



DECEMBER 2019



The Excess Product Catalog

The Property Reutilization and Disposal Section (PRDS) is thrilled to share the launch of the “Excess Product Catalog” – an online catalog of accountable, functional excess property that is available to you with one click!

[Click here to view what’s available!](#)

All excess property from the NIH is handled by the Property Reutilization and Disposal Section of the Division of Logistics Services (DLS) within the Office of Logistics and Acquisition Operations (OLA). This group processes and stores all excess property at the Gaithersburg Distribution Center (GDC), which houses an average of over 26,000 property items. The GDC provides service to over 100 buildings in the D.C. and Baltimore areas and processes an average of over 3,000 excess items each month. Allowing items to be further used by other groups eliminates unnecessary purchases and reduces waste.

The [Excess Product Catalog](#) is the culmination of years of work dedicated to increasing the visibility of excess accountable and functional property to all of the NIH! For many years, claiming excess property involved a trip to the GDC and transporting any items back to your workspace yourself. The Excess Product Catalog allows customers to view an up-to-date listing of available items online. The product listings are updated regularly and can be manipulated using filters and keywords to make search results manageable. This is a much-improved process compared to manually searching the GDC. For example, searching the keyword “laptop” reveals only the few dozen available laptops and searching “centrifuge” reveals only the handful of available centrifuges. Excess products can also be filtered by decal number, manufacturer, model number, product age and more. As an added benefit, once you have selected an item you want, the PRDS will provide free shipping to all local NIH employees directly to their workplace! Excess products are available to NIH staff outside the D.C. and Baltimore areas, but the requester must cover any shipping fees.

Days After Product Enters GDC as Excess	Available To:
Day 1 and after	NIH only
Day 22 and after	NIH, HHS
Day 43 and after	NIH, HHS, Other Government Agencies (OGA)
Day 64 and after	NIH, HHS, OGA, Direct Donation Program

Excess property is redeployed on a “first come, first served” basis – items are only available until they are claimed by someone else. Since the database is not updated in real-time, an item could have been recently claimed and still appear in the database. It is important to contact the PRDS quickly to ensure you receive a listed item. Property becomes available to individuals outside the NIH after spending a specified

amount of time in the GDC without being claimed, indicated in the table on the left. All items are available to NIH employees from the day they arrive at the GDC. As an item spends more time at the GDC as excess property, it will eventually become available to all of HHS, then to all government agencies and finally to the Direct Donation Program. The NIH Direct Donation program allows items to be claimed by qualified schools, colleges and non-profits. Most items do not remain in the GDC for more than 70 days, so be sure to check the database frequently to find the newly-listed items!

For questions or comments, please call 301-496-4247 or email propertyreutilization@od.nih.gov or Michael Kessler at kesslerm@mail.nih.gov.

TAKE ACTION



Stay Green for the Holidays

With the holiday season upon us, many at the NIH will find themselves on leave for an extended period of time. Read inside to learn how to prepare your office before leaving to minimize energy consumption.

[LEARN MORE](#)

STAFF SPOTLIGHT



Add Some Nature to Your Workplace with a Planter Box!

A group of NIH staff led by Eli Boritz decided to add a few planter boxes to the balcony near their offices. Click the link below to see how they added a little greenery to the NIH.

[LEARN MORE](#)

NEMS TRAINING

Did you know? All functional accountable property items can be sent to the Gaithersburg Distribution Center as surplus property. These items are available free of charge to any NIH employee, including free delivery in the D.C. and Baltimore areas. To learn more about property reutilization at the NIH, please visit the [NEMS Training webpage](#) to view a short (20 minute) NIH environmental awareness training video.