



Smithsonian Institution

Office of Contracting and Personal Property Management

Smithsonian Guidance on Consideration and Use of Excess Personal

Property

In addition to the policies and guidance outlined in the SD-315 Personal Property Management Manual and the SD-314 Procurement and Contracting Procedures Manual, and in keeping with the spirit of the *Reuse of Excess Property Act*, the Smithsonian Institution provides this guidance to maximize the reuse of excess personal property.

1. Consideration of Excess Personal Property Before Purchasing New

When practicable, Smithsonian units should prioritize the use of excess personal property before purchasing new items. Prior to initiating a procurement request for new property, Smithsonian units should conduct a review of available excess personal property to determine whether existing resources can fulfill their needs. This approach promotes cost savings and reduces waste.

2. When It Is Practicable to Check for and Obtain Excess Personal Property

It is practicable to check for and obtain excess personal property in the following scenarios:

- When planning for routine or recurring procurement needs.
- When replacement or additional property is required for ongoing operations.
- Before initiating procurement for any capital or sensitive property purchases.
- When the SI unit has flexibility in terms of delivery timeframes, allowing for the coordination of transfers of excess property.
- If excess property can be obtained without significant modifications or refurbishment costs that would outweigh the benefits of acquiring it.

SI units should incorporate excess property checks into their standard procurement planning processes and ensure timely review to prevent delays in fulfilling operational requirements.

3. Evaluating the Suitability of Excess Personal Property for Use

To determine whether excess personal property is suitable for use, Smithsonian units should assess the following criteria:

- **Condition:** Verify that the property is functional and meets operational needs with minimal repairs or modifications.
- **Compatibility:** Ensure that the property integrates with existing systems, infrastructure, or technology.
- **Cost-effectiveness:** Compare the total cost of acquiring and preparing the excess property for use with the cost of purchasing new.
- **Regulatory Compliance:** Confirm that the property complies with applicable federal, state, and institution-specific policy and standards.

- **Availability:** Ensure that the property can be obtained in a timeframe that meets the SI unit's operational needs.

4. Roles and Responsibilities Related to Excess Personal Property Consideration

The Personal Property Management Division (PPMD) has amended the roles and responsibilities outlined in SD 315, Personal Property Management Manual (PPMM), to address the consideration of leveraging excess prior to procurement. These roles and responsibilities will assist the SI in promoting efficient and effective utilization of excess personal property, reducing costs, and enhancing property reutilization across the institution. SI units should review such amended roles and responsibilities in the PPMM related to excess personal property consideration.

Questions regarding the Smithsonian Institution's guidance on the use of excess personal property should be directed to the Office of Contracting and Personal Property Management.

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