Computers for Learning Overview

Maria Lopez
Area Property Officer (APO)
Personal Property Management (PPM)
General Services Administration
An estimated 50 million tons of e-waste is produced each year. The USA discards 30 million computers each year.

- CPUs
- Monitors
- Keyboards
- Mouse
- Laptops
- Docking Stations
- Handheld computers
- Printers
- Scanners
- Servers
- Routers
- Switches
- External Drives
- Modems
Executive Order 13423

- Strengthening Federal Environmental, Energy, and Transportation Management

  - Section 2. Goals for Agencies.

  (h) (iv) – Uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life.
CFL Objectives

- Understand the value of the Computers for Learning Program to the environment
- Understand the value of the Computers for Learning Program to children throughout the nation.
- Understand the value of the Computers for Learning Program to Federal agencies.

Reuse is Recycling...
Educational Technology: Ensuring Opportunity for all Children in the Next Century

“Educationally useful Federal equipment is a vital national resource…is a valuable tool for computer education. …to the extent possible…protect and safeguard such equipment, particularly when declared excess or surplus, so that it may be … transferred, if appropriate, pursuant to this order.”
Executive Order 12999 cont.

- **Title:**
  - Educational Technology: Ensuring Opportunity for All Children in the Next Century -- 1996

- **Purpose:**
  - “to ensure that American children have the skills they need to succeed in the information-intensive 21st century”

- **Guidance to Federal agencies:**
  - “To the extent permitted by law, all agencies shall give highest preference to schools and nonprofit organizations… in the transfer, through gift or donation, of educationally useful Federal equipment.”
Two Donation Options…

- **15 USC 3710 (i)**
  - Authorizes direct transfers - “Title of ownership shall transfer with a gift under this section.”
    - Computers for Learning Program

- **Title 40 USC 549**
  - Authorizes transfers approved by GSA to a State Agency for Surplus Property (SASP) for subsequent donation to a school or non profit education
    - Donation Program
EO 12999 Transfer Priorities

- “….all agencies shall give highest preference to schools and Educational nonprofit organizations…in the transfer, through gift or donation, of educationally useful Federal equipment.”

- “…preference to schools and Educational nonprofit organizations located in the Federal enterprise communities and empowerment zones…”
Definitions

- “Schools”…individual public or private education institutions encompassing pre-K through 12th grade, as well as public school districts.

- "Educationally useful Federal equipment”…computers and related peripheral tools … including telecommunications and research equipment…for use in prekindergarten, elementary, middle, or secondary school education.
Agency’s Role…

- **First Priority - Protect Information**
  - Some agencies physically destroy hard drives to secure them
  - Others have hard drives wiped clean
  - Always remove all external storage media
  - Certify that all sensitive and PII information has been removed prior to reporting as excess
Agency’s Role cont.

➤ Five basic steps for disposal of computer equipment

1) Internal Reuse
2) Stevenson-Wydler Act
3) Computers for Learning
4) Report to GSA for Normal Disposal Process
   — Includes Utilization, Donation and Sales
5) Abandonment/Destruction – Recycle
   — Unicor
   — GSA Environmental Services Schedule 899
GSA’s Role.....

➢ Facilitate transfers

  • Maintain CFL website and GSAXcess® module to support these agency transfers

➢ Promote availability of these e-tools

  • http://ComputersForLearning.gov (Schools)
  • http://GSAXcess.gov (Agency)
School’s Role......

- Register and request computers on the CFL website
- Does not pay for computers and other equipment
- Must pay for packing, handling, and transportation fees
- Take ownership upon receipt
Separate Systems Interface

➢ **Agency - GSAXcess.gov (CFL Functions Menu)**
  • All agency actions completed within GSAXcess®
    – Report available items
    – View school requests
    – Allocate / Transfer computer equipment
      System generated emails and transfer documents

➢ **School - ComputersforLearning.gov**
  • Screens available inventory on CFL website
  • Selects items desired for transfer and proceeds through checkout
  • Signs transfer certifying acceptance of donation
The Process

➢ School
  • registers on computersforlearning.gov website
  • screens computers in GSAXcess®
  • selects computers desired for transfer using a virtual shopping cart and proceeds through checkout

➢ System
  • notifies the agency of school selections

➢ Agency
  • allocates the computer equipment to a school

➢ System
  • Sends allocation email to school with copy of transfer order attached
The Process cont.

- School
  - signs transfer order
  - faxes transfer order to holding agency
- Agency
  - signs transfer order and faxes transfer order back to school
  - completes transfer in system
- School
  - Presents signed order to agency at time of pickup up by school or the school’s transportation agent
Welcome to the CFL Website

In order to encourage and promote the reuse of computers, GSA is proud to sponsor the Computers for Learning (CFL) website.

