

 <p style="text-align: center;"><b>STATE OF ALASKA</b> DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>		POLICY AND PROCEDURE NUMBER	PAGE
		<b>10.03.030</b>	1 of 2
SUBJECT		EFFECTIVE DATE	
		June 1, 2006	
<b>Salvaging and Destroying Structures</b>		SUPERSEDES	DATED
		10-0010	March 1, 1979
CHAPTER	SECTION	APPROVED BY	
<b>Procurement and Property</b>	<b>Controlled Property, Inventory, and Fixed Assets</b>	<b>Signature on File</b>	

## PURPOSE

This formalizes the policy and procedure of the department on salvaging and destroying structures owned by the department that are no longer usable.

## POLICY

A structure owned by the department that is no longer usable will be salvaged or destroyed in accordance with the following procedure. This policy applies equally to intact but deteriorated structures and structures that are demolished, vandalized, washed out, collapsed, burned, etc. All remain state property subject to control.

Structures subject to salvage or destruction as part of a contract are exempt from this policy.

## PROCEDURE

A structure is a building, bridge, dock, other significant improvement to real property, or a marine vessel. The term does not include real property, vehicles and equipment under the control of the State Equipment Fleet, or other forms of property such as equipment, supplies, and materials not integral to a structure.

A director<sup>1</sup> will identify and evaluate structures that are no longer usable and make one of the following written recommendations to the state maintenance engineer or, in the case of the marine highway system, to the deputy commissioner/ director of marine operations. Before making a recommendation, the director should consider whether the structure is on, or is eligible for inclusion on, the National Register of Historic Places. A finding on this matter is required before any salvage or destruction can occur. See below.

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<sup>1</sup> Director means regional or division director and system director or manager.

1. The structure is not salvageable. No usable items can be recovered from it. The structure should be destroyed by force account or by contract.
2. The structure is salvageable. An identified unit within the department can use identified salvaged items for an identified purpose, and items will be used or stored in an identified location.
3. The structure is salvageable but the department has no immediate use for salvaged items. The Department of Administration, Division of General Services will dispose of the structure and salvaged items.

The state maintenance engineer or deputy commissioner/ director of marine operations will make a written determination on the disposition of the structure and will return it to the director.

If the determination is to proceed with salvage or destruction in any manner, these steps will be taken before any salvage or destruction occurs:

1. The department must obtain a documented finding by a qualified person that the structure is not on, and is not eligible for inclusion on, the National Register of Historic Places. Regional environmental coordinators provide assistance with this issue. If the structure is on or is eligible for inclusion on the register, no destruction or salvage will occur.
2. Form 02-610 *Property Salvage/ Destruction Request* must be completed and signed. Headquarters and regional property officers can provide this form and assist with its completion and routing for approval signatures.

## **AUTHORITY**

2 AAC 12.600

## **IMPLEMENTATION RESPONSIBILITY**

State maintenance engineer, deputy commissioner/ director of marine highways, regional and division directors, system directors and managers, regional directors and managers of maintenance and operations functions

## **DISTRIBUTION**

All department employees via the DOT&PF website