

FS Process for Turning in an Old or Broken Zebra Printer

From: [Honaker, Susan - FS, MI](#)
To: [Roes, Angelo D](#); [Myal, Drake - FS, AZ](#); [Kingsley, Ryan - FS, MN](#); [Barrows, Andrew - FS, WA](#); [Beach, Andrew - FS, CO](#); [bjordan@idl.idaho.gov](#); [Campbell, Cheryl - FS, OR](#); [Campbell, Timothy - FS, KY](#); [Chindarak, Randy B](#); [Coppola, Matthew - FS, OR](#); [Conn, Derek A](#); [Enriquez, Antonio - FS, CA](#); [Dierenfield, Freddie E](#); [Garland, Mark - FS, CA](#); [Hawley, Raymond - FS, MT](#); [Henry, Michael - FS, ID](#); [Hernandez, Victor - FS, AZ](#); [Gallardo, Ivan](#); [Juenke, David - FS, CA](#); [Karady, David](#); [kmahler@idl.idaho.gov](#); [King, Josh M](#); [Krause, Anthony - FS, MT](#); [Long, Chad - FS, WA](#); [Medina, Marcus - FS, CO](#); [Brown, Michael J](#); [Nemeth, Travis - FS, AZ](#); [Ontiveros, Humberto - FS, CO](#); [Palomino, Philip - FS, CA](#); [Reilly, David - FS, OR](#); [Strong, Kristopher - FS, OR](#); [Tovar, Alejandro - FS, NM](#); [Vanderkooi, Victor - FS, KY](#); [Vega, Joseph - FS, NM](#); [Weaver, David - FS, ID](#); [Adranovic, Walter - FS, CO](#); [AFS_CACHE, BLM_AK](#); [Barry, Evan - FS, OR](#); [Brown, Jared - FS, CO](#); [Bruce, Jason W](#); [Ryan Bruley](#); [Coonrad, Camille](#); [Contreras, Leticia - FS, CO](#); [Harris, Lisa - FS, CA](#); [Hensley, Paula - FS, KY](#); [Hewitt, Joshua - FS, OR](#); [Honaker, Susan - FS, MI](#); [Honea, Ronald E](#); [Hinz, Lonnie D](#); [McCaslin, Kelsey - FS, CO](#); [tmccaslin@idl.idaho.gov](#); [Mendoza, Robert - FS, CA](#); [Nelson, Matthew - FS, CO](#); [OBerry, Thomas - FS, OR](#); [Phipps, Jason - FS, ID](#); [Jacobsen, Richard K](#); [Ritchie, Austin - FS, OR](#); [Rodriguez, Michael - FS, MT](#); [Sanchez, Osbaldo](#); [Sanchez, Oscar](#); [Steuere, Cameron - FS, MT](#); [mweaver@idl.idaho.gov](#); [Camargo, Cindy - FS, CO](#); [Gamez Quinteros, Heber - FS, CO](#); [Gamez, Jenny - FS, CO](#); [Gomez, Gabriel - FS, CO](#); [Gonzalez Espino, Ashley - FS, CO](#); [Miller, Brandon - FS, CO](#); [Rumsey, Joshua - FS, CO](#); [Wright, Helen - FS, CO](#); [Graff, Shelby - FS, AZ](#); [RMISC, CORMK10 -FS](#); [Aronson, Daniel - FS, NM](#); [Lopez, Jose - FS, ID](#); [Molly Oscarson](#); [Libby McCaslin](#); [mccopple.usfs.ara@gmail.com](#); [gipierce87@gmail.com](#); [gharshfield@hotmail.com](#); [xanwelch@gmail.com](#); [Adams, Tyler B](#); [Williams, Joseph - FS, NM](#); [Pewonka, Carlene - FS, OR](#); [Berk, Candice - FS, OR](#); [Roes, Carrie A](#); [Lyon, Celena M](#); [Sanchez, Oscar - FS, ID](#); [Gonzalez, Blanca - FS, CA](#); [mmeredith@idl.idaho.gov](#); [Hithe, Ronnie - FS, CA](#); [Aguilar, William - FS, CA](#); [Chelland, Vincent - FS, CA](#); [Hopkins, Michael - FS, KY](#); [Dezarn, Christopher - FS, KY](#); [Adam Fremling](#); [andrew.pitt@state.mn.us](#); [Bruley, Ryan - FS, MN](#); [Comte, Nathan - FS, MN](#); [Fremling, Adam - FS, MN](#); [Hanks, Jason - FS, MN](#); [Jason Hanks](#); [joe.washburn@state.mn.us](#); [Jones-Hughes, Patrick - FS, MN](#); [Kaminski, Roxanne - FS, MN](#); [Lauer, Edward - FS, MN](#); [Niesen, Andrew - FS, MN](#); [Tschida, James - FS, MN](#); [Washburn, Joseph - FS, MN](#); [Gonzalez, Leobardo - FS, OR](#); [Schultz, William - FS, OR](#); [Steenkolk, Justin - FS, OR](#); [Calima, Mario - FS, CA](#); [Matthew Harrison](#); [Bender, Tamara - FS, OR](#); [jwgale@blm.gov](#); [Decoteau, Lydia](#); [Cincar, David M](#)
Cc: [Sargent, Bethany - FS, TX](#)
Subject: Disposal of Zebra Printers
Date: Friday, December 19, 2025 8:42:28 AM
Attachments: [image001.png](#)
[AD-112 Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property.pdf](#)
[EXAMPLE - AD-112.pdf](#)

