


THOMAS JEFFERSON
NATIONAL ACCELERATOR FACILITY

PROPERTY MANAGEMENT
POLICY AND PROCEDURES

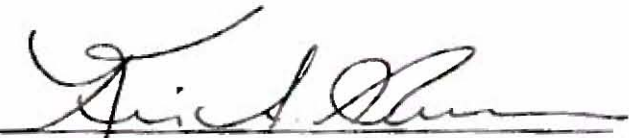
MANAGED BY
JEFFERSON SCIENCE ASSOCIATES, LLC
FOR
THE U. S. DEPARTMENT OF ENERGY

May 2014

SUBMITTED BY:


Christian T. Whalen
Property Manager

21 May 2014
Date

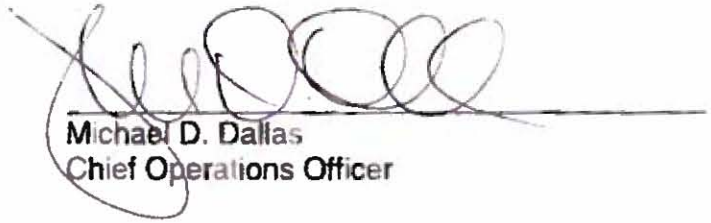

Kris A. Burrows
Vehicle Control Officer

21 May 2014
Date

APPROVED BY:


John R. Sprouse
Director, Facilities Management and Logistics

22 May 2014
Date


Michael D. Dallas
Chief Operations Officer

5/29/14
Date

Record of Changes			
Change	Date	Page(s)	Section
Original	28 Sep 2006		
1	25 Jan 2008	Various	Various
2	30 May 2008	12	3.4.3
3	16 June 2008	11	3.3.3
4	10 July 2008	12	3.4.3
5	28 July 2008	22	3.15
6	04 Dec 2008	05	Part 2 Intro
7	14 Jan 2009	18	3.13
8	15 Apr 2009	33	6.1
9	26 Jun 2009	29	4.4
10	31 Aug 2009	07 and 33	2.3 and 5.6
11	28 Feb 2011	Various	Various
12	20 Jun 2013	Various	Various
13	18 Sep 2013	Various	Various
14	14 May 2014	Various	Various

Changes to this document will be submitted to TJSO.

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Part 1: PERSONAL PROPERTY SYSTEM

1.1 General

The Jefferson Science Associates (JSA) is contractually responsible for establishing and maintaining a cost-effective, risk-based personal property management program to manage personal property from receipt, to use, to final disposition processing by acceptable means. Accordingly, JSA has developed and implemented policies and procedures to comply with responsibilities specified in Attachment 2, Contractor Requirements Document of DOE O 580.1.

1.1.1 Applicability

- This document applies to all Jefferson Lab employees and subcontractors who perform work under the JSA contract.
- This document also applies to institutions loaning or borrowing equipment to or from Jefferson Lab.
- All JLab employees are responsible for the proper and efficient acquisition, use, maintenance, and disposal of Jefferson Lab property used in the performance of their duties.
- Persons authorized to use JLab property:
 - JLab employees in the performance of their duties.
 - Contract staff or subcontractors if within the scope of their contract.
 - On-site users upon written request at the Tool Crib or Stockroom.
 - An authorized borrower signs a DOE SF 4420.2 agreeing to the terms and conditions of a DOE Personal Property Loan Agreement.

1.1.2 Use of Government Property

- Official Use. Laboratory personal property shall be used only in the performance of official work at the Laboratory, except under the following conditions:
 - Emergency: Threatening loss of life or property as authorized by law.
 - Contracting Officer Approval: As otherwise authorized by law and approved by a DOE contracting officer for contractor-held property.
 - Custodial Control: **Individuals are responsible for maintaining custody of and safeguarding Laboratory property at all times. No property shall be removed from the JLab site for use, loan, trade-in, or repair without prior written approval of the Property Management Office. Documentation to support the removal of property is in the form of collaborative agreements, loan agreements, subcontract documents, or a property pass.** Maximum Use: Personal property management practices shall assure the best possible use of personal property. Supplies and equipment should generally be limited to those items needed to carry out Laboratory programs efficiently.
 - International Use of Laptop Computers: Export control review and hand carry travel documents are required when laptops, computers, or other tagged property are hand-carried or shipped out of the United States. Contact the Computer Center Help Desk or Export Control for assistance.

1.1.3 Property Control

Appropriate control techniques must be used to minimize waste and to prevent loss, theft, unauthorized removal, and abuse. The level of controls imposed over property should be consistent with its useful life, cost, and sensitivity. JLab uses one or a combination of several of the below strategies to control property:

- Administrative controls:
 - Independent authorization for purchase
 - Independent verification of receipt
 - Independent authorization for payment
 - Calibration and maintenance schedules
 - Loss and theft reports
 - Check-out procedures for transferring or terminating employees
 - Corrective actions for the misappropriation of property
 - Loan agreement or shipping document for removal of property
- Property marking i.e., etching, JLab/U.S. DOE property label
- Property number tagging and recordkeeping
- Accountable, Other Accountable and sensitive item determination
- Physical control

1.2 Types of Property

1.2.1 Personal Property

All property, other than real property, such as buildings and their associated infrastructure such as roads, parking lots, water mains etc. Below are listed various types of personal property. Definitions are provided in Appendix A.

- Administratively Controlled Items
- Capitalized Property
- Consumable/Expendable Property
- Excess Property
- Government-Furnished Property
- Sensitive/High Risk Property
- Motor Equipment
- Motor Vehicles
- Precious Metals
- Related Real Property
- Salvage Property
- Scrap Property
- Stores and Spare Parts
- Controlled Substances, Hypodermic Needles, Syringes and Potable Alcohol

1.2.2 Real Property

Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including any fixtures permanently installed therein. Real property

is tangible property other than moveable property or tangible intellectual property. Real property improvements include upgrades and/or enhancements to existing facility characteristics.

1.3 Responsibilities

Lab Director - The Jefferson Science Associates, LLC through the Lab Director, is responsible for the efficient and economical management of all property in the custody of the Laboratory. Areas of responsibility include proper acquisition, receiving, identification, storage, use, excess, salvage, and disposal of supplies, materials, and property.

Line Management - Responsible for the general management, proper use, and protection of property entrusted to their personnel. Line management from each Laboratory division is responsible for planning its own personal property requirements and for allocating, using, and maintaining its personal property resources in the most effective manner. All property custodians shall have a performance expectation to properly maintain and protect all assigned property. Decisions regarding acquisition, need, and storage of property items as well as the management of storage and operating areas will be in compliance with Laboratory policies. In addition, a custodian's line management is responsible for taking the necessary actions to prevent theft, misuse, damage or other improper activity involving JLab property. They shall also ensure that any equipment to be warehoused or shipped is prepared (no residual electrical charges or gas pressure), properly lubricated, and serviced.

