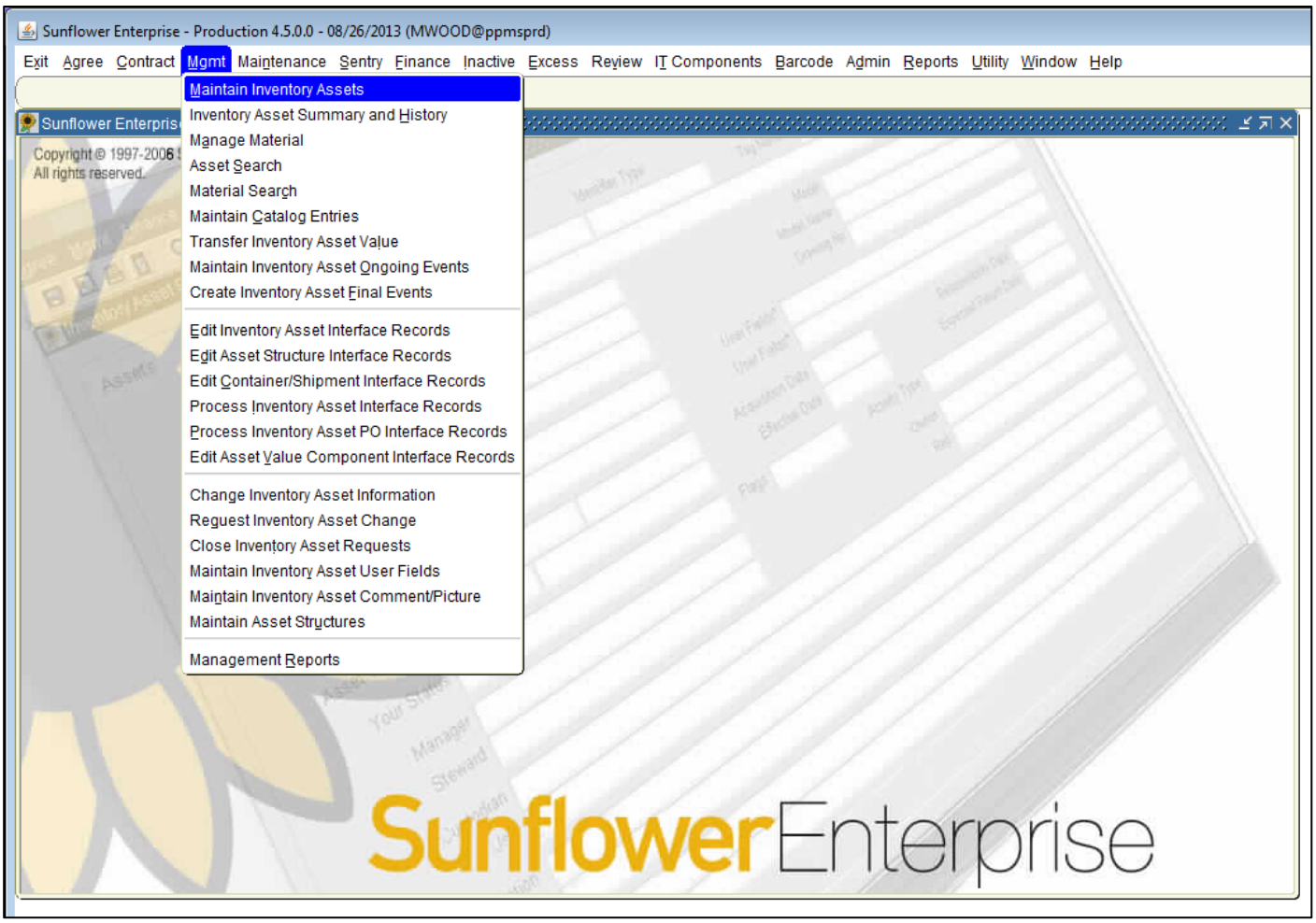
Job Aid: HCHB/BEA Internal Screening Process

Purpose: The General Services Administration (GSA) requires that all personal property completes a 15 day internal screening cycle prior to being sent into Excess. When property is ready for excess (sometimes referred to as 'surplus'), the internal screening process begins in Sunflower: This document outlines step-by-step instructions of the HCHB/BEA Internal Screening Process.

