

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

Administrative Information System

Administrative Procedure Notice 5B

**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 The old system requiring the use of a disposal form is no longer valid. The new system is available at <http://www.ncstatesurplus.com/ssp/agency/logon.asp>. The website offers a 63 page reference guide. For help with passwords/registration or to schedule an orientation meeting and training contact SSP at 919-854-2160.
  2. Items must be entered into the proper category, i.e. computers, miscellaneous, etc. This requirement is necessitated due to the fact that computer items are surplused at a separate location from other items and equipment
  3. 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.
  4. With 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.
  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.

Signed on Original  
Administrative Officer

Signed on Original  
Director

4/11/2007  
Date of Signature