Property Management Organization - Property Management led by the **Property Manager**, is responsible for serving as a focal point for developing policy and procedures and oversight of property management activities and record keeping. Property Management maintains the property database, establishes Laboratory property management standards and criteria, and ensures that property is effectively managed. Property Management is responsible for establishing and implementing procedures that address the acquisition, control, use, disposition, and required inventory of property at the Laboratory. Each division is responsible for property accountability through its line management.

Property Administrator - The individual designated as the authorized representative of the Contracting Officer (CO) assigned to administer the contract requirements and obligations relating to government personal property. JLab's CO designated Property Administrator is at DOE/Oak Ridge Office.

Precious Metals Control Officer (PMCO) - The PMCO is JLab's primary point of contact for precious metals control and management, responsible for administering the Laboratory's program according to the Federal Property Management Regulations. The PMCO manages operation of the Lab's central precious metal repository.

Property Custodians - Any employee, subcontractor, or user who is accountable for assigned personal property. All property should be assigned to the individual using it. For property held for use by a group, line management shall establish a system to track and safeguard the property when not in use. Custodians are responsible for the protection, control, and proper use of property under their stewardship. Custodians shall verify the location and condition of all assigned property on an annual basis or when

requested by Property Management. Custodians are responsible for locating their property during any inventory and will be held accountable for the loss of any property not located. The loss, damage, or destruction of personal property will be handled in accordance with DOE G 580.1-1 - Chapter 12. Loss of property due to gross negligence or willful misconduct may lead to dismissal of staff or removal from the site for users. Subcontractors are financially responsible for loss and damage from improper use.

Procurement (“P”) Credit Card Holders - Employees that “pickup” property directly from local vendors must bring the property to JLab’s Shipping and Receiving Section in Building 90 within 24 hours after pickup. The Shipping and Receiving staff will inspect, identify, tag, and enter receipt information into property and financial systems.

Motor Equipment Fleet Manager & Vehicle Control Officer - Manages the government motor equipment and vehicle program to ensure equipment is acquired, maintained, and utilized in support of JLab programs in the minimum quantity required and in the most efficient manner, consistent with program requirements, safety considerations, and fuel economy. This includes establishing local vehicle utilization targets, managing “pool” of shared general-purpose passenger vehicles, and collecting data and preparing Federal Automotive Statistical Tool (FAST) vehicle reports.

Subcontracting Officer - Persons within the JLab Procurement Services Department who have the authority to enter into, administer, and/or terminate contracts, and make related determinations and findings. Responsible for coordinating closely with Property Management to ensure: (1) subcontractors properly safeguard and manage government personal property in their possession, (2) property available for reutilization is considered before new property is acquired and (3) Property Management is alerted to subcontracts that involve “drop” shipments to other sites or acquisition of “high-risk” property.

1.4 Training and Communication

The Property Manager is responsible for property related training for JLab property managers and custodians. Elevating general property awareness among the entire Lab population and increasing the flow of communication will increase the understanding of the processes for managers. The following elements are included in this training/awareness program:

- **Professional Certification** - Coordinating training required for professional certification of the Property Management.
- **Custodian Responsibilities** - A Personal Property Custodian Responsibilities Form is signed by current employees as part of the transition to the JSA Contract and reviewed annually as part of Annual Custodian Property Validation. The form is signed by new employees upon arrival. Property Manual changes, overview presentations and facilitated discussions will be made available to work groups and online video tutorials.
- **Property Awareness** - Keeping JLab staff advised of property issues, annual inventories, changes in orders, or local policies, changes in Property status (i.e. international and domestic loans location in the approval process route) by memorandum, e-mail, newsletters, or classes.

PART 2: ACQUIRING PERSONAL PROPERTY

Property for JLab can be obtained by borrowing from another institution, transfer from DOE, purchasing, fabrication, gift, or trade. Unjustified acquisitions may be referred by Property Management to the Chief Operating Officer. No property shall be obtained without an identified specific use. Property that does not have a specific identified use shall be made available for transfer to other groups at Jefferson Lab or other agencies through the Property Management.

All hazardous materials used at JLab require pre-approval before arriving at the facility – this includes material brought to the Lab by visiting users from other institutions. Approval is provided by the Environmental, Safety, and Health Quality Division for specific chemical and radiological materials.

2.1 Excess Property

Excess government personal property shall be used to the maximum extent possible to reduce operational costs. Property that has been designated excess by the General Services Administration, the Department of Energy, the Department of Defense, or other Federal agency, is considered the first source of supply to the Laboratory. Excess material available at JLab is listed on the Property Management website. Excess Property from DOE Labs or other federal sites may be available usually for the cost of shipment.

Transfer of excess property from another facility or agency must be submitted for approval through Property Management prior to shipment to JLab. The JLab staff member interested in the property must determine if it is cost effective to bring it to the Lab. Factors to consider include: the technical risk and overhead costs, age, condition, usefulness, contamination, storage requirements, needed repairs, and shipping. Shipping costs need to consider crane and rigging services; special carriage and road permit cost for very large items. This determination is documented and submitted using the Property Management website. All available documentation should be obtained and reviewed including repair history, parts lists, photographs, owner's manuals, calibration records, blueprints, and schematics from the prior owner and the manufacturer. Travel to inspect the property may be funded by the employee's division if the suitability of the item cannot be determined by telephone and correspondence. Alternately, the division may subcontract for a technical survey. In either case, the inspector must be technically capable of evaluating the condition and potential usefulness of the items.

Any personal property transferred from another DOE facility or federal agency is subject to the same labeling/tagging and reporting requirements as purchased property and reported to Property Management.

Acquisition of high risk excess property shall also be approved by the DOE Site Office.

2.1.1 Reutilization/Free Stock

Material not being used, already on-site, is made available for use to all groups at no cost. This program is designed to ensure items currently on-hand is used prior to purchasing additional material. Materials identified during the Utilization Walk-Through Program (Section 3.13) that do not have a planned use within 12 months are put into

inventory in the Free Stock Program. Free Stock is designated the first source for obtaining these materials prior to purchasing additional.

2.2 Borrowing Property from Other Institutions or Vendors

Using idle property from DOE and other federal or state agencies, or vendors is advantageous to the taxpayer and is encouraged when the following conditions apply:

- It is practical and economical.
- The property is required for short periods of time (typically 1 year or less; longer period when justified by DOE program officials).
- The terms of the borrowing arrangement are included in a written agreement and controls are established to ensure the prompt return of the property to the lender.

Request to borrow property from DOE or other agencies or vendors shall be submitted and approved by the Property Manager as a loan agreement (i.e. Terms and Conditions document; memo for record or similar document) prior to shipment of the property to JLab.

