

FEPP EQUIPMENT **DISPOSAL WORK SHEET**



A. General Information and Instructions for Disposal

The purpose of this form is to provide information required for disposal of Federal Excess Personal Property (FEPP). Read instructions below and email a completed copy of the form, including photos of the FEPP property identified for disposal, to the Department of Natural Resources (DNR) at fepp_assist@dnr.wa.gov.

Property disposal occurs either through a federal, state, or tribal transfer or through a General Services Administration (GSA) public auction. The disposal process may take up to three months. It is important to provide accurate information and photos to aid in disposal of the property. DNR will serve as the initial contact for parties interested in the property but may provide your contact information as well to provide additional information and/or to schedule a viewing of the equipment. Accurate information and photos of the property aid in responding to these inquiries and reduce the number of viewings required.

If the property is selected for transfer by another agency, DNR will notify you and provide all information necessary to release the property. If the property goes to GSA Auction, you will be notified and given additional instructions regarding your role in the disposal of the property.

Instructions:

- Fill out form completely. Please be careful not to confuse the letter "O" with the number "0" (zero).
 - Double check the VIN/Serial number on any item that has a VIN.
 - License plates, agency logos, and emergency lighting **must** be removed prior to disposal, as well as any other equipment that is not included in the disposal. Remove these before submitting required photos (see below).
 - Red boxed items are required. Indicate if not applicable/available. A VIN/Serial number **must** be provided for any vehicle or trailer.
 - Provide digital photos of the equipment (.jpg format), including **all sides** and **inside** for vehicles. Make sure photos do not have your agency's name in the background. This can give you unannounced visitors.
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B. Contact Information

1. Agency Name
 2. Agency Contact
 3. Contact E-mail
 4. Contact Phone
 5. Contact Phone (cell)
 6. Equipment Address
 7. City
 8. Zip
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C. Equipment Information

1. AG Tag number
(Sticker)



2. State Tag number
(Metal)



3. VIN number

4. Serial number

5. Make

6. Model

7. Year

8. Miles (Hours for other equipment)

9. Overall Condition

Usable

Repairable

Not Usable

10. Provide information on the equipment's condition and known problems

11. Last Date Item Ran (Month/Year)

12. Are there items included in the photos that are NOT included with the disposal? If yes, list all items.

D. Required Information for all licensed vehicles, trailers, ORVs, etc.

1. The vehicle	can be driven away (road worthy)	can be towed	must be hauled		
2. Can vehicle/equipment be driven onto a trailer?	Yes	No			
3. Transmission Type	Manual	Automatic			
4. Drive Type	4x2	6x4	4x4	6x6	N/A
5. Fuel Type	Diesel	Gas	Propane	N/A	
6. Tire Condition	Good	Fair	Poor	N/A	
7. Body Condition	Good	Fair	Poor	N/A	
8. Interior Condition	Good	Fair	Poor	N/A	
9. Glass Condition	Good	Fair	Poor	N/A	