

South Carolina Department of Transportation
Engineering Directive Memorandum

Number: 12

Primary Department: Maintenance

Referrals: None

Subject: Equipment Disposal

The following procedures shall be followed when turning in equipment that is no longer operational or has become obsolete.

1. Accountable Equipment Control System (ECS) Equipment

This is defined as equipment that has a two-dash DOT number (xxx-xx-xxxx) and a value of \$1,000.00 or more. Upon the decision by the custodian and the District Mechanical Engineer that the equipment is beyond economical repair or no longer needed in that district, the equipment shall be transferred to the Equipment Depot Manager using a Property Transfer (Form 524). The Equipment Depot Manager will evaluate the Department's need regarding the equipment. The equipment will then be prepared for reissue or disposed of in accordance with Department policy and state law.

If the equipment is not intact or it is not feasible to physically transfer it to the Equipment Depot, the custodian may submit a Request for Disposal of Accountable Property (Form 3024) through the chain of command to the Director of Supply and Equipment. Once approved, the custodian will receive a Disposal Authorization (Form 529) providing specific disposal instructions.

2. Accountable Fixed Assets

This is defined as equipment that has fixed asset number (FAxxxxxx) or a one-dash number (xxxx-xxxx) and a value of \$1,000.00 or more. Upon the decision by the custodian and the District Mechanical Engineer that the equipment is beyond economical repair or no longer needed in that district, the equipment shall be transferred to the Property Manager at the Supply Depot using a Property Transfer (Form 524). The Property Manager will evaluate the Department's need regarding the equipment. The equipment will then be prepared for reissue or disposed of in accordance with Department policy and state law.

3. Non-Accountable Equipment

This is defined as equipment that has a value of less than \$1,000.00. The custodian shall arrange pickup of the item by the Supply Depot Property Manager. The Property Manager will evaluate the Department's need regarding the item. The item will then be prepared for reissue or disposed of in accordance with Department policy and state law.

Submitted by: _____
Director of Maintenance

Recommended by: _____
Deputy State Highway Engineer

Approved by: _____
State Highway Engineer

Effective Date: _____

Original signed by State Highway Engineer, D.H. Freeman, November 21, 2003. All original EDM's maintained by State Highway Engineer's Office.