2.3 Purchasing Property

Property can be purchased through the Stockroom, by using E-Commerce, by submitting a purchase request through Procurement, or using an authorized "P" credit card.

2.3.1 Stockroom

The stockroom maintains commonly used items that can be obtained and charged to the applicable project. Included under the Stockroom are general purpose computers, managed by the Computer Center and niobium, managed by the Cavity Group. Both commodities have an assigned custodian who is responsible for the acquisition, storage, and distribution as well as reporting of the inventory. Those individuals needing these two items are requested through the Stockroom system. The Cavity Group with the guidance of CFO and Property Management will maintain inventory and financial controls.

The Chief Operating Officer has assigned an additional level of managers beyond the normal signatory levels within a specific department or division to approve the purchase of the material and equipment listed in the table below to ensure systematic application of safety requirements, configuration management, and budget constraints.

Property, Equipment & Consumables**Authorization/ Approval Level**

Audio Visual and Conferencing Computer Center Equipment	Infrastructure Manager
Bikes & Helmets, Hand Tools and Power Tools, Lead, and Precious Metals	Property Manager
Books	Library Manager
Chemicals	Lab Industrial Hygienists
Computers	Chief Information Officer
Deuterium Gas	Deuterium Custodian
Furniture	Director, Facilities Management & Logistics
Material Handling Equipment	Material Handling SME
Hypodermic Needles, Syringes	Medical Equipment Custodian
Lasers	Laser Safety Officer
Potable Alcohol	Potable Alcohol Custodian
Vehicles & Motor Equipment	Director, Facilities Management & Logistics
Radiological Sealed Sources	RADCON Source Custodian

The P-CARD Unauthorized and/or Restricted Item List can be found at
http://www.jlab.org/div_dept/admin/business/pcard/UnauthRest.pdf.

Each individual piece of personal property shall be procured under a single funding project and org. Split funding of acquisition of a single property item is not allowed.

2.4 Trading-In/Exchange Sales Property

Trading-in one piece of property for a new or upgraded item can be a cost-effective option. Trade-ins must be for a similar item and shall be coordinated with both the Property Management Office and Procurement. Trade-in requests are submitted to Procurement as a standard purchase requisition then forwarded from Procurement to Property.

2.5 In-house Fabrications

Items built for other entities and in-house fabrication are required to be labeled and reported as purchased property and shall be reported to the Property Management Office at the time of completion.

PART 3: CONTROL AND UTILIZATION OF PERSONAL PROPERTY

References:

- 41 CFR 109-1.5, Personal Property Management Standard Practices
- 48 CFR Parts 925, 952, and 970
- DOE Guide 580.1-1 Section IV- Utilization and Disposal
- Jefferson Lab Administrative Manual, 302.04, Excess Property

The goal of the property program is to assure proper control and utilization of personal property within practical economic and administrative burdens. The following

procedures for receipt and inspection, marking, protection, accountability, physical inventory and disposal of property accomplish this goal at JLab.

3.1 Shipping and Delivery Addresses

All property delivered or brought to JLab must be delivered through the Laboratory's central Shipping and Receiving function. This includes property on loan from other research facilities, new purchases, property acquired via transfer from other agencies, and property returned from being repaired. The only exceptions are the tanker truck delivery of helium, nitrogen, and fuel oil, material delivered as part of a construction subcontract, and books. These items are received separately under the supervision of the Subcontracting Officer's Technical Representative (SOTR).

The shipping address for all purchases other than books is:

Jefferson Lab
Shipping & Receiving, Bldg. 90
12000 Jefferson Ave
Newport News, VA 23606

Ref: Purchase Order Number

All books are delivered directly to the Library for cataloging and marking. The shipping address is:

Jefferson Lab
Library, MS 1B
12050 Jefferson Ave
Newport News, VA 23606

3.2 Direct Delivery Shipments to Other Than Jefferson Lab

A direct delivery shipment is when the shipment of goods directly from the source to a user; is frequently used when a third party acts as purchasing agent for a user. A typical shipment of this type is when material samples or a piece of equipment needs to be tested before being forwarded to its destination. All direct delivery shipments shall be coordinated with Procurement and Property Management. Procurement documents shall clearly specify the direct delivery location and specific instructions for the recipient. JLab procurement officials will direct vendors making direct delivery shipments to forward a copy of delivery documents to Jefferson Lab Property Management.

3.3 Receipt of Incoming Shipments

Property delivered to JLab must be cleared through Shipping and Receiving where it will be identified as (Accountable, Other Accountable, and High Risk, etc.), tagged and entered in the JLab property tracking system. This includes property on loan from other research facilities, new purchases, property acquired via transfer from other agencies, and property returned for repair. Pieces of property found on the installation will be "field tagged" with a temporary label or marked with the owning entity's name.

The receiving process is not complete until the shipment is inspected for discrepancies, entered into the accounting system, delivered to the user (with the packing slip and/or

purchase order) and signature obtained, any Accountable Property documented, and copies of all documentation scanned into the Shipping and Receiving Log (SRL).

It is the responsibility of the JLab "P" credit card holders to ensure all non-consumable property "picked up" directly from local vendors using "P" credit card purchases is brought to Shipping and Receiving for classification within one (1) workday of purchase. All "P" credit card purchases shall be reviewed at least weekly by Property Management to ensure this classification is timely completed.

Tag the property per the Property Management instructions.

The Shipping and Receiving staff, with assistance from the custodian, will process claims for freight damaged during transit.

3.3.1 Receiving Hazardous Materials

Shipping and Receiving staff will process all hazardous materials as soon as the shipment arrives. Hazardous materials are identified by the warning placards required by Department of Transportation rules, 49 CFR 172. Shipping and Receiving staff must ensure that the proper Safety Data Sheet (SDS) is available for each hazardous item received at JLab. If an SDS is not with the shipment, Shipping and Receiving staff must contact the vendor, the JLab requester or ES&H personnel to obtain a copy. The SDS must be provided to the user for each type of hazardous material in the shipment. The requirement for an SDS shall be noted on the acquisition document by the Procurement staff. The processor will contact the ES&H Group by phone including sending them a hard copy of the SDS concerning the arrival of hazardous material on the Shipping and Receiving dock. A copy of each SDS is scanned into the "SRL" and a copy is also forwarded to JLab ES&H staff.

3.3.2 Time Sensitive Shipments

If delivery of specific material once received at the Lab is time sensitive, the requestor shall contact Shipping and Receiving to make special delivery arrangements.

3.3.3 Direct On-Site Delivery

Shipping and Receiving staff may arrange direct delivery of large shipments to locations on site. Included in this function are escorting delivery vehicles in the "controlled" section of the accelerator site. If a vendor improperly delivers a shipment directly to a JLab user, the Shipping & Receiving staff must ensure the shipment is properly processed once they are aware of the mistaken shipment.