Good Morning All! For the Forest Service caches, if you need to turn in a zebra printer, here's the disposal info.

Complete the blank AD-112, reference the Example AD-112.

Once the form is completed, please email the form to Heather Maynard.

Heather.Maynard@usda.gov

Once the form has been filled out and the Accountable Property Officer and the custodian have signed please email the form to Heather.

Heather will review it and forward it for additional signature.

Once signed, Heather will return the AD-112 to you and the items can be disposed of at that time.

Once disposed, a witness and the Accountable Property Officer sign Section IV and return the form to Heather for final processing.

Please let me, or Bethany, know if you have any questions.

Thanks!

U.S. DEPARTMENT OF AGRICULTURE REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY	PROPERTY REPORT NO.	DATE ENTER DATE
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SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i> <input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Obsolete <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Others <i>Select the appropriate box</i>	2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i> Forest Name Ex: Eldorado National Forest Address incl. city, state, zip code APO ID: Ex. 1105060800CV Must include APO ID
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3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D
1	Asset Description Barcode #	Cost is shown on the APO's inventory or original acquisition cost. If original cost is unknown, research item online to find approximate cost.	Explanation in as much detail as possible Inoperable, need to dispose to local refuse/recycle center in Lakeport, CA Include business name, address, and phone number where asset will be disposed.

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN Custodian sign & date APRIL HARGIS <small>Digitally signed by APRIL HARGIS Date: 2023.01.27 10:38:08 -08'00'</small>	DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER Frank Aebly <small>Digitally signed by Frank Aebly Date: 2023.01.27 11:32:11 -08'00'</small> APO sign and date	DATE
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SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.

b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.

c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE
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SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

a. Property has no commercial value.

b. Health, safety, or security considerations require immediate abandonment or destruction.

c. Costs of care and handling exceed expected small lot sales proceeds.

d. Regulation or directive requires abandonment or destruction.

e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE
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SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	2. DATE
3. SIGNATURE OF WITNESS	4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(The necessary entries have been made to adjust property records.)</i>	2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]</i>	4. DATE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO.

DATE

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- | | |
|--|---|
| <input type="checkbox"/> Unserviceable | <input type="checkbox"/> Lost or Stolen |
| <input type="checkbox"/> Obsolete | <input type="checkbox"/> Cannibalized for parts |
| <input type="checkbox"/> Damaged | <input type="checkbox"/> Destroyed |
| | <input type="checkbox"/> Others |

2. REPORTING ACTIVITY *(Show agency, unit and address)*

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i> B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i> D

4. NAME IN PRINT AND SIGNATURE
OF CUSTODIAN

DATE

5. NAME IN PRINT AND SIGNATURE
OF ACCOUNTABLE PROPERTY OFFICER

DATE

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

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- b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.
- c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. | <ul style="list-style-type: none"> <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i> |
|---|---|

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER

3. DATE

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1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER

2. DATE

3. SIGNATURE OF WITNESS

4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*

2. DATE

3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*

4. DATE

Forest Service Instructions for Installing a New Zebra Printer, or Replacing a Zebra Printer.