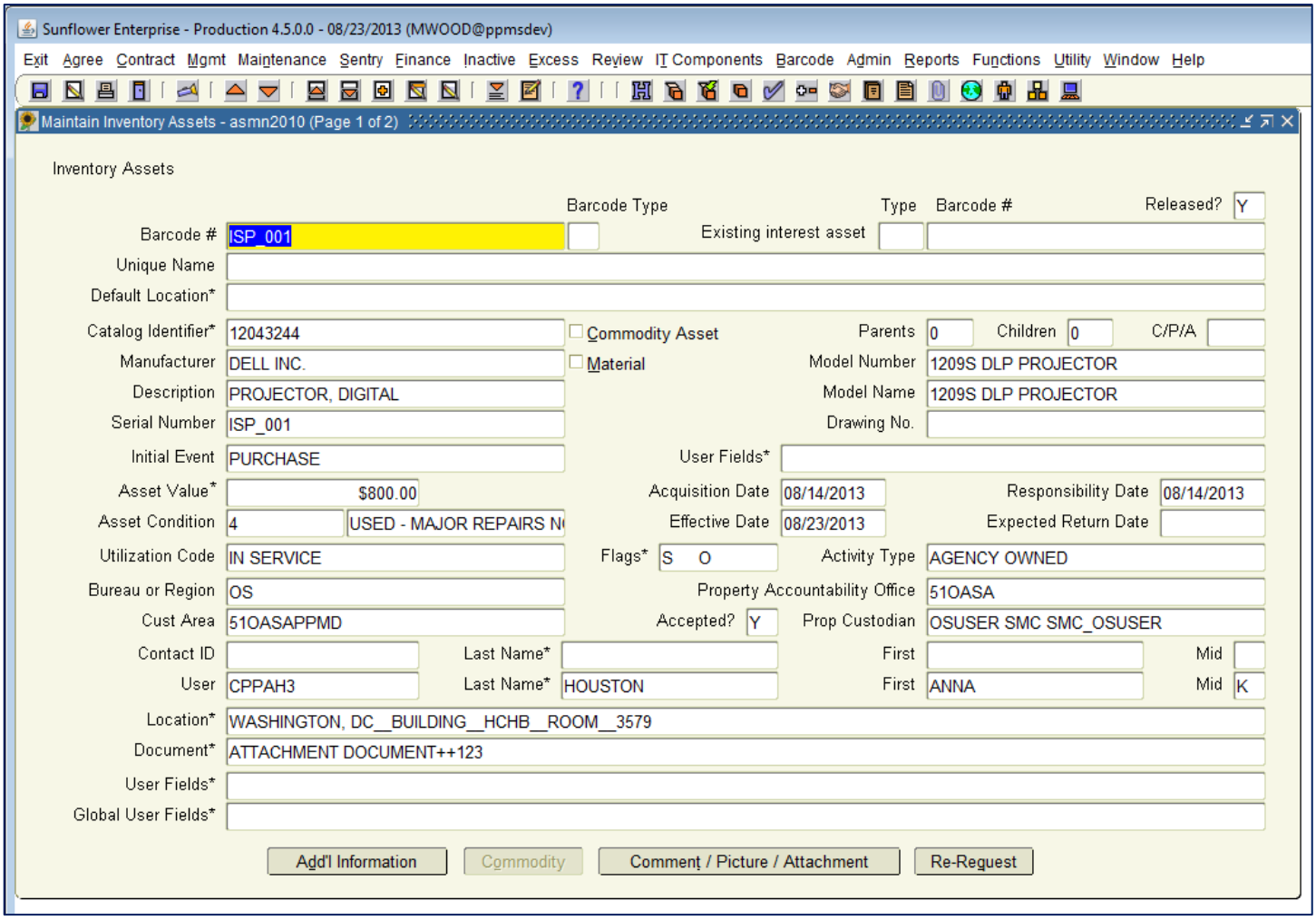
Step 1: Get Started

1. Log in to Sunflower.
2. Click on the **Sunflower Enterprise Forms** link.
3. From the Mgmt menu, select the **Maintain Inventory Assets** option.