3.4 Outgoing Shipments

Shipping & Receiving staff will coordinate and document all JLab shipments including obtaining the lowest price for shipments. The JLab user must complete the online Authorization for Shipment Form located on the Property Management and Shipping and Receiving websites for all shipments, including hand-carried items. All forms are forwarded to Procurement for review and approval. All tangible items and items being shipped internationally are submitted to Property Management for review and authorization. All international forms are submitted to Export Control for review and

approval. After all signatures are acquired, the form is submitted to Shipping for processing. The form is submitted to Finance for review after Shipping has completed the shipment. All shipping documents are scanned to the SRL. All outgoing shipments are to be processed within two (2) working days once submitted to Shipping, unless directed otherwise.

Dimensions (size and weight) of an item and time constraints determine appropriate mode of transportation. Unless specified by the user, shipment will be made by the most economical means. Over-shipments, damaged or incorrect material will be returned at the vendor's expense. The mode of transportation for this returned material will be coordinated with the vendor.

3.4.1 Property Sent Out For Repair

For accountable property sent off site for repair, the custodian completes an Authorization for Shipment Form, Refer to 3.4 for the process. The Property Management staff updates the property database.

3.4.2 International Shipments

International shipments must include a Proforma Invoice found on the Shipping/Receiving website describing contents, manufacturer, destination, reason for shipment, a return date if appropriate, and value for customs purposes. **No** international shipments are to be shipped until the commodity is reviewed and the shipment is released by signature of the JLab Export Control Officer.

3.4.3 Hazardous Material

Pre-shipment activity and shipments of hazardous materials shall strictly follow the Department of Transportation regulations contained in 49 CFR Parts 170 to 185. Additional DOE shipping requirements for fissile material, Type A and B quantities of radioactive material, explosive material and plutonium are specified below:

- DOE Order 460.2A Contract Requirements Document sections 3(a) and 3(b).
- DOE Order 460.1C Contract requirements document sections 2, 3(a) and 3(c) and 3(d).
- Explosive substances – material defined by 49 CFR as explosive will not be transported or offered for transportation by JLab.

3.5 Identification and Marking of Property

Property tags are used to designate ownership, classification and type of property. The tags assure that various property items that may be co-mingled are distinctively marked to indicate ownership. The unique assigned property identification numbers are recorded on all applicable acquisition and disposal documents. All DOE personal property must be identified and marked as "DOE Property", "DOE/JLAB PROPERTY", "PROPERTY OF JEFFERSON LAB" except for items such as bench stock and other similar consumables that by their nature cannot be marked. Non-DOE property brought on site shall be clearly marked with ownership to prevent co-mingling of property. For any property permanently transferred from another agency that has a property tag, the old tag is removed and replaced with a new JLab property tag.

Accountable, other accountable and high-risk items, shall be numbered for control purposes and must be marked legibly, conspicuously, and securely, using media such as bar code labels.

Portable computers, personal digital assistants, and portable projection equipment typically used at conferences and workshops should be inconspicuously tagged with government markings on the underside of the equipment. All other personal property other than furniture, bench stock stores and consumables shall be marked "DOE Property" or "DOE" either by vendors prior to delivery or Shipping and Receiving upon delivery.

When a Division or Chief Financial Officer's (CFO) office notifies Property Management that a fabrication has been completed and the account has been closed, Property Management will tag and record the fabricated property item in its location.

The following property shall have numbered property tags:

- Accountable Property - Serially numbered and bar coded
 - Other Accountable - Serially numbered and bar coded
 - High-Risk Property - Serially numbered and bar coded
- *Note: Administrative - Marked to identify ownership

3.6 Tracking Internal Property Movement

The Jefferson Lab Property Movement/Transfer webpage shall be used when:

- Property is relocated on site
- Property is transferred between JLab custodians
- Property that needs to be excessed

All property movements are reviewed by Property Management who updates the property database.

After both the old and new custodians verify the transfer request, Property Management staff updates the property record. Once the transfer is completed, email confirmation is sent to both the previous and new custodian.

3.7 Departure of Custodian from the Lab and Out-Processing

The Human Resources checkout process shall be used for any custodian resigning, retiring, or removed from JLab. This checkout process includes the transfer of all assigned property to the departing employee's supervisor or the section's designated JLab employee. Property includes assigned property as indicated in the property database as well as assigned keys and ID badges. Any property not transferred prior to the custodian's departure will be transferred to the custodian's supervisor. Property Management shall report any discrepancies to line management, Human Resources and Finance.

3.8 Storage

To move property into storage, the custodian shall submit a Storage Request Form found on the Property website.

Property Management determines the appropriate storage site; ensures no hazardous material is stored off site (unless approved in writing by ES&H/Industrial Health or RadCon or both) and updates property location in the property database following the appropriate level of approval.

Line management shall review and renew approval for stored items once a year to ensure their stored items are properly protected, preserved, maintained and verify the need and approve to continue storage of the item.

Property Management shall periodically inspect all stored property to prevent loss, damage and deterioration.

3.8.1 Equipment Held for Future Projects

The Equipment Held for Future Projects (EHFFP) program enables management to:

- Retain property that is not currently in use but has a known use in future Laboratory programs.
- Identify the types and amounts of property EHFFP through reviews and reporting procedures.

The intent of the EHFFP program is that property will be:

- Retained when economically justified.
- Made available for use by others.

On the basis of approved economic justification for retention, requesting groups shall place in storage such property (equipment and materials) for a known future use or a potential use in either planned projects or future experiments. The EHFFP program is used for property that has a specific future use but not for at least one year.

The EHFFP program excludes the following:

- Spare equipment that is a backup for equipment in service.
- Spare equipment and equipment that is defined as standby.
- Excess plant equipment.
- Original crating material held for reuse.

Property Management will mark and track in a database all EHFFP.

3.8.2 Reviews and Approvals

The Line Manager reviews and approves the initial request for retaining all stored items including EHFFP. The responsible Division Director or designee must formally review and sign the re-justification annually.

Property Management will review the re-justifications and check for the approvals described above. A division, through its custodian, retains stewardship of any property it places in storage.

To meet DOE's requirement for re-justification, Property Management annually submits reports to divisions of stored items and EHFFP for signature then forwards to the Chief Operating Officer for approval. Subsequent review of EHFFP is submitted to DOE.

During annual reviews of stored items and EHFFP, the Division Director or designee will indicate, item by item, property that is available for reassignment to other Laboratory groups. Some items may not be suitable for reassignment if they are costly or include a unique instrument that requires special skills for operation. A listing of items eligible for reassignment is made available throughout the Laboratory. (See 4.2)

3.8.3 Storage of Lead

All lead not actively installed in the tunnel or experimental areas shall be stored in the on-site lead storage building. The Property Management Office is the custodian for all stored lead. Those needing lead for shielding shall submit a request through the Stockroom. Those groups no longer needing installed lead shall make arrangements for storage directly with the Stockroom.

