form completion instructions:** Please fax or email completed form to 303.320.1050/Sandra.Knudsen@state.co.us. No cover sheet is needed.

- **Qty:** how many
- **ID Number:** any unique number used to identify the property (serial number, vin number); may not be applicable to all property
- **Item Description:** describe the property
- **Condition Code:**
  - A useable “as is,”
  - B useable with minor repairs,
  - C not currently useable, require considerable repairs,
  - D not useable/repairable (trash)
- **Recommended Disposition:** what the owning agency wants to do with the property, i.e., turn in to CSPA, trade for credit towards new purchase (vendor name, contact # and amount of credit given must be listed), dispose of as trash, other: please describe.

Due to security and the interest of the public: STATE SURPLUS DOES NOT ACCEPT HARD DRIVES. A CHARGE OF $3.00/PER HARD DRIVE WILL BE CHARGED IF FOUND IN CPU.

---

**Attachment A**

Page 1 of 1
**Surplus Property Want List**

**Purpose:** To provide a means for agencies to make surplus property wants known to the CSPA and as a tool for the CSPA to re-utilize state property effectively.

**Procedures:** Describe items needed in enough detail to enable the Surplus Property supervisor to screen incoming surplus items. The want list will be valid for 90 days or until the agency specified end date. If items are still needed after 90 days, the list must be resubmitted. Telephone 303-370-2167 to reinstate the list. Send the list to 4999 Oakland Street, Denver, CO 80239, Attention: Surplus Property Supervisor.

**Agency Name, Point of Contact and Telephone Number:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Need By Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description:</td>
<td>Quantity:</td>
</tr>
</tbody>
</table>

Attachment B
Page 1 of 1
COMPUTER INFORMATION
HARD DRIVE REMOVAL CERTIFICATION

PURPOSE: To provide documentation that due diligence is being applied in removing information/hard drives from data devices. Information that must be removed includes: personal, sensitive, or confidential state data, proprietary software, or any other data required by state or federal law.

I certify that all devices listed by serial number on the attached Declaration of Surplus Property, Form 276, have had actions completed as noted to meet data removal standards in accordance with Colorado Data Destruction Policy and Computer, Electronic Media End-of-Life Policy standards published by the Governor’s Office of Innovation and Technology.

Date: ___________________________________________________________________________________

Action or method used: ________________________________________________________________________________________________________________

Electronic waste recycler name, address and telephone number if applicable:

________________________________________________________________________________________

Responsible individual

Printed name                                          Signature

________________________________________________________________________________________

Title/position

________________________________________________________________________________________

Agency name                                          Telephone number

Attachment C
Page 1 of 1
ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>SUBJECT</th>
<th>AR #</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industries</td>
<td>Surplus Property</td>
<td>450-03</td>
<td>06/15/16</td>
</tr>
</tbody>
</table>

(FACILITY/WORK UNIT NAME)
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

[ ] AS WRITTEN  [ ] NOT APPLICABLE  [ ] WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT OF THE AR

(SIGNED) _____________________________________________ (DATE) ____________________________
Administrative Head