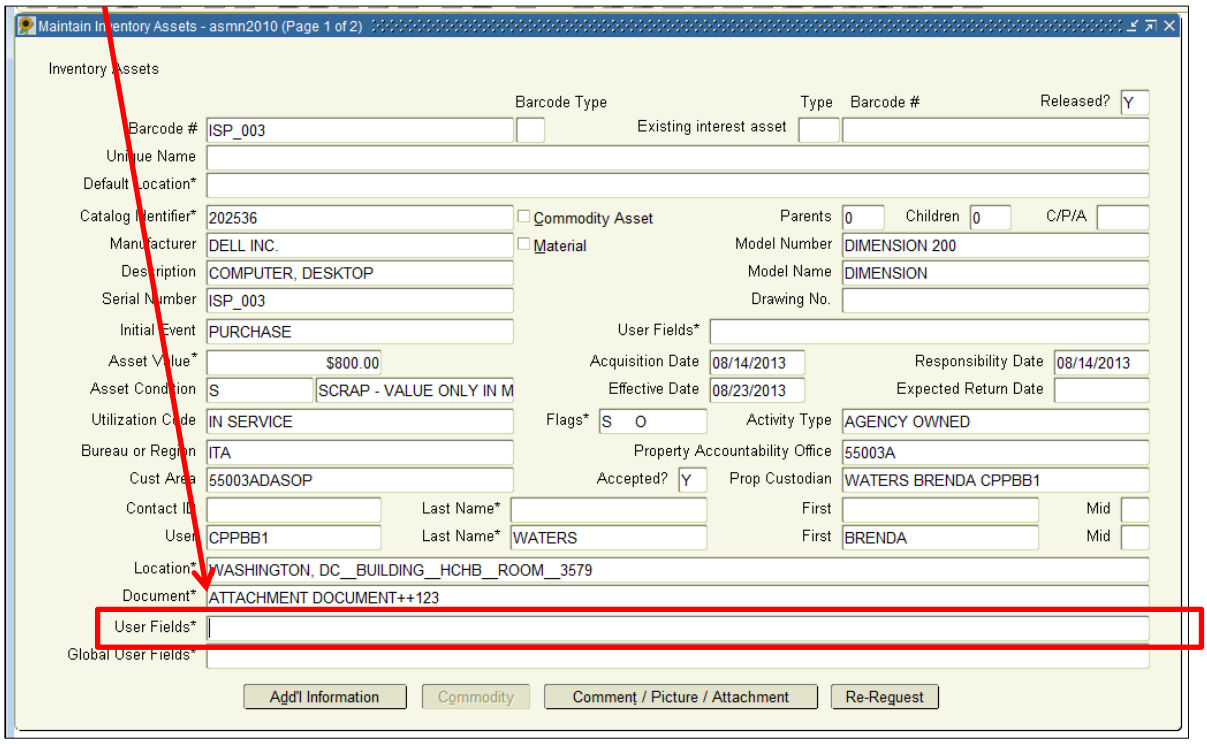
Step 2: Retrieve the Asset Record to Begin the HCHB/BEA Internal Screening Process

1. In the *"Barcode #"* field, enter the barcode of the item you are submitting for excess.
2. Hit "TAB".
3. The asset information and details will appear.

