

Contract Requirements	Inventory and Management of State Property
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PURPOSE

To identify requirements for the inventory, tracking, acquisition and disposal of equipment purchased with WIC funds, and the requirements for applying State property tags.

POLICY

The WIC Local Agency shall follow the requirements in the WIC local agency Agreement, Exhibit A, Scope of Work, Provision 6.A.18) and the required procedures listed below.

REQUIRED PROCEDURE

I. Inventory Management

A. Maintaining Accurate Inventory

Each time a WIC local agency submits a new purchase or acquisition through the Local Agency Inventory System (LAIS), the information will be reviewed by the CDPH/WIC Division and either returned for correction or added to LAIS. The WIC local agency should forward new equipment acquisitions as soon as possible to ensure the electronic inventory information is updated and accurate.

B. Tagging Major Equipment

After the CDPH/WIC Division reviews the equipment data submitted through LAIS, the appropriate numbered property tags for major equipment will be assigned and sent to the WIC local agency.

C. Tagging Minor Equipment

The following Minor equipment also requires numbered tags:

- Telephones (cell phones and smart phones)
- Tablet computers, including Thinclients
- Laptop computers
- Desktop personal computers (tower unit)
- LAN servers, routers, and switches.

All other minor equipment requires unnumbered tags. Submit a request to the CDPH/WIC Division Contract Manager for a supply of unnumbered tags.

Note: Equipment tags are not required for modular furniture (cubicles).

D. Tracking Major and Minor Equipment

All items that have a numbered ID tag will be tracked by the CDPH/WIC Division by reviewing LAIS submissions from a WIC local agency. Items will not be removed from LAIS until disposal is requested by the WIC local agency and approved by the CDPH/WIC Division.

Contract Requirements	Inventory and Management of State Property
------------------------------	---

Other minor items (such as breast pumps used as loaners) with blank tags will be included in LAIS as “non-trackable” inventory so local agencies can produce reports that identify the items and their locations.

II. Stolen, Lost, or Destroyed Property

If equipment is damaged, lost, destroyed, or stolen, a disposal request must be submitted to the CDPH/WIC Division Contract Manager with additional information described below. If the loss is due to negligence on the part of WIC local agency staff, the WIC local agency must be prepared to replace the item(s) with non-WIC agreement funds, such as insurance claims.

- If damaged, a repair estimate and statement from the supervisor that the item is too costly to repair.
- If lost or destroyed, a statement from the supervisor detailing the circumstances surrounding the loss or destruction, along with appropriate documentation from the police department, fire department, insurance agency, etc.
- If stolen, a copy of the police report, and a statement of precautionary steps that will be taken to prevent the recurrence of theft.

III. DISPOSAL OF STATE PROPERTY

A. Disposal Process

To dispose of equipment purchased with WIC funds, a WIC local agency must submit a LAIS request using the “dispose inventory” tab. For items not originally added to LAIS, submit to the CDPH/WIC Division Contract Manager the following information: description of the item, date of purchase, unit cost, model and serial numbers (if applicable) and why the item is being disposed.

Once all the necessary information is received, the CDPH/WIC Division will complete a Property Survey Report (PSR) and submit it to the Department of General Services (DGS) for approval. A WIC local agency shall not dispose of any equipment until approval has been given by the CDPH/WIC Division.

B. Information Removal

Before disposing of State-owned surplus property, a WIC local agency must remove all confidential, sensitive or personal information from that property. Computing devices (such as tablet computers, including Thinclients, laptop computers, and desktop personal computers) and copiers with digital memory and storage capacity can contain confidential, sensitive or personal information. Prior to the disposal of any computing devices or computer media, information residing on these mediums must be sanitized (securely wiped or physically destroyed) and certified as unrecoverable.

Contract Requirements	Inventory and Management of State Property
------------------------------	---

Each WIC local agency must establish, maintain and be able to provide records of all State-owned surplus property that has been sanitized of confidential, sensitive or personal information.

C. Information Removal Reporting Requirements

Prior to disposal of equipment that could contain confidential, sensitive, or personal information; a WIC local agency must complete the Certification for Computing Media Sanitation form and email or mail to WICInventoryDesk@cdph.ca.gov or:

California Department of Public Health
WIC Division
Attention: (Contract Manager)
Local Operations Section
3901 Lennane Drive
Sacramento, CA 95834

The Certification for Computing Media Sanitation form must contain the following information:

- sanitation date,
- each item made sanitary,
- item's serial number,
- who conducted the sanitation (conducted by),
- who validated the sanitation (validated by),
- who is certifying the sanitation (certified by).

The WIC local agency staff conducting the sanitation cannot be the same person who validates and certifies the sanitation. The WIC local agency staff person certifying the sanitation must be the WIC Director or the WIC Director's designee.

By submitting disposal requests for equipment, a WIC local agency acknowledges that there is no confidential, sensitive, or personal information contained in/on the surplus property.