3.9 Accountable Property Records

Individual property records are prepared and maintained for all property requiring a serial numbered property tag. All personal property that meets the DOE O 580.1A, CRD, "Accountable Records", will be recorded in the database and managed for its lifecycle.

3.9.1 Capital Property Reconciliation

Property Management will reconcile acquisitions of personal and real property acquired with capital funds with the CFO on a monthly basis. Capital property reconciliations are reported monthly to DOE by the CFO.

3.9.2 Real Property Reconciliation

Property Management will reconcile acquisitions of real property valued at \$500,000 or over with the Facilities Information Management System (FIMS) Manager on an annual basis or as required by the FIMS schedule.

3.10 Annual Custodian Validation

At least once annually between January and the end of March, each custodian shall:

- Validate and update as necessary the location and condition of all assigned personal property and administratively controlled property using the Property Management Validation webpage.
- Review the Personal Property Custodian Responsibilities.

- Notify Property of discrepancies. Submit a Missing Item Report according to Section 3.14, Missing, Lost, Damaged or Destroyed for any item not located after a thorough search.

Property Management shall track and report progress of the validation during the above period and notify line management of those not completing the validation by the deadline.

3.11 Physical Inventories

The process of performing an inventory of controlled assets is a vital part of the JLab property control system. At a minimum, an inventory will validate the existence, location, and custodianship of property. Physical inventories of personal property must be performed at the following intervals (or more frequently when determined necessary) for specific items or for effective accounting, utilization, or control for a group or at a given location.

- **Accountable Personal Property** - 100% Annual custodian validation with biennial verification by Property Management.
- **Sensitive Items and High-Risk Personal Property (HRPP)** - 100% Annual custodian validation with random sample verification on an annual basis by Property Management.
- **Stores Inventories** - 100% Annual inventory valued at \$1 and above by subcontract specialist.
- **Precious metals** - Annually, with the following authorized exception: Precious metals, by type, each valued at \$250 or less may be treated as consumed or expended.
- **Capital Accountable Property** - 100% Annually for original acquisition cost of \$500,000 or greater. (Must be accepted by the OPMO or an individual delegated by the CO.)
- **Other Accountable Property.** Conduct inventories at least every 3 years with an accuracy target of 98%. The inventory method must be accepted by the OPMO or individual as delegated by the CO. **Metals** (Niobium Stock) - 100% Annual inventory by custodial group witnessed by Property Management.
- **Stocks, Stores, and Administratively Controlled Property.** Conduct inventories on a frequency per the OPMO or individual as delegated by the CO.
- **Contract Closeout Inventory.** The closeout inventory will be performed within 12 months prior to the completion of performance under the contract. However, the closeout inventory may be waived by DOE if the property held by JLab is to be used under a follow-on contract, or provided that the time between the closeout inventory and the last wall-to-wall inventory has been less than 12 months.

3.11.1 Defining the Inventory Criteria

Property Management will determine the dates of the inventory and the criteria that will be used to document that a property item has been accounted for during the inventory. The inventory will be conducted in accordance with ASTM International Standard E2132-01- Standard Practice for Physical Inventory of Durable, Moveable Property and will include the following steps:

- Define the criteria for the inventory base. Establish starting and ending dates for the inventory.
- Define the method used to perform the audit of the physical inventory.
- Produce the list of items in the inventory database.
- Establish the criteria for determining that an item in the inventory database has been accounted for.
- Establish the reconciliation schedule.
- Establish the inventory status reporting schedule.

3.11.2. Conducting the Inventory

Property Management will utilize barcode readers, online database transactions, or the property removal/inventory records to conduct the inventory according to the property selection criteria. Inventory results and requested write-offs of personal property not found will be turned in by Property Management within 60 days after concluding the inventory to the OPMO or to an individual as delegated by the CO.

Property Management will provide the original selected property listing, the completed property item count, along with all adjustments and documentation for review, to the designated CFO staff. The CFO staff will review all documentation and confirm that all selected property items have been accounted for and accurately reported. The designated CFO staff will sign off and return the documentation to Property Management.

3.11.3. Reconciling the Inventory

Required Due Diligence: Property Management will conduct a formal review for each unaccounted for item to determine whether or not all due diligence has been applied to locate any unaccounted for property. Items that remain unaccounted for are considered to be candidates for retirement.

The custodian's line management shall prepare documentation for each unaccounted for property item and submit the documentation to Property Management. Property Management reviews the documentation and if it concurs, initiates retirement of the unaccounted for items.

3.11.4 High-Risk Item Inventory

In addition to the normal inventory procedures, the inventory of high-risk property will include verifying location of the associated technical manuals and drawings. High-risk property installed as part of a larger property asset and therefore not entered in the JLab Personal Property System as an individual item, shall be validated between the Lab's Subject Matter Expert (SME) identified in the JLab Export Control Manual and Property Management.

3.11.5 Precious Metals Physical Inventory

Annual inventory shall be conducted by the JLab Precious Metals Control Officer and witnessed by a Property Management designee. Precious metals in inventory shall be inspected and weighed on calibrated scales to the nearest gram. The inventoried

weight and form shall be recorded on physical inventory sheets by metal content and percent of metal. Any obviously idle metals should be noted during the physical inventory. Justification for further retention of idle materials shall be required in writing from the custodian to the Precious Metals Control Officer and the relevant DOE business center. Excess material will be returned to the DOE precious metals pool.

3.12 Utilization Walk-Through Program

The objective of the Utilization Walk-Through every two years is to ensure maximum use of all property. Property Management conducts the walkthrough of non-administrative areas with the participation of the selected division representatives and senior line managers to identify property not being used or not part of a planned project. A representative from DOE is invited to participate.

The Property Manager validates walk-through actions and, if necessary, recommends any remedial action to the division management, who is responsible for developing a plan to correct the deficiencies or discrepancies within a specified time.

Untagged, controlled and sensitive items found on the work site during a walk through will be appropriately tagged and recorded into the property database.

The goal of a walk-through is to ensure effective use of property by:

- Ensuring appropriate application of policies and procedures.
- Assigning property to equipment pools.
- Placing property in the Equipment Held for Future Projects (EHFFP) program.
- Releasing unneeded property for reutilization.
- Ensuring that property outside is protected from the elements.

The Property Manager develops a plan for the walk-through activity that defines the areas to be covered and formalizes a schedule.

The Property Manager, with the Property representative and senior line management, inspects the scientific, technical, or local storage areas within the division and identifies any property that is unused or unnecessary. Property identified as having no foreseeable use will be processed as excess by Property Management for appropriate disposition.