The CFL program evolved as a guide for implementing Executive Order 12999, Educational Technology: Ensuring Opportunity for all Children in the Next Century. The order encourages agencies, to the extent permitted by law, to transfer computers and related peripheral equipment excess to their needs directly to schools and educational nonprofit organizations. The CFL website allows eligible recipients to view and select the computer equipment that federal agencies have reported as excess (via GSAxcess).

Direct transfers are authorized by law through 15 USC 3710(i), commonly known as the Stevenson-Wynder Technology Innovation Act of 1980.

The CFL program’s ambitious goal is to make modern computer technology an integral part of every classroom so that every child has the opportunity to be educated to his or her full potential.

Note: Schools and educational nonprofit organizations do not pay for excess computer equipment they receive through the CFL program, however, the recipient is responsible for the shipping and handling costs, as well as refurbishing costs.

Schools - Handy Helper School Instructions

Property Managers: CFL instructions for Property Managers and CFL Allocation

Transferring computers to schools and educational nonprofits extends the useful life of a computer, helps a needy school, and contributes to a cleaner, greener environment.

http://computersforlearning.gov
Registration Screen for Schools and Educational Nonprofit

Fields marked with an asterisk * are required.

Submit

Type of Educational Organization * ○ Schools (Pre-K to 12th grade) ○ Educational Non-profit

Enter NCES OR 501C #

Information about the Person Getting the Access Code

First Name * ○ Middle Initial ○ Last Name *

Title or Position * ○ Teacher ○

Phone Number * ○ Extension

Email Address *

Confirm Email Address *

School or Educational Nonprofit Organization Information

School/Organization Name *

Address *

City *

State * ○ Zipcode *

County *

Approving Official Information

First Name * ○ Middle Initial ○ Last Name *

Title or Position * ○ Teacher ○

Phone Number * ○ Extension

Fax Number *

Email Address *

Confirm Email Address *
## School "Demographics"

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<th>Field</th>
<th>Details</th>
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<tr>
<td><strong>Email Address</strong></td>
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</tr>
<tr>
<td><strong>Confirm Email Address</strong></td>
<td></td>
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<tr>
<td><strong>School or Educational Nonprofit Organization Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>School/Organization Name</strong></td>
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<td><strong>County</strong></td>
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<tr>
<td><strong>Approving Official Information</strong></td>
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<tr>
<td><strong>Title</strong></td>
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<tr>
<td><strong>Phone</strong></td>
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<tr>
<td><strong>Fax</strong></td>
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<tr>
<td><strong>Email</strong></td>
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</tr>
<tr>
<td><strong>What is the ratio of computers to the number of students in your School?</strong></td>
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<tr>
<td><strong>Computers</strong></td>
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<tr>
<td><strong>TO</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Has your school or educational nonprofit received computer equipment in the past 12 months?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Is your school or education nonprofit an Empowerment Zone/Enterprise Community?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>How many students in your school are registered for State/Federal lunch assistance?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Did your school or educational nonprofit learn about CFL by attending the National Education Association (NEA) conferences in Philadelphia in June/July 2007?</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Submit**
Registrant “Validation”

- **For schools (pre-K thru 12)**
  - National Center for Education Statistics (NCES)
  - Registration requires valid NCES number

- **For non-profit organizations**
  - Obtain Certification statement
    1) Must serve some portion of pre-K thru 12
    2) 501(c) tax exempt
    3) Operate primarily for purpose of education
    4) Must be approved, accredited or licensed
If school registrants don’t know their NCES number, the NCES website has a robust search engine.
Tax exempt?

Educational Approved, Accredited, or Licensed?

Pre-K thru 12?

Request proof to Validate!
All Items by Computer Category

Total number of items available: 138 / Total number of items available with Photos: 24

CPUs (54/3)
Desktop Systems (1/1)
Laptops (3/2)
Other Computers (65/10)
Monitors (3/3)
Printers (6/2)
Other Accessories (6/0)

See all categories
<table>
<thead>
<tr>
<th>Select</th>
<th>Item Control Number</th>
<th>Item name</th>
<th>State</th>
<th>City</th>
<th>Make</th>
<th>Model</th>
<th>Status</th>
<th>Hard Disk Status</th>
<th>Available Quantity</th>
<th>Condition Code</th>
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<td>New/Unused</td>
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<td>04/03/2018</td>
<td>2</td>
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</tbody>
</table>
CFL Module in GSAXcess®

- **Established to:**
  - Facilitate agency direct transfers to schools
    - Through the CFL module
    - After the fact, through the Post Transaction Module (PTM)
  - Allow recording of transfers for compilation of the Non-federal Recipients Report
The CFL Module….