D. Copy Machine Disposal

Copy machines pose a data security risk, as they typically retain hundreds of document images on internal hard drives. When copy machines are disposed of, these images can be retrieved from the hard drive, which may contain confidential data. Newer copy machines have security features available to address this; however, older ones may not. All newer copy machines should have enabled programming to assure that data is erased from the hard drive

Contract Requirements	Inventory and Management of State Property
------------------------------	---

after each job is completed. Older copy machines which do not have these capabilities must have any internal hard drive physically destroyed or securely wiped prior to disposal. Hard drives can be removed by a copier technician or staff with sufficient knowledge and tools. The Certification for Computing Media Sanitation form must be completed and submitted.

E. Approval of Disposition Request and Next Steps

When a PSR is approved by DGS, the CDPH/WIC Division will send a copy of the DGS approval letter and Property Survey Report (PSR) to the WIC local agency.

- The WIC local agency must complete the remainder of the PSR and return it to the CDPH/WIC Division Contract Manager certifying the manner of disposal (e.g., stolen, donated to Public School [indicate school’s name] or Public School District [indicate school district’s name] or local recycle center).
- The WIC local agency must dispose of the equipment within 30 days after receiving the approved disposal notice.

F. Donating State Property

After the disposal approval has been given, a WIC local agency must donate the items. Per DGS, a WIC local agency may donate to:

- An approved Public School or Public School District,
- An approved Public School District non-profit organization, or
- a Local Recycler/Salvage Center.

G. Transferring State Property to Another WIC Local Agency

Prior to the transfer of equipment to another WIC local agency, the donor releasing the equipment must submit their request in LAIS, indicating the equipment is no longer needed and that another WIC local agency can use the equipment.

The CDPH/WIC Division will review and then return or approve the request. The WIC local agency acquiring the equipment is required to submit an acknowledgment receipt through the LAIS. Once this is done and the CDPH/WIC Division reviews the information, the equipment will be transferred to the receiving WIC local agency’s inventory.

IV. VEHICLE ACQUISITION

A. Taking Possession of a Vehicle

Upon receiving a vehicle purchased with state funds, a WIC local agency is required to submit all required information through the LAIS as well as forward copies of the proof of insurance and vehicle registration to the CDPH/WIC Division Contract Manager. The LAIS system requires the following information:

- the manufacturer’s name,

Contract Requirements	Inventory and Management of State Property
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- make, model type,
- seating capacity (e.g., eight passengers),
- unit cost (before tax),
- date WIC local agency physically took possession of the vehicle,
- vehicle identification number (VIN) in the serial number column.

Forward the license plate number to the CDPH/WIC Division Contract Manager. The CDPH/WIC Division will update the LAIS.

B. Vehicle Registration

A WIC local agency must register the vehicle as follows:

- Registered Owner is: WIC Local Agency Legal Name
- Legal Owner is:

California Department of Public Health
Vehicle Services MS 1801
P.O. Box 997377
Sacramento, CA 95899-7377

C. Submitting Insurance Certificates

A WIC local agency must submit a copy of a new insurance certificate at least thirty (30) days prior to the expiration date of the current insurance coverage. Insurance must be effective upon the vehicle delivery date. It must show continued coverage for not less than the remainder of the term of the WIC local agency Agreement or for a period of not less than one year. Insurance amount must be at least \$1,000,000 per occurrence for bodily injury and property damage combined. It must be submitted to the CDPH/WIC Division Contract Manager at the following address:

California Department of Public Health
WIC Division
Attention: (Contract Manager)
Local Operations Section
3901 Lennane Drive
Sacramento, CA 95834

V. Vehicle Use

A. Travel Logs

The local agency WIC Director is responsible for ensuring vehicles are used only for required State business travel and not for personal use. This can be accomplished by implementing the use of travel logs and documenting the regular review of the logs.

Contract Requirements	Inventory and Management of State Property
------------------------------	---

Travel log maintenance and vehicle use monitoring may be included as part of the Program Evaluation financial review.

B. Maintenance

If you would like guidelines for State vehicle maintenance, please refer to the State of California Fleet Handbook, Guide to Fleet, Travel, and Parking Policies, which is located at:

<http://www.documents.dgs.ca.gov/ofa/handbook.pdf>

Log maintenance and repairs performed in an Automotive Maintenance Record, such as form STD 271, available for order from the DGS Office of State Publishing at:

<http://www.dgs.ca.gov/dgs/ProgramsServices/Forms/FMC/search/details.aspx?id=191>, or you can use your own.

VI. VEHICLE DISPOSITION

A. Disposition of a Vehicle

The disposition of a vehicle will need to be submitted to via a request through LAIS using the “dispose inventory” tab.

B. Schedule Vehicle Inspection Appointment

The CDPH/WIC Division will schedule an appointment for vehicle inspection with the DGS Office of Fleet Administration Inspector, letting them know they have a state vehicle to survey.

Once the vehicle is inspected, the WIC local agency will receive an Office of Fleet Administration (OFA 6) form, completed by the inspector. This form must be forwarded to the CDPH/WIC Division Contract Manager along with a copy of all relevant documents (such as registration, proof of insurance, and relevant maintenance information). A Property Survey Report will then be prepared and forwarded to CDPH Vehicle Services, then sent to DGS for final approval.

Once approval is received, the CDPH/WIC Division will notify the WIC local agency of how and where to dispose of the vehicle. The WIC local agency is responsible for transporting the vehicle to the designated disposal site.

CROSS-REFERENCE

PPM 1000-10-A1 Certification for Computing Media Sanitation