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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 4300.1C**

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## **Subject: NASA Personal Property Disposal Procedural Requirements**

**Responsible Office: Logistics Management Division**

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## **Chapter 4. Stevenson-Wydler Act**

### **4.1 Purpose**

This chapter sets forth the requirements for establishing and maintaining a program to allow NASA to assist the national education goals through the transfer of NASA excess research equipment to U.S. educational institutions and nonprofit educational organizations for conducting technical and scientific education and research activities.

### **4.2 Guidance**

4.2.1 The Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. § 3710(i)) documents the following authorization:

"{15 U.S.C. § 3710}

*(i) Research equipment. The Director of a laboratory, or the head of any Federal agency or department, may loan, lease, or give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities. Title of ownership must transfer with a gift under this section."*

4.2.1.1 State and local governments are defined in 41 C.F.R. 102.37 as one of the 50 States, the District of Columbia, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

4.2.2 NASA may transfer its excess property under Stevenson-Wydler Act authority to educational institutions and nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4), whose missions fulfill the requirement for conducting technical and scientific education and research activities. These transfers shall be accomplished through the Center PDOs.

### **4.3 Authorized Property Categories for Use Under the Stevenson-Wydler Act**

4.3.1 NASA defines research equipment appropriate for direct transfer under Stevenson-Wydler Act authority to include Federal Supply Groups listed below or other Federal Supply Classification Groups specified by NASA Headquarters Associate Administrator for the Office of Communications or NASA Headquarters Director, LD (e.g., Shuttle thermal protection tiles, Shuttle blades, Shuttle tires, and other potential Space Program artifacts).

4.3.2 Federal Supply Groups listed below are authorized for Stevenson-Wydler Act property transfer:

- a. Group 32 Woodworking machinery and equipment;
- b. Group 34 Metalworking machinery;
- c. Group 37 Agricultural machinery and equipment;

- d. Group 43 Pumps and compressors;
- e. Group 45 Plumbing, heating, and waste disposal equipment;
- f. Group 47 Pipe, tubing, hoses, and fittings;
- g. Group 51 Hand tools;
- h. Group 48 Valves;
- i. Group 52 Measuring tools;
- j. Group 53 Hardware and abrasives;
- k. Group 58 Communication, detection, and coherent radiation equipment;
- l. Group 59 Electrical and electronic equipment components;
- m. Group 60 Fiber optics materials, components, assemblies, and accessories;
- n. Group 61 Electrical wire and power distribution equipment;
- o. Group 65 Medical, dental, and veterinary equipment and supplies;
- p. Group 66 Instruments and laboratory equipment;
- q. Group 67 Photographic equipment;
- r. Group 69 Training aids and devices; and
- s. Group 70 General purpose automatic data processing equipment (computers) and supplies and support equipment suitable for the purposes and use as stated in Stevenson-Wydler Act. All NASA data on digital media as defined in NPR 2810.1, Chapter 3.6 shall be removed/destroyed prior to transfer.

#### **4.4 Eligible Organizations to Acquire NASA Excess Under the Stevenson-Wydler Act**

4.4.1 All U.S. education institutions (public, private, or parochial; prekindergarten through 12th grade; universities and colleges) that intend to use the NASA excess research equipment for the conduct of technical and scientific education and research activities are eligible to receive property, directly transferred by the Center PDO under Stevenson-Wydler Act authority. Nonprofit museums are similarly eligible; however, transfer authority for museums is reserved to the Director, LD. "For Profit" organizations, museums and non-education institutions are not eligible for NASA property transfer under Stevenson-Wydler Act authority. Educational organization eligibility can be determined by participation in the Department of Education statistics program and assignment of an NCES for schools (<http://nces.ed.gov/>) or IPEDS number for universities and colleges (<http://nces.ed.gov/IPEDS/>).

#### **4.5 Required Documentation to Acquire Property Under the Stevenson-Wydler Act**

4.5.1 Education institutions or nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) shall provide evidence that they have a valid NCES or IPEDS number.

4.5.2 Heads of educational organizations and nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) shall provide to a Center PDO a letter on official letterhead paper requesting permission to participate in the NASA Stevenson-Wydler Act program. This letter will indicate if the school is in a Federal enterprise community or empowerment zone. The school letter should also designate school employees to screen and remove the property from NASA sites.

4.5.3 The Center PDO shall respond to the letter, notifying the educational institutions of acceptance or rejection, screening methods, and instructions on how to properly prepare and process the necessary transfer documents.

#### **4.6 Transfer of NASA Excess Research Equipment**

4.6.1 The educational organization or nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) acquiring NASA excess research equipment shall complete SF 122, Transfer Order, provided by NASA, signing the certification not to hold the Government liable and indicating that the acquired NASA research equipment will be used for the conduct of technical or scientific education, or for research activities.

