

**North Carolina Department of Labor  
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 5C

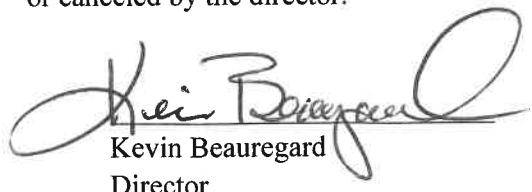
**Subject:** Surplusing Division Equipment

A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures to surplus division equipment.

B. **Procedures.** The following procedures should be followed to surplus division equipment after it has been determined that the equipment cannot be utilized by another work unit within the North Carolina Department of Labor.

1. All items to be surplused should be entered into the web-based State Surplus Property System. The system is available at <http://www.ncstatesurplus.com/ssp/agency/logon.asp>. State Surplus Property (SSP) offers training to educate new users of the State Surplus Inventory System or as a refresher for current users. Users outside of Wake County have two options for training, classroom or webinar. If you are located outside of Wake County then you may choose the training method that works best for you. A training class is offered at the SSP office on the first and third Wednesday of each month. To reserve your seat please email them at [ssp.info@doa.nc.gov](mailto:ssp.info@doa.nc.gov).
2. Items must be entered into the proper category, i.e. computers, miscellaneous, etc. This requirement is necessitated since outer field offices surplus items from their location and computer items are surplused at a separate location from other items and equipment
3. For Wake County offices, the State Surplus Property Agency will process the surplus items which will result in an equipment designation sticker for each item. These stickers will be returned to the surplus list originator and should be placed on each item to be surplused. For outside of Wake County items can be surplused direct from the outer field offices. The items are assigned the field office location when the surplus item is entered into the system for approval.
4. With SSP stickers in place, the items are ready to be transferred to the State Surplus Property Agency. They are located on Highway 54 West in Raleigh. A call to the agency at 854-2242 should be made to schedule item(s) for pick-up. For offices outside Wake County, they will receive approval and notification of bid posting, sale and pick up of the surplus item that was sold.
5. If surplus items are sold, the budget coding information in the system will assure that the receipt from sale is credited to the surplused work unit.
6. Once surplus items have been processed, inventory records must be amended to reflect the surplused equipment.

C. **Expirations.** This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.



Kevin Beauregard  
Director

9/2/2019  
Date