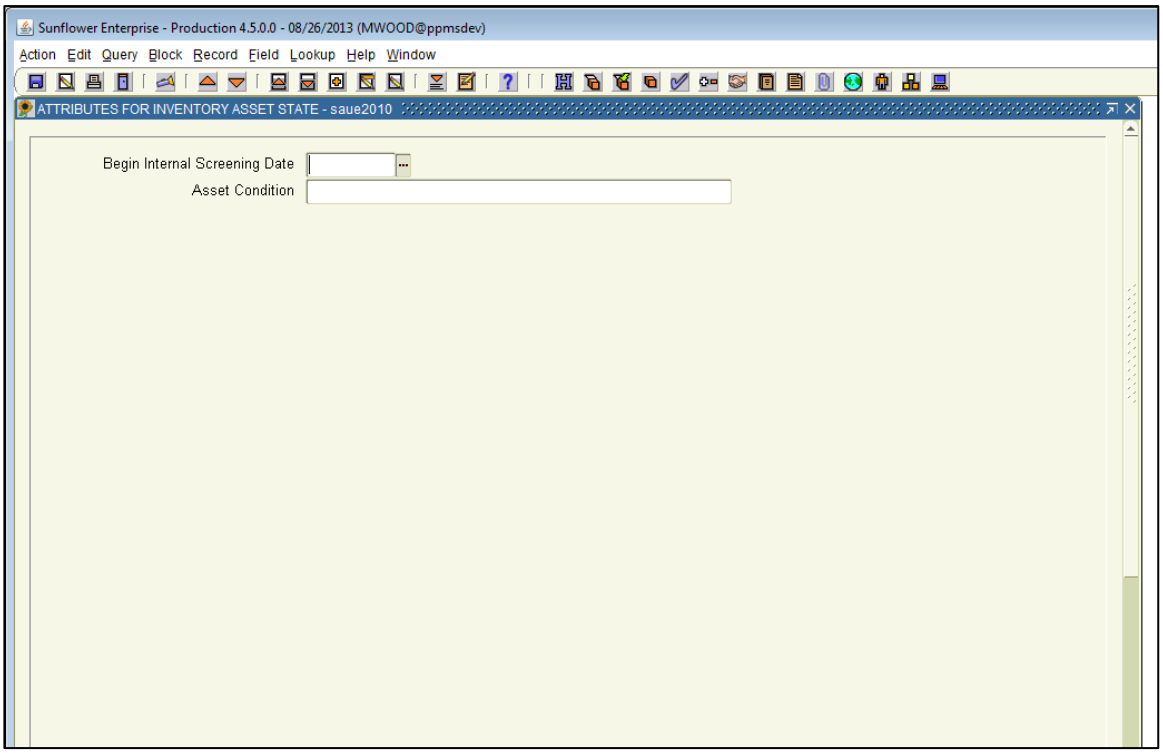


Step 3: Submit for HCHB/BEA Internal Screening

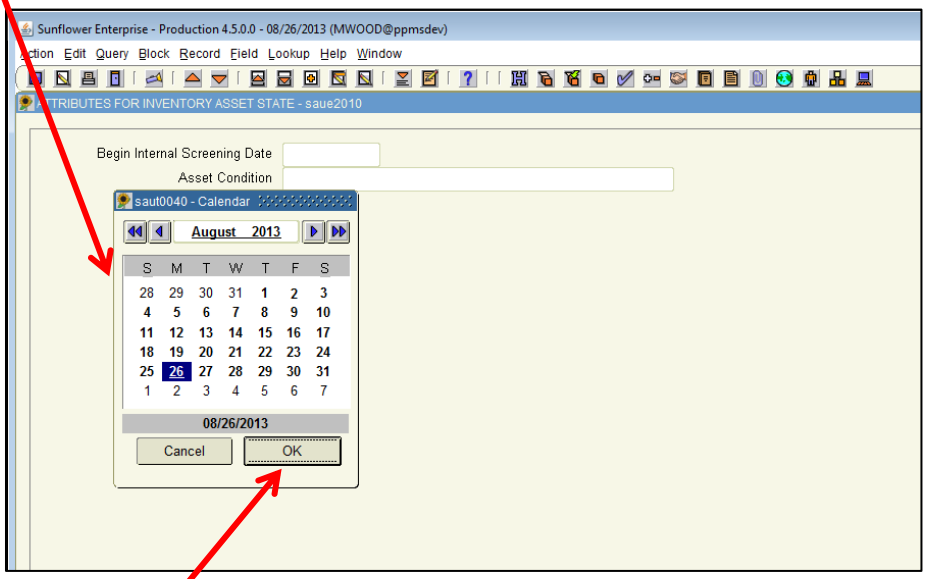
1. Double-click in the *"User Fields"* field.



