

APD ALERT



STEVENSON/WYDLER TECHNOLOGY ACT

Purpose

The Stevenson/Wydler Technology Act allows REE agencies to transfer excess research and scientific equipment, including computer equipment, to eligible schools and non-profit organizations that are involved in education.

Policy

Before property is eligible for donation, USDA offices must first check to determine if there is a need for the equipment by any other USDA agency. If no other USDA agency has a need for the equipment, the property management officer (PMO) is authorized to proceed with the transfer process. To start the process:

- The accountable property officer (APO) will report excess property using form SF-120, Report of Excess Property. The APO will include a note indicating “Requesting Transfer under S/W Technology Act”. The APO will include the recipient’s name, address, and contact name and telephone number.
- The PMO will report excess on-line through the Agency Asset Management System (AAMS) to complete the 15-day USDA screening. In AAMS, the PMO must change the default to “Yes, Drop After Internal Screening.” If no other USDA agency requests the property, the system will generate an e-mail notice to the PMO authorizing the transfer.
- Note: If the recipient is a 1862, 1890, or 1994 institution, USDA does not require internal screening since these institutions have formal donation programs with USDA and have the same screening eligibility as a USDA agency.
- The PMO will prepare form SF-122, Transfer Order-Excess Personal Property, for signature by the APO and the recipient’s authorized representative. After receipt of the completed form, the PMO will authorize the APO to facilitate the transfer.

Eligible educational institutions are:

- public/private schools grades K through 12, and Colleges and Universities
- non-profit organizations that partner with schools if:
 - the organization maintains a tax-exempt certificate, and
 - the organization is owned or operated exclusively for education or scientific purposes

All eligible educational institutions will submit a justification statement certifying their eligibility and need for excess equipment. The PMO will review the statement to verify the recipient's eligibility. The PMO will maintain a copy of this statement with the transfer document.

The PMO is responsible for tracking donations and including them on the Area's annual report of excess property transferred to non-Federal recipients.

If you have any questions, please contact Cheryl Brumback on 202-720-2359 or e-mail at cheryl.brumbach@ars.usda.gov

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