- CFL transfers are processed within GSAXcess®
  - Email advisory that property has been requested
  - Allocation
  - Transfer order generation
    - To school for signature
    - Copy to agency
  - Agency signs transfer order
  - School picks up property or arranges for shipment
  - Agency documents transfer
After the Transfer

- System Reporting
  - Reports available to agencies to document property processing
  - System generates CFL portion of agency’s annual Non-Federal Recipients Report
CFL Post Transaction Module

- GSAXcess® process to document transfers to schools outside the CFL web program

- Also included on all agency reports, including Non-Federal Recipients Report
Welcome to GSAXcess®
Click Login Button to Login

GSAXcess.gov is the entry site for the Federal Excess Personal Property Utilization Program and the Federal Surplus Personal Property Donation Program operated by the General Services Administration. Your agency can report excess personal property for transfer by GSA to other Federal and State Agencies for Surplus Property (SASPs) as well as search for and obtain excess personal property. Your agency can also report and transfer excess computer and peripheral equipment to schools and educational nonprofit organizations through the Computers for Learning program or post your CFL transfers done outside our system. This site is not intended for the general public.

Attention Federal agencies located in the Washington metropolitan area:
GSA regularly assists in the disposal of large volumes of office furnitur. If your agency is in need of assistance in either acquiring or disposing of office furniture, please contact Rick Parker in the National Capital Region (NCR) Property Office at rick.parker@gsa.gov.

FDA Notice: Do NOT Report, Transfer, Donate or Sell STERIS System 1 Processor (click here for details)

http://GSAXXcess.gov
Homepage
<table>
<thead>
<tr>
<th>Category</th>
<th>Items Available</th>
<th>Photos Available</th>
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<td>Aircraft</td>
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<tr>
<td>Aircraft Parts and Tires</td>
<td>509/5</td>
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<td>Automobles</td>
<td>17/9</td>
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<td>Boats</td>
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<td>Clothing and Personal</td>
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<td>Communication and Detection Equipment</td>
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<td>Computer Equipment</td>
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<td>Computer Software and Accessories</td>
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<td>Fire Trucks and Fire Fighting Equipment</td>
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<td>Food Preparation and Serving Equipment</td>
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<td>Furniture</td>
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<td>Household</td>
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<td>Industrial Service and Trade Machinery</td>
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<td>Industrial Special Machinery</td>
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<td>Jewelry and Collectibles</td>
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<td>Lab Equipment</td>
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<td>Lighting</td>
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<td>Marine Equipment</td>
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<td>Materials Handling Equipment</td>
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<td>Medical, Dental and Veterinary Equipment and Supplies</td>
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<tr>
<td>Tools</td>
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<td>Travel Trailer and/or Mobile Home</td>
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<tr>
<td>Trucks, Trailers and Tractors</td>
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<tr>
<td>Vehicular Components and Tires</td>
<td>291/3</td>
<td></td>
</tr>
</tbody>
</table>
All agency CFL functions in GSAXcess® are listed in this menu area
Reporting Property

- Specified Federal Supply Classes will “activate” special reporting fields

- Included amongst these will be a field to select if the property is to be offered via CFL
CFL FSCs

- **7010** Laptops and Desk Top systems
- **7020** CPU -- Analog
- **7021** CPU -- Digital
- **7022** CPU -- Hybrid
- **7025** Monitors, Printers and other Peripherals
- **7030** Software
- **7035** Servers
- **7040** Punched Card Equipment
- **7045** ADP Supplies
- **7050** ADP Components
Two different ways to access Post Transaction Module page

GSA Internal Menu
- GSA Internal Functions

User Maintenance Menu
- APO/NUO
- Help Desk
- Send Group Email
- Update Your Information
- Change Your Password

CFL Reports
- Transfers to Schools & Non-Profits
- Transfers by Agency to Schools & Non-Profits
CFL Post Transaction Module - Transfers

Please Enter Data and Select 'SUBMIT'

More Items  Submit

Fields marked with an asterisk (*) are required.

Transfer Control Number: 918009492
Agency Bureau: 8002 Ames Research Center
Type of Educational Organization
- Private Schools
- Public Schools
- Educational Non-profit
NCES ID:
School Name:
School Address:
School City:
School State:
School ZipCode:
Telephone Number:
Federal Supply Class: --Select FSC Code-
Item Name:

Disposal Condition: Please Select
Quantity:
Original Unit Acquisition Cost:
Total Acquisition Cost:

More Items  Submit
For Further Detailed Assistance….

➢ Agency
  • Contact your local Area Property Officer -
    - Locate APOs at: www.gsa.gov/apo
  • Or, contact the GSAXcess® HelpDesk
    - Phone: 1-866-333-7472
    - Email: gsaxcesshelp@gsa.gov

➢ Schools
  • Contact the CFL Helpdesk
    - Phone: 1-866-472-9161
    - Email: computersforlearning@gsa.gov
Any Questions?