2. This screen will appear:

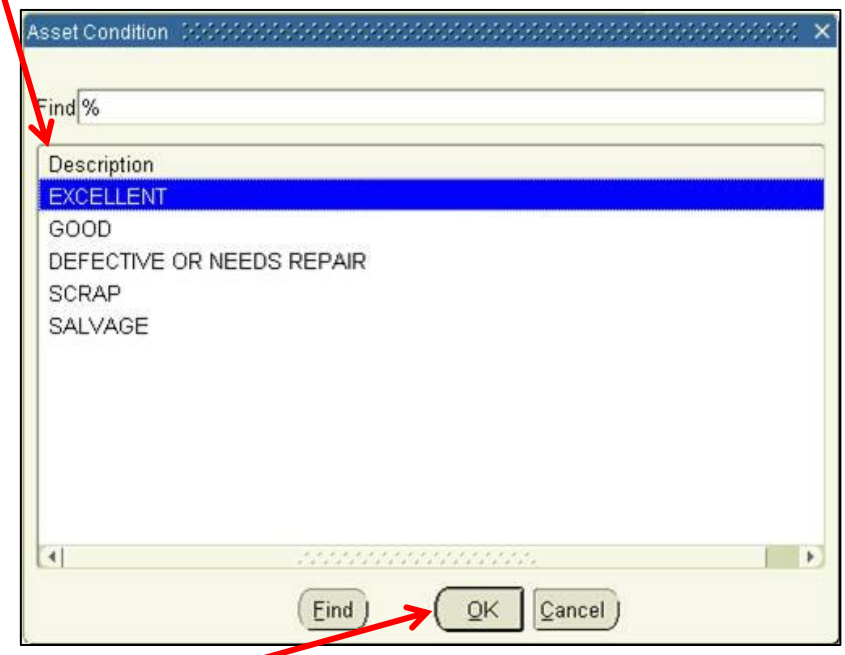


3. Double-click in the "*Begin Internal Screening Date*" field and select the date to begin the process. **NOTE: This must be today's date or a future date.**