4.6.2 The SF 122 can be obtained from the local Center PDO or from the GSA Forms Library at <http://www.gsa.gov/forms/zero.htm>. Affixed to each of the disposal organization's file copies of the completed SF 122 shall be a Stevenson-Wydler Act Transfer Certification Statement (see Appendix F.1) containing the signature of

the appropriate official from the eligible activity acknowledging the appropriate certifications.

4.6.2.1 The following statements shall be included with the SF 122 for items that are Federal Electronic Assets (FEA) (see GSA Bulletin FMR B-34):

a. "The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws."

b. "The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at <http://www.federalelectronicchallenge.net/resources/links.htm#five>."

4.6.2.2 Property transferred under Stevenson-Wydler Act authority shall be approved by the school principal or university/college Dean, Department Head, or Department Chairman respectively and annotated in the SF 122 Ordering Official block and on the Stevenson-Wydler Act Transfer Certification Statement.

4.6.3 The Center PDO shall sign the SF 122 to approve the property transfer to the eligible activity after NASA internal screening is completed.

4.6.3.1 All transfers under Stevenson-Wydler Act shall be done during NASA internal screening.

## **4.7 Transfer of NASA Excess Property Under Computers for Learning**

4.7.1 Under authority of Executive Order 12999, NASA attempts to give preference when transferring NASA excess property under CFL to schools located in Federal enterprise communities and empowerment zones established in the Omnibus Reconciliation Act of 1993, Pub. Law 103-66. For additional guidance on this, see The Federal Property and Administration Services Act of 1949, Chapter 288, 63 stat. 377; "Educational Technology: Ensuring Opportunity for All Children in the Next Century" Executive Order No. 12999 of April 17, 1996, and GSA guidelines provided online at: [http://computersforlearning.gov/html/hp\\_eo12999.htm](http://computersforlearning.gov/html/hp_eo12999.htm).

4.7.2 Once a Federal agency determines it has unneeded property and has met the Agency requirements for sanitization, it can transfer Electronic Equipment (FSG 70) directly to schools and educational nonprofits in the GSA CFL Module within GSAXcess®. The CFL module is the preferred method for implementing the CFL program, which provides electronic selection, allocation, and transfer authorization.

4.7.3 Excess property eligible for direct transfer under the CFL authority shall be identified in DSPL prior to the property being reported to GSAXcess®.

4.7.4 Only computers without hard drives and peripherals shall be offered in the CFL module.

4.7.5 Center PDOs will allocate property under CFL authority to eligible educational organizations or nonprofit educational organization meeting the eligibility requirements of this NPR (see section 4.4) based on the organization's having a valid NCEs or IPEDS number. Upon allocation, the CFL module will automatically generate transfer documentation and distribute it to the appropriate parties to obtain their electronic approval signatures.

4.7.6 Excess property not requested in the CFL module after 7 calendar days will continue screening in GSAXcess® for an additional 14 calendar days and if not transferred shall be offered for sale or recycled as determined by the Center PDO.

4.7.7 If the CFL module is not used, computers transferred under this authority shall be recorded on SF 122 (similar to research equipment transfer documentation), which may be obtained from the local Center PDO or from the GSA Forms Library at <http://www.gsa.gov/forms/zero.htm>.

4.7.7.1 The following statements shall be included with the SF 122 for items that are FEA (see GSA Bulletin FMR B-34):

a. "The Federal Government has determined that improper disposal of used electronics may have potentially harmful effects on human health and the environment. This/these electronic product(s) must be disposed of at their end of useful life in accordance with all Federal, state, and local laws."

b. "The Federal Government strongly encourages recycling these products through certified recyclers, even when such recycling is not required by Federal, state or local laws. Information regarding certified recyclers is available at <http://www.federalelectronicchallenge.net/resources/links.htm#five>."

4.7.7.2 Affixed to each of the disposal organization's file copies of the completed SF 122 shall be an Stevenson-Wydler Act Transfer Certification Statement (see Appendix F.1) containing the signature of the appropriate official from the eligible activity acknowledging the appropriate certifications.

## **4.8 Property Removal**

4.8.1 The non-Federal recipient will coordinate the pickup of the property allocated to them with the Center PDO, designated as the Holding Agency on the transfer order.

4.8.1.1 The Center PDO shall verify the property is picked up by a person or transportation carrier authorized by the acquiring Agency's approving official and obtain a signed receipt at the time of pickup.

4.8.1.2 The non-Federal recipient incurs all preparation, shipping, and handling cost for intra-Agency excess.

4.8.2 The non-Federal recipient acquiring NASA excess is responsible for property removal in a timely manner not normally to exceed 15 working days.

4.8.3 NASA will not act as a shipper and is not responsible for arranging the pickup of property or any cost, (e.g., preparation, packing, shipping, or transportation associated with the transfer of the property).

4.8.4 If someone is to pick up the property other than the recipient (third party), a signed letter of authorization shall be submitted from the recipient to the Center PDO giving the carrier or named individual the authorization to sign for acceptance and pick up the property for the recipient.

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