Property Management will collect any property found not properly safeguarded and will contact the custodian and their immediate supervisor for disposition.

3.13 Property Removal from Site

JLab property may only be removed from the Laboratory for official business. This applies to both tagged and untagged items.

- The removal or shipping of any property requires prior approval of the Property Management Office.
- If the property shipped is associated with a purchase order (warranty return, Lab property furnished to a subcontractor, etc.), Shipping and Receiving and

Property Management must coordinate with the Procurement Office. Refer to Section 3.4.

- Property subject to the technology transfer rules found in Section 3.16, "Technology Transfer," also requires authorization by the Chief Technology Officer.
- An Employee Property Pass or loan agreement with another institution is required from JLab Property Management before property is removed from the Lab. While off site, the safe keeping of the property is the responsibility of the employee or institution having temporary custody.
- Inspections are conducted on a random basis for prohibited items that could potentially harm others, and as a deterrent to theft and misuse. JLab uniformed security officers are authorized to conduct inspections of hand-carried items and any vehicle on JLab property. Employees/users must have a valid DOE F 4420.2, DOE Personal Property Loan Agreement, or JLab Property Pass for any JLab property (either tagged or untagged) in their possession or any property leaving the site. Subcontractor property shall be appropriately marked as to ownership. Inspections can include, but are not limited to: auto and truck compartments, tool boxes, camper shells, and luggage. Refusals to allow inspections will be referred to JLab Security management and an incident report will be completed then referred to HR/Procurement.

3.13.1 Property Loans

DOE personal property can be loaned for use in research, studies, and other efforts that result in benefits to both the U.S. Government and the borrower. JLab Property Management must have a completed and approved DOE F 4420.2, DOE Personal Property Loan Agreement in order to loan personal property to authorized U.S. and non-U.S. organizations. Property may be loaned to other DOE offices and contractors, Government agencies, or organizations that have a valid Federal contract, grant, treaty, international or collaborative agreement, or documentation substantiating that the loaned property will be used only for official purposes. All loan forms are located on the Property Management website www.jlab.org/fm/property/intl_prop_agrmt.pdf. The property to be loaned will be processed according to the Procedure Guide FMPM 111.LPP. Since property loan packages must be reviewed and approved by off-site DOE officials, loan processing times once submitted to DOE can range from 10-days to several months. The completeness of the request package and circumstances of the loan (e.g. domestic or international, hazard risk), and export control characterization can add to processing time.

3.13.1.1 International Loans of DOE Property

JLab employees must submit a written request for a property loan approval to DOE Property officials to loan property to foreign entities. The loan request package includes the following form and related documents:

- Signed, legible and completed DOE F 4420.2, Personal Property Loan Agreement
- A written Collaborative Agreement describing the required elements of a loan and signed by parties of the loan. A current/approved Memorandum of

Understanding (MOU) between JLab and the borrowing entity may be required by DOE loan approval officials as supporting information. Loans involving high-risk property and/or to a sensitive country may require further information as a matter of due diligence.

- Approval or concurrence of the loan from the appropriate DOE Headquarters (HQ) or DOE Program Office official.
- Signed documents stating that high risk and export reviews were completed, esp. on **Export-Controlled Property**.

Loan Extensions or Additions of property on an Existing Loan: JLab employees must submit a request for a loan extension or addition of property using revised and signed loan forms and a written summary of programmatic reasons for the loan extension or addition of property or revised versions of the original approved loan.

Recovery of Property: Immediately upon completion of work under any loan, the loan sponsor will begin working with Property Management to recover the loaned equipment.

Note: A non-U.S. citizen working at JLab that desires access/use of any property characterized as ITAR or high-risk property should be referred to the JLab Export Control Office.

3.13.1.2 Property Loan Processing Responsibilities

Division

- Develop a Collaborative Agreement with entity (person or institution).
- If required, ensure an MOU or any other agreements are current throughout the duration of the loan.
- Employee/Principal Investigator initiates the JLab shipping authorization process and completes or monitors progress.
- Examples include the DOE F 4420.2, DOE Property Loan Agreement, High Risk/Export Control Review, and Hazardous Property Review.

Property Management

- Review DOE F 4420.2, for completeness
- Assemble package
- Perform QA/QC
- Maintain JLab property loan/transfer system of records

Export Control

- Complete export control review and high-risk review/determination
- Releases loan request package to DOE for loan approval consideration
- Makes notifications and releases shipment upon DOE approval of property loan

3.13.2 Employee Property Passes

Employees may be authorized to take property off site for official business. Before property is removed, an approved JLab Property Pass Authorization Form is required.

The authorization form specifies the terms and conditions to use the property off site. The form shall include a brief description of the JLab work the employee will be performing off site. The JLab employee must accept the terms of the agreement. Once the authorization form is approved by the Property Management Office, the recipient may print the Property Pass to be carried with the item(s). The Security Guards will ask to see the property pass for any Lab equipment observed in personal vehicles. The Property Pass can be issued for any period of time not exceeding one year.

Note: The Property Pass requirement applies to all laptops and external hard drives.

3.13.3 Exceptions to Loan Agreement or Property Pass

A Loan Agreement or Property Pass is not required for removal of the following items from the Laboratory:

- Cell Phones
- PDAs
- Pagers
- Reports
- Books
- Consumables (pencils, papers)
- Compact disks, memory sticks and thumb drives

(Note: Portable storage devices are susceptible to loss of data through theft or compromise. JLab employees shall not use portable storage devices to store Personal Identifiable Information (PII) or business sensitive information.)

3.13.4 Tracking Loans and Property Passes

Loans - The JLab Shipping Authorization process can be used to track the status of loan packages through the JLab and DOE property loan process. JLab Property and Export Control staff tracks status once the shipping authorization process is complete. These individuals meet bi-weekly with DOE/TJSO staff to coordinate/resolve issues with DOE and parties of the loan.

The process is reversed for incoming property on loan except Shipping and Receiving must generate a receiving report to document arrival of the property. The loaning institution's loan number is used on all documentation.

Property Passes - JLab Property Management will review property passes annually and contact the holder of items prior to expiring to confirm a continued need to retain the property off site.

3.13.5 Subcontractor-Held DOE Property

JLab's contractual obligations for property extend to subcontractors through the applicable subcontract document.