4. Click "*OK*".

5. Double-click in the "*Asset Condition"* field and select the condition that most accurately describes this asset.



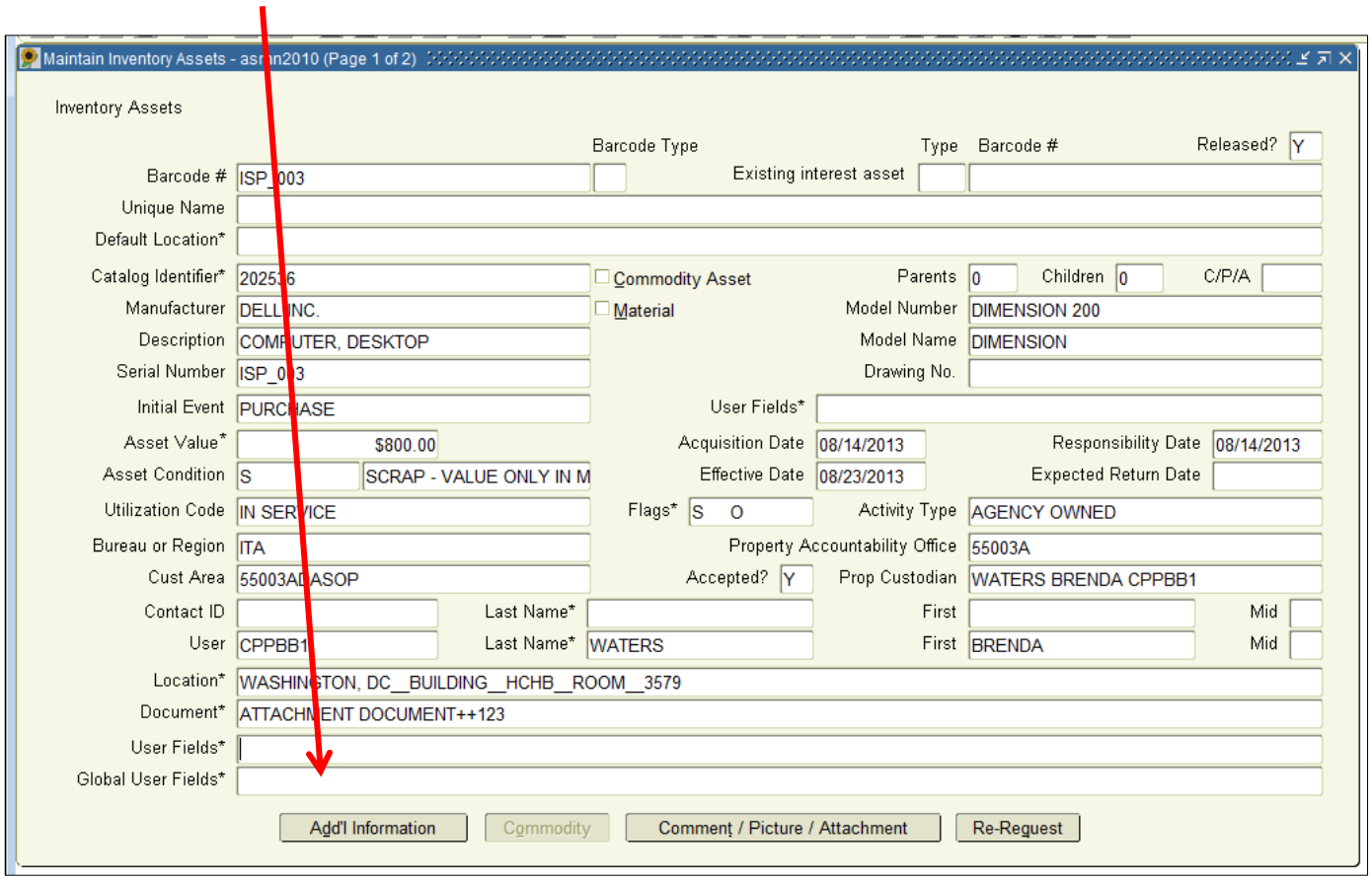
6. Click "*OK*".
7. Hit SAVE

Step 4: Set the Hard Disk Status for Assets with Memory/Internal Storage* - ONLY APPLIES TO THE FOLLOWING FSC (Federal Supply Class) CODES:

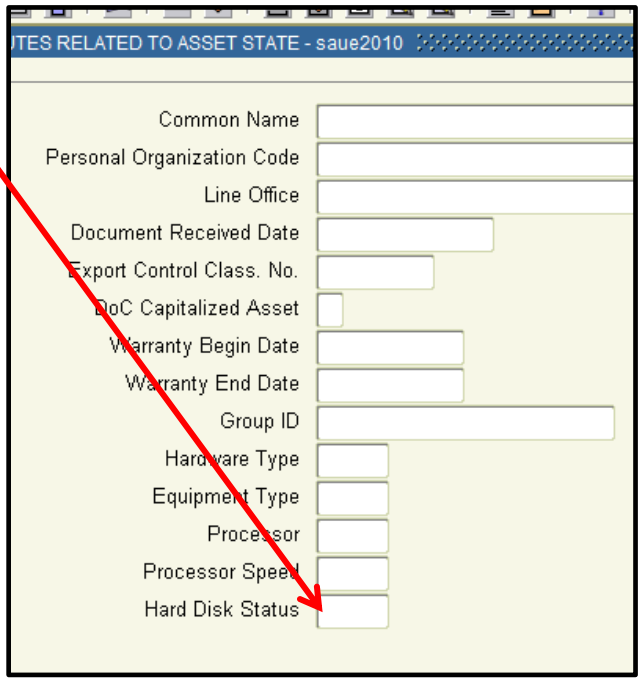
- 7010 ADPE SYSTEM CONFIGURATION (DESKTOP OR LAPTOP COMPUTERS)
- 7020 ADP CENTRAL PROCESSING UNIT(CPU, COMPUTER), ANALOG
- 7022 ADP CENTRAL PROCESSING UNIT(CPU, COMPUTER), HYBRID
- 7025 ADP INPUT/OUTPUT AND STORAGE DEVICES (SCANNERS, MONITORS, PRINTERS, MODEMS, KEYBOARDS, OPTICAL DRIVES, TAPE DRIVES)
- 7035 ADP SUPPORT EQUIPMENT (SERVERS)
- 7042 MINI AND MICRO COMPUTER CONTROL DEVICES
- 3610 PRINTING, DUPLICATING, AND BOOKBINDING EQUIPMENT (COPIERS)

