

**Indiana Department of Natural Resources  
Fire Control Headquarters  
Federal Excess Personal Property  
Disposal Information Forms**

If you would like to return items to fire headquarters for disposal you may contact our office 765-792-4654 for an appointment. If you would like to dispose of an item at your fire station, please read below.

Most items are sold at auction ([www.gsaauctions.gov](http://www.gsaauctions.gov)) when a fire department is finished with them. Please use the appropriate template(s) below to help you collect the information needed to request disposal of Federal Excess Personal Property items. Most of these fields are required to start the process. Missing information will add delays to an already lengthy process so please be diligent about obtaining all information. More is better when it comes to information, detailed information and pictures will lessen the number of phone calls from bidders.

Make sure the point of contact (custodian) phone and email are reliable.

You may email completed forms to [fepp@dnr.in.gov](mailto:fepp@dnr.in.gov) or mail to:

Lonnie Kern  
Fire Headquarters  
6220 Forest Road  
Martinsville, IN 46151

Fire Chief or point of contact:

Requesting disposal of Federal Excess Personal Property is a multi-step process.

1. Complete the appropriate worksheet below.
2. **Send worksheet(s) and photos of each item** (this is required). Multiple photos are recommended to show the current condition of the item especially any damage. The more information you provide the less number of phone calls and emails you will have to deal with.
3. Your item(s) will be placed on a list with the US Forest Service for about 14 days and will be available for other agencies to requisition.
4. After step one, items that do not transfer will be turned over to the General Service Administration for auction.
5. GSA will accumulate items for several days and will be assigned a sale number.
6. Once items have been assigned numbers they will be scheduled for auction. The auctions usually last 7 to 14 days.

If and when any items are sold there will be a Purchasers Receipt issued to the Custodian (you) and the purchaser.

**Please use the following procedure after you receive the Purchasers Receipt.**

1. When the purchaser picks up the item have them **sign and date** the document where indicated.
2. Write at the bottom **"ITEM HAS BEEN REMOVED"**
3. Email the Purchasers Receipt to [fepp@dnr.in.gov](mailto:fepp@dnr.in.gov) or mail to:  
**(if you skip step 1 or 3 I will not be able to remove the item from your inventory.)**

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After we have processed the purchasers receipt through our system we will forward them to the US Forest Service and GSA to have the item removed from your inventory.

If you have any questions please call Lonnie Kern 765-792-4647.

# ATTACHMENT A - VEHICLES

Fire Chief: \_\_\_\_\_, Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_, Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail address: \_\_\_\_\_

\_\_\_\_\_  
(Street, City, Zip Code)

Actual Location of items needing disposal:

\_\_\_\_\_  
(Physical address or directions)

## Vehicle Description:

Body Style: \_\_\_\_\_  
(Sedan; Coupe; Pickup; Truck;  
Cab/Chassis)

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

# of Doors: \_\_\_\_\_  
(4-DR, 2-DR)

Cylinders: \_\_\_\_\_  
(8 cyl, 6 cyl, 4 cyl)

4x4 or Tonnage: \_\_\_\_\_  
(4x4, 2-Ton, 5-Ton)

Transmission: \_\_\_\_\_  
(AT, ST, 4-SPD)

Gas/Diesel: \_\_\_\_\_

Air Conditioned (A/C): \_\_\_\_\_

Power Steering (PS): \_\_\_\_\_

Power Brakes (PB): \_\_\_\_\_

Special Options: \_\_\_\_\_

VIN: \_\_\_\_\_

Mileage: \_\_\_\_\_  
(Est Mi:100,000)

License # or ID #: \_\_\_\_\_  
(S98-0409)

**Condition Code (office use):**

\_\_\_\_\_  
**(1,4,7,X,S)**

Operable/Inoperable: \_\_\_\_\_

Known Deficiencies: (Please describe)

Engine: \_\_\_\_\_

Transmission: \_\_\_\_\_

Cracked Windshield: \_\_\_\_\_

Accident/Frame Damage: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

# ATTACHMENT B – MISCELLANEOUS PROPERTY

Fire Chief: \_\_\_\_\_, Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_, Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail address: \_\_\_\_\_

\_\_\_\_\_  
(Street, City, Zip Code)

Actual Location of disposal items:

\_\_\_\_\_  
(Physical or directions)

Miscellaneous Property Description:

Year: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Note: When practical & readily available

Quantity: \_\_\_\_\_

Unit of Issue: \_\_\_\_\_

Operable/Inoperable: \_\_\_\_\_

**Condition Code (office use):**

\_\_\_\_\_

Known Deficiencies: \_\_\_\_\_

\_\_\_\_\_

Special Handling/Removal Requirements:

\_\_\_\_\_

\_\_\_\_\_

# ATTACHMENT C – GENERATORS

Fire Chief: \_\_\_\_\_, Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_, Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail address: \_\_\_\_\_

\_\_\_\_\_  
(Street, City, Zip Code)

Location: \_\_\_\_\_

(Physical or directions)

Generator Property Description:

Cycles: \_\_\_\_\_

Note: When practical & readily available

Name of item: \_\_\_\_\_

Operable/Inoperable: \_\_\_\_\_

Year: \_\_\_\_\_

**Condition Code (office use):**

Manufacturer: \_\_\_\_\_

\_\_\_\_\_

Model: \_\_\_\_\_

Known Deficiencies: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Note: When practical & readily available

Gas/Diesel: \_\_\_\_\_

Special Handling/Removal Requirements:

Rated Kw's: \_\_\_\_\_

Volts: \_\_\_\_\_

Note: If applicable

# ATTACHMENT D – HEAVY EQUIPMENT

Fire Chief: \_\_\_\_\_, Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_, Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail address: \_\_\_\_\_

\_\_\_\_\_  
(Street, City, Zip Code)

Location: \_\_\_\_\_

(Physical or directions)

Heavy Equipment Property Description:

Name of item: \_\_\_\_\_

Year: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Note: When practical & readily available

Gas/Diesel: \_\_\_\_\_

Tonnage: \_\_\_\_\_

Cylinders: \_\_\_\_\_

Capacity: \_\_\_\_\_

GVWR: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Hours: \_\_\_\_\_

Operable/Inoperable: \_\_\_\_\_

**Condition Code (office use):**

\_\_\_\_\_

Any Additional Description: \_\_\_\_\_

\_\_\_\_\_

Known Deficiencies: \_\_\_\_\_

\_\_\_\_\_

Special Handling/Removal Requirements:

\_\_\_\_\_

\_\_\_\_\_

# ATTACHMENT F – TRAILERS

Fire Chief: \_\_\_\_\_, Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_, Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail address: \_\_\_\_\_

\_\_\_\_\_  
(Street, City, Zip Code)

Location: \_\_\_\_\_

(Physical or directions)

Trailers Property Description:

Serial Number: \_\_\_\_\_

Note: When practical & readily available

Name/Type of Item: \_\_\_\_\_

(Example: Utility trailer, Boat trailer)

**Condition Code (office use):**

\_\_\_\_\_

Year: \_\_\_\_\_

Condition of Tires: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

(Example: flat, just need air, need replacement, etc.)

Model: \_\_\_\_\_

Known Deficiencies: \_\_\_\_\_

Length: \_\_\_\_\_

\_\_\_\_\_

Number of axles: \_\_\_\_\_

Special Handling/Removal Requirements:

2-Wheel or 4-Wheel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_