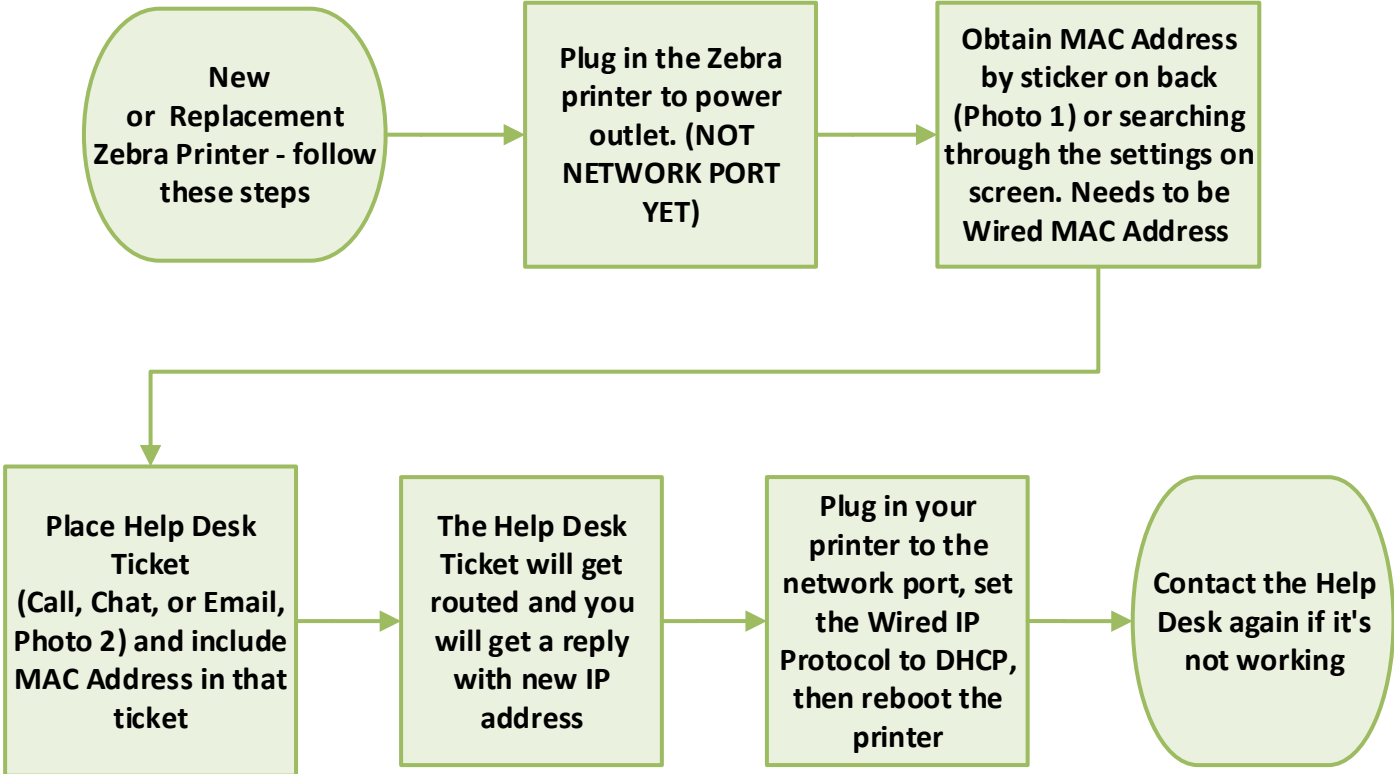
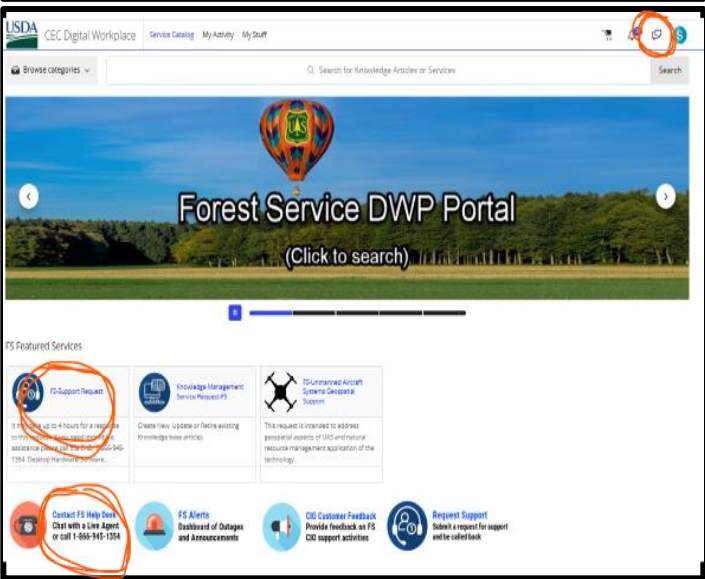


Photo 1: MAC Address is typically on a sticker on the back next to the network box symbol. Can also be obtained by checking Network settings. Use the Wired MAC Address.



Photo 2: Place Help Desk Ticket via Chat, Email or Phone Call



FS Caches - Zebra Printer, iPhone, iPad Replacement Process