*Hard Disks are required to be Sanitized, Degaussed, or Removed. An asset with one of these FSC codes will not be eligible for excess unless the Hard Disk Status field is completed.

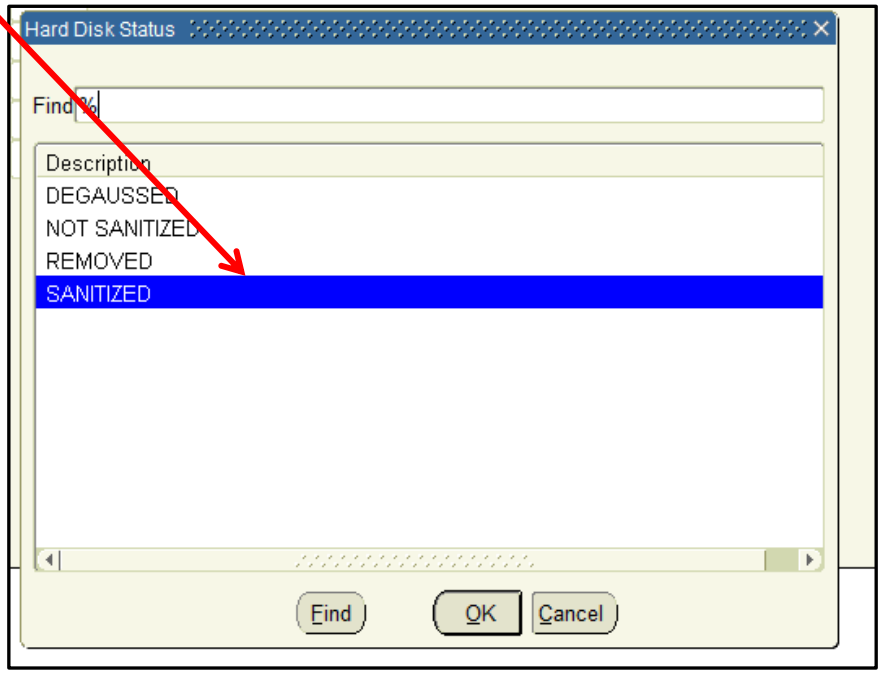
1. Double-click in the asset's *"Global User Fields"* field.



