User Guidelines

Do:
- Regard participation in the Federal Excess Personal Property Program as a privilege. Responsible actions on the part of users help ensure continued participation in the program.
- Maintain proper care of the items and ensure they are used correctly.
- Understand and appreciate that acquiring items that present a direct cost savings to the college is the first priority of the FEPP program; enhancements and improvements not necessarily affecting the college budget are a secondary goal.
- Maintain good records on the property and return items to the FEPP office for disposal only.
- Understand and appreciate the accountability dimension of FEPP property. Property users and managers are asked to assume responsibility for proper use and any discrepancies regarding the property. Users must be able to account for items issued to their programs or activities.

Do not:
- Dispose of any federal property other than through the APO office regardless of its real or perceived value.
- Use the items for anything other than approved agricultural research projects and programs. Any use outside these realms violates federal guidelines governing the program.

Note: The primary goal of the FEPP program is to promote and supplement the overall research mission of the College of Agricultural Sciences. If you are contemplating placing a request for property, first decide if the item(s) needed fit the above criteria. Above all, the most important priority of the FEPP program is to acquire and put into use items that present a direct cost savings to the research appropriations of the college. The acquisition of items that provide general enhancement or improvements is a secondary goal.

For more information, contact the Federal Excess Personal Property Program Office:

Accountable Property Officer (APO)
Rachel L. Unger
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Please keep this information for future reference.

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What Is Federal Excess Personal Property?
The Federal Excess Personal Property (FEPP) Program is designed to reutilize all types of items originally purchased by the federal government. Congress mandates that federal agencies disposing of excess property must first make it available for “reutilization.”

All items from the program are actually transferred to—and on loan from—the U.S. Department of Agriculture (USDA). None of the equipment or supplies received are owned by The Pennsylvania State University or the College of Agricultural Sciences.

How Is the College Eligible to Participate?
To help promote and support the college's participation in the mission of the National Institute of Food and Agriculture (NIFA) programs, the college is authorized to locate and acquire federal excess personal property. Several other land-grant institutions across the nation also participate in the program.

Items acquired are used to support approved research projects and programs within the College of Agricultural Sciences only. These items can include equipment and office supplies for the Agricultural Experiment Station, research laboratories, research offices, and other college research programs. Items received from the program remain within federal ownership.

Program Organization
The Accountable Property Officer (APO) administers the program within the College of Agricultural Sciences at Penn State. The APO is held accountable to USDA for all matters relating to the program. Title for all items acquired for use in the college is transferred to USDA, and the college is the user or custodian. The items are “on loan” to the college for the duration of their existence. Neither the college nor the University owns any items acquired and utilized from the FEPP program.

The APO coordinates all screening, acquisitions, and issues of property; monitors and enforces proper use of the items; and reports inventory to USDA on a regular basis. The APO also expedites items requiring disposal action and resolves discrepancies involving the property. Property acquired and the accountability dimension of the program are subject to federal guidelines and are under review at all times. The college can keep and use the items for an indefinite period of time as long as they are used responsibly and continue to promote research activities.

Requests for and Allocation of Property

It is the responsibility of each department to browse available property by visiting the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program website at gsaxcess.gov. Access to this website is restricted and can be requested by sending an email to the APO.

The college has appointed three screeners that have been granted clearance to go on location to view equipment that may be beneficial to the college. Other screeners can be recommended for consideration as appropriate.

Research faculty or staff of the College of Agricultural Sciences can submit requests for items needed in approved projects and programs to the APO or screeners. All requests must be approved by the APO. The requesting department will need to bear any transportation, travel, packing, or other costs incurred to have property relocated to Penn State.

Some items may not be on hand and are put on a “wish list” for future acquisitions. When the items are obtained, the person requesting the property is contacted regarding pickup or delivery. There are no timeframes guaranteed for acquisition of items. Some items may be available immediately; some may be available in the future; some are not available at all. Typically, the more specialized a request is, the longer it may take to fill. Also, it’s important to note that some selected items are more readily available from the program than others.

Responsibilities of Users of FEPP
Since the APO is responsible to USDA for proper coordination of the program, it’s very important for users to understand that with this privilege comes responsibility.

• Care for and maintain the property.
• Monitor items that are consumed (such as office supplies) to ensure they are used properly.
• Provide access to inventory items of substantial value on a regular basis upon request.
• Assume the responsibilities outlined in the Statement of Responsibility.
• Monitor items that are consumed (such as office supplies) to ensure they are used properly.

Users should also report any problems or discrepancies and items no longer needed to the APO for disposal or transfer to another college unit.

If any items are missing, unaccounted for on inventory, stolen, etc., the end user and assigned person(s) will be asked to assume responsibility for discrepancies. Although the items are physically in use within college programs, the ownership element is identical to that of a computer used by the Pentagon, a truck used by the Department of Energy, or any items elsewhere in federal environments.

Inventory and Disposal of Items

With USDA holding title to the property, proper records and accountability procedures at the college level are of utmost importance. All recipients are required to sign for items issued to their areas. An “audit trail” is maintained for all property in the FEPP office regardless of value, and items in use are inventoried on a regular basis. Users and responsible persons should also ensure items are being used properly according to regulations.

Items no longer needed by a department, office, or unit must be reported to the APO for disposal or transfer to another college unit. Regardless of their real or “perceived” value, they may not be thrown away, transferred to another sector of the University, transferred to local or civic groups, sent to Penn State’s Lion Surplus, etc., for any reason. Transfer within the college to other research units is permissible as long as the APO office is contacted and approves the transfer.