Subcontracting Officers are responsible for ensuring that subcontractors properly account for government property furnished, acquired or produced during performance of

the work. Subcontracting Officers must advise Property Management of all property fabricated, acquired by or furnished to a subcontractor and ensure the appropriate property protection clauses are included in the subcontract. Subcontractor-held property will be added to the property database and tracked using the subcontract number. JLab Property Management will annually verify subcontractor-held property to ensure it is identified, properly safeguarded and used only for performance of work specified in the subcontract. The Subcontracting Officer will be advised of situations where the subcontractor is not complying with the terms of the subcontract. The Subcontracting Officer ensures that government furnished, produced or acquired property is properly accounted for prior to closing out a subcontract. This includes informing Property Management about upcoming subcontract closeouts, obtaining lists of subcontractor-held property from Property Management and assuring the government property is returned to JLab, or abandoned as directed by Property Management.

3.14 Missing, Lost, Damaged, or Destroyed (MLDD)

Custodians will report Personal Property MLDD, (including borrowed, user-owned and property in the possession of subcontractors) to JLab's Property Management as soon as it becomes known. Immediately following initial notification, the custodian will initiate a JLab Missing Item Report available on the Property Management website and route through their Division management.

Division management shall investigate the loss and include the following elements in the report:

- Why property cannot be located
- Actions taken to locate property
- Actions to prevent recurrence of loss

Attempts to locate missing property shall be an ongoing endeavor and may include the following:

- Issuing a facility-wide "missing item" notification
- Initiating a Security Incident Investigation with JLab Security
- Interviewing employees, subcontractors, and users
- Reporting suspected thefts to the DOE Site Office and the appropriate Police Department

(If theft or deliberate misuse of property is suspected, inform JLab's Property Management promptly. Property Management will report incidents of suspected thefts and misuse to the JLab Security Officer and the DOE Property Administrator via JSA line management promptly as soon as it becomes known.)

Property Management will issue an informal quarterly Retirement Work Order (RWO) of all missing, loss, damaged or destroyed property reported in the previous month to the Director, Facilities Management and Logistics.

If property is not located in 90 days, it will be retired from the active property records following the procedure described in Section 5.1.

3.15 Control of User Property at Jefferson Lab

JLab is a “user” facility where governmental, private and foreign researchers supply many pieces of experimental equipment, much of it built specifically for use at JLab. JLab will ensure that user property is provided reasonable protection consistent with other user-furnished property at JLab. If within the scope of a collaborative agreement, the transfer of funds or property is anticipated, the agreement will note that a separate contractual or other reimbursable instrument must be developed between JLab and the collaborating organization.

Responsibilities:

- **Property Manager** - Coordinates receipt, return or disposal of user-owned property.
- **Chairman, Technology Review Committee** - Coordinate CRADAs and WFOs, or other reimbursable instruments. These agreements must clearly specify ownership and responsibility for long-term storage cost, transportation cost, and final disposition of equipment including disposal cost, release conditions for equipment radiologically activated and liability limits for damage, loss or misuse of equipment.
- **Principal Investigator** - Responsible for addressing property issues in the MOU, safekeeping of equipment while on site, coordinating receipt, return, storage or disposal with the JLab Property Manager and ensuring that the equipment meets the Lab’s safety standards.
- **Users/Custodian** - Shall ensure that all of their equipment is clearly marked to show ownership.

The JLab Property Manager shall receive a copy of all MOUs, CRADAs or WFOs that will result in user equipment being brought onto the JLab site.

Transportation, installation and use of user equipment will be in strict accordance with requirements contained in the JLab ES&H Manual, including but not limited to a pre-installation safety inspection as described in Chapter 3120 of the manual.

User equipment shall remain part of the apparatus for which it is intended until that research project or experiment is completed and the apparatus decommissioned in accordance with the applicable research agreement.

Property records or physical inventories of user equipment will be maintained as defined in the MOU, CRADA or WFO agreements. If not specified in the agreement, none will be provided.

JLab shall not lend user equipment without written consent of the owner.

While JLab will attempt to provide security of user equipment, the Lab shall be financially liable for its loss, damage, destruction or unauthorized use only to the extent agreed in the relevant MOU, CRADA or WFO agreement.

3.16 Technology Transfer - Property developed by the Laboratory that advances the national technology base may be provided to outside researchers or to commercial firms capable of marketing the technology. The property will be loaned, not granted, to

recipients in every case in which the use is consistent with the nature of the property and the technology development strategy. However, property may be transferred as part of a licensing agreement.

Each employee who possesses Laboratory-developed property that advances the national technology base must obtain prior approval from the Chief Technology Officer before requesting removal or shipment to an outside researcher or commercial firm. For tagged property, the approval of the Property Manager is also required.

Property Management is responsible for formalizing loan agreements between the Laboratory and outside organizations. Property Management will process any loans or shipments that involve Laboratory-developed property that advances the national technology base provided the Chief Technology Office has approved the transfer.

PART 4: EXCESS PROPERTY (Including Scrap and Salvage)

References:

- 41 CFR 109-1.5, Personal Property Management Standard Practices
- DOE Guide 580.1-1 Section IV- Utilization and Disposal Chapter 21 and 22
- Jefferson Lab Administrative Manual, 302.04, Excess Property

When property no longer meets the needs of the Laboratory, it will be made available for reutilization by other federal and state agencies or be sold through the excess property procedures.

4.1 Disposal of Property through the Federal Excess Process

The disposal or reutilization of all property (tagged, untagged, scrap and unneeded stores/donations) must be arranged through JLab's Property Management.

4.2 Notification of Availability for Reutilization

Excess items are made available to groups within the Laboratory as soon as they are received by Property Management based on:

- Acquisition Value
- Federal Supply Classification (FSC) Code
- Condition Code (See Appendix A)

Local site reuse/reutilization items will be listed as Freestock on the Webstock/E-commerce/Excess tab at: www.jlab.org/fm/property and the Property Management database.

Excess property is screened for reutilization by other government agencies through the Federal Disposal System/ Energy Asset Disposal System (FEDS/EADS) handled through the GSA Excess Property System.

4.3 Reutilization of Property

The Laboratory encourages the reutilization of property within and between divisions, and to other government agencies.

Upon redeployment within the Laboratory, Property Management assigns the asset to the new division and custodian.

If the transfer is to another government agency, the property item is retired from the property database.

If a property item completes the reutilization cycle without being re-deployed within the Laboratory or transferred to another government agency, the item will be disposed of through donations to nonprofit schools and organizations or sold through public sale by Property Management (See Section 5.4.4 below).

High-risk property can be reutilized only within DOE. High-risk property shall not be transferred or sold to non-DOE organizations.

4.4 Cleaning and Sanitizing of Hard Drives

Property Management will remove and destroy computer hard drives or other memory devices recycled as scrap. Exceptions can be made, in writing, by the CNIO and CNI Manager for the disposal of units, without the removal of hard drives that do not contain sensitive data.