2. Double-click in the "*Hard Disk Status*" field.



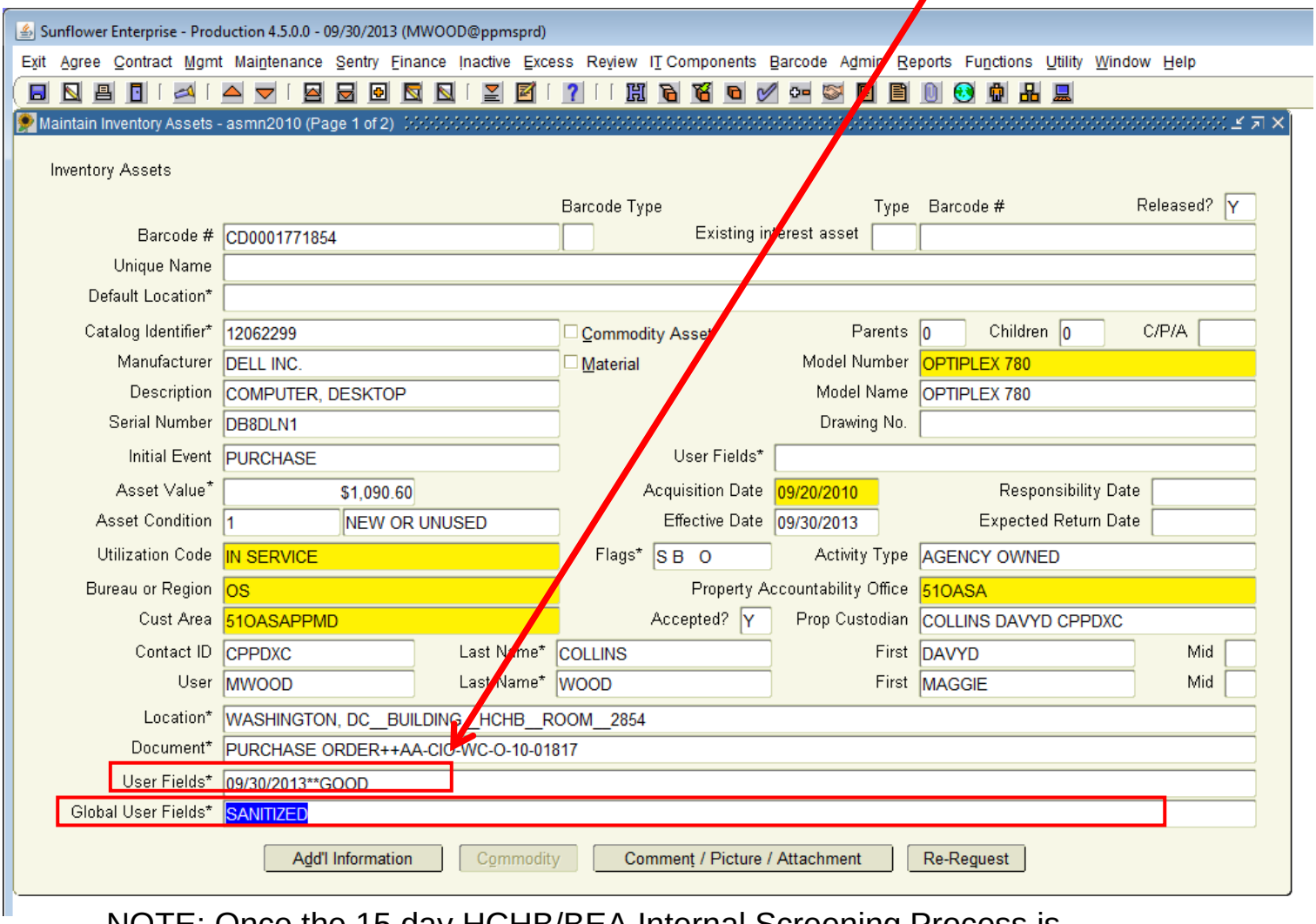
3. Select from the following: DEGAUSSED, REMOVED, SANITIZED.



4. Click "*OK*".
5. Hit SAVE

Step 5: Save Changes

1. Make sure the HCHB/BEA Internal Screening Information appears in the *"User Fields"* and *"Global User Fields"* fields.
2. Hit SAVE .



NOTE: Once the 15 day HCHB/BEA Internal Screening Process is complete, the asset will automatically be sent to Moving Services to schedule a pick-up.

For personal property pending excess in this internal screening process and available for reutilization, please visit the Asset Screening page:

https://sflwrdoc.eas.commerce.gov/pls/snflwr_ext_ppmsprd/ext_screen_assets.main