**Section 5020.510 Criteria Used to Set Service Charges**

a) Total service charges collected shall be based on the pro rated expenses incurred annually by the SASP. Such costs include, but are not limited to charges for:

1) Personnel,

2) Transportation,

3) Utilities,

4) Fuels,

5) Telephone service,

6) Warehousing and storage,

7) Insurance,

8) Printing,

9) Office supplies,

10) Travel expenses,

b) The criteria used to establish service charges on specific pieces of surplus property shall include:

1) Original acquisition cost,

2) Present value,

3) Screening cost,

4) Quantity,

5) Condition,

6) Transportation cost from the holding agency,

7) Loading and unloading costs,

8) Packing and/or crating,

9) Administrative cost,

10) Repair and rehabilitation necessary,

11) Utilization and compliance inspection necessary,

12) Delivery to recipient, if necessary.

c) Special or extraordinary costs may be added to the service charge when:

1) Property requires extensive rehabilitation.

2) Property requires transportation from an overseas location.

3) Property requires long haul transportation.

4) Property requires unusual and extensive packing or screening.

5) Property is subject to long term restrictions.

d) All special or extraordinary costs listed in the preceding section shall be discussed with the recipient before final shipping.