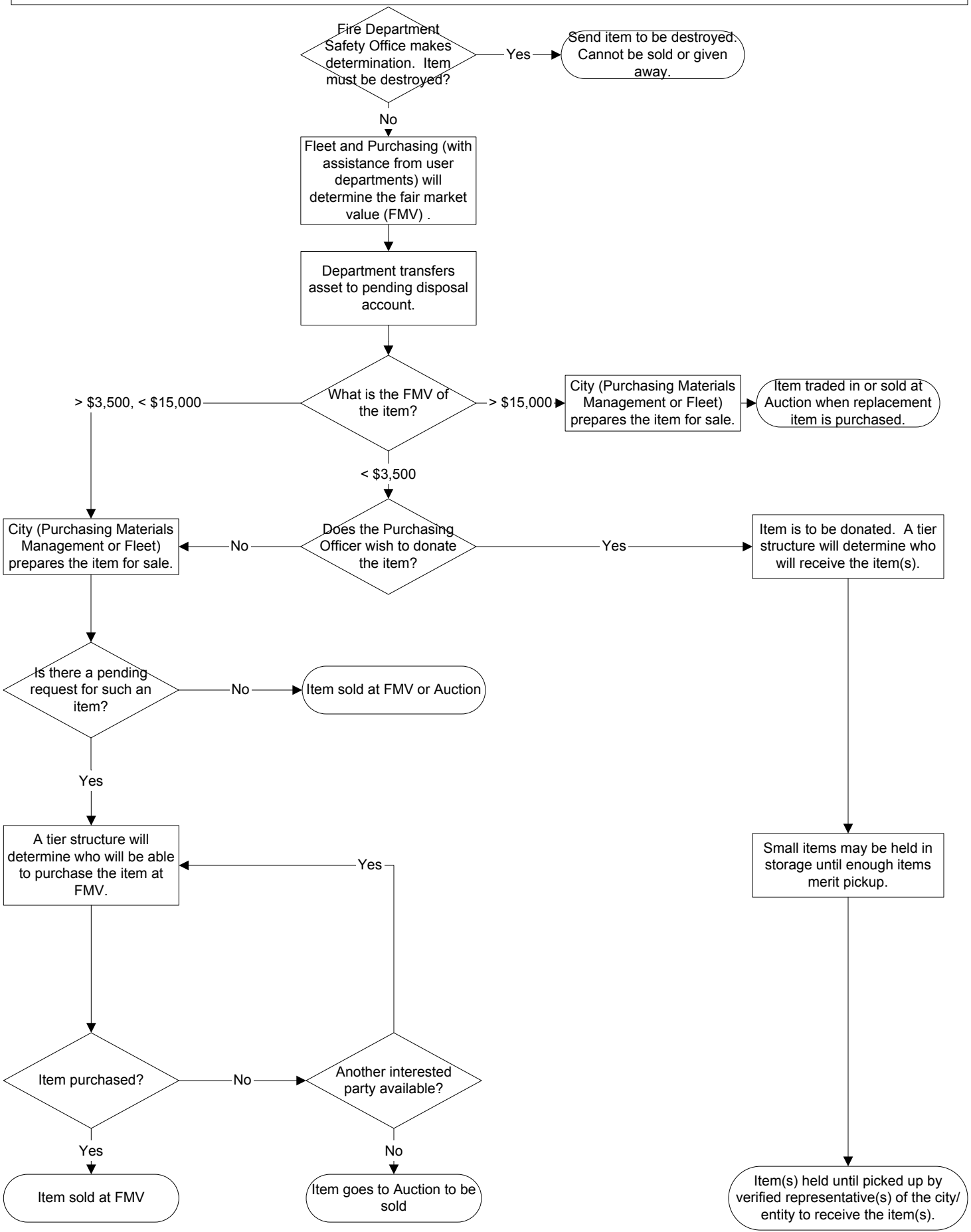PROCEDURES FOR DISPOSAL OF SURPLUS AND OUTDATED FIREFIGHTING EQUIPMENT