PART 5: DISPOSAL OF PROPERTY

References:

- 41 CFR 109-1.5, Personal Property Management Standard Practices
- DOE Guide 580.1-1 Section IV- Utilization and Disposal
- Jefferson Lab Administrative Manual, 302.04

Property Management and the DOE Property Administrator are the only individuals authorized to retire property. This policy applies to all government property and is not limited to tagged property. HRPP determined to be dual use will be processed through the Export Control Officer prior to disposition. Some of the criteria for retirement of property include:

- Lost, destroyed, or damaged
- Dismantled
- Stolen
- Unaccounted for as a result of inventory
- Abandonment

Identification markings must be removed by Property Management, to the extent practical, before disposal of property outside of DOE.

Hazardous or suspected hazardous personal property must be checked for contamination by environmental, safety, and health officials.

The custodian's department will retain control of contaminated personal property while the property is being processed for appropriate disposal.

5.1 Retiring Missing, Lost, Damaged, or Destroyed (MLDD) Property

Property that has been documented as missing, lost, destroyed, or damaged as described in Section 3.14 shall be retired from the active inventory as follows:

Property Management prepares a DOE Retirement Work Order (RWO) for all property losses reported by each division in the previous fiscal quarter. Division Managers shall review and sign the RWO providing comments on circumstances surrounding the losses or actions taken to prevent further losses. The completed RWO is submitted by the Jefferson Lab Property Manager to the DOE Property Administrator. If DOE accepts the findings and actions noted on the RWO the items will be retired from the active property database and removed from the custodians' property list.

5.2 Dismantling of Property

The Property Custodian reports by email to Property Management the intent to dismantle (cannibalize) the item. When the item has been dismantled, Property Management verifies the action and submits a RWO or transfers the item that was cannibalized to another asset. Upon completion, the DOE Property Administrator authorizes retirement of the item in the property database. The residual property is then forwarded to Property Management for salvaging as scrap.

5.3 Stolen Property

The property custodian completes a "Missing Item Report" and notifies the Security Office that an item may have been stolen. Security reviews the circumstances to establish whether the item was stolen. The custodian may be advised to file a police report in the jurisdiction where the suspected theft occurred.

5.4 Disposal Options

5.4.1 Abandonment of Property

Property is considered for abandonment in place when it is off site, and is determined to have no commercial value, or if the value of the property is so low that the cost of its care and handling would exceed the estimated proceeds from its sale.

The Property Custodian may initiate a request to abandon property. The request, along with supporting documentation is then forwarded via line management to Property Management for final Laboratory approval and authorization of retirement. The request is reviewed and if approved then forwarded to DOE for final approval. Property Management coordinates the abandonment of the property, which may be scrapped or salvaged. If salvaged, the recipient of the salvaged property must accept title to it. Upon completion of all required documentation, the DOE Property Administrator authorizes retirement of the item in the property database.

5.4.2 Trade-Ins/Replaced Property

Property Management may authorize exchange sale (trade-in) for like items. This includes property replaced under warranty where the vendor has a policy of replacement rather than repair. Property Management adjusts the property records after the item has been exchanged and authorizes retirement of the original item and records the replacement item in the property database.

The requester declares to Procurement its intent to trade in, upgrade, or exchange a property item. Procurement enters trade-ins into the Cost Point database and provides a copy of the subcontract to Property Management following award. The requester or Procurement buyer prepares a shipping document (if required) indicating the property number of the asset being traded in. If the vendor will pick up the item, the requestor and vendor shall coordinate the removal of the property item with Property Management. The bar-coded property number is removed from the equipment and placed on the shipping document.

The acquisition value of replacement assets is recorded based on the purchase order dollar value.

5.4.3 Property Transferred Outside the Laboratory

Property may be transferred to DOE or other federal, state, or local government agencies. These types of transfers include excess and administrative transfers.

In an excess transfer, both the title and accountability are transferred to another federal agency. Such items must be screened appropriately within the Federal Excess Property System before transfer.

Property Management must be contacted for preparation and processing of an administrative transfer of property, either in or out of the Laboratory. The transfer is not authorized until the Laboratory receives a signed copy of the Standard Form 122.

Property Management must review and approve all transfer agreements. When the transfer documentation is complete, Property Management authorizes retirement of the item in the property database.

5.4.4 Donations of Property

Research equipment no longer needed by the Laboratory and screened through the Federal Excess Property System may be donated to an educational institution or nonprofit organization for use in conducting their scientific research activities.

DOE offers a unique donation program called Energy-Related Laboratory Equipment (ERLE), wherein educational institutions may request a grant for excess assets. Approval to provide this property must be from DOE and the organization receiving the grant must pay for all crating and freight charges.

Property Management maintains a list of assets available for donation. Nonprofit institutions or organizations may submit written requests for specific types and quantities of items, along with a copy of their tax-exempt statement. Property

Management will review the request, and if approved, a shipping document will be prepared for signature.

The donated assets are noted in the record and retired from the property database.

5.4.5 Sale of Property

All negotiations will be submitted to Procurement for approval and the approved proposals will accompany all disposal documentation. Public sales or scrap and salvage sales to vendors are additional allowable dispositions of surplus items and may be sold only after completion of the excess screening process. Surplus items are retired from the property database at the time of sale, and all government markings are removed.

5.4.5.1 Sales and Internet Auctions

Property Management establishes sale lists and distributes them to established bidders and posts on the Property web site. The submittal deadline is included with the lists and after that date no other bids are accepted. Bids are compared and the highest bidder is notified. A shipping document is prepared, the successful bidder signs for acceptance of the property, and provides payment in the form of a company check, cashier's check, money order or cash. The receiving party is responsible for all shipping costs. These funds are then processed through the Chief Financial Officer.

Internet sales are conducted using the DOE guidelines.

Laboratory employees or subcontractors, who were either prior custodians of the property, assisted in establishing the condition code of the property or method of disposal may not bid on the item.

Property Management retires the assets from the property database based on the shipping documentation.

Sales of surplus scrap materials will be conducted using the competitive bid process unless it is more advantageous not to do so. These sales will be conducted using traditional and non-traditional means, including on-line asset sales auctions.

5.4.5.2 Managing Sale Receipts and Sale Records

Sale proceeds will be submitted to the Finance Department with a copy of the auction results or the scrap metal weight ticket(s). These funds will be credited to an account established specifically for receipt of funds generated from disposal of federal surplus property.

Property Management will maintain a copy of the Sales' Terms and Conditions (signed by the purchaser) for each sale.

Proceeds from property sales may be used to offset the cost of the JLab Property Disposal Program and other Property Management activities. Any other use of the funds must be approved by the JLab Chief Financial Officer.

5.5 High-Risk Property Review

Prior to disposal, any property that has the potential to be classified as high-risk property will be reviewed to confirm if it does or does not meet the International Atomic Energy Agency's criteria for high-risk property.

5.6 Recycling

The recycling program will be coordinated by Property Management and Security and Services. Recycling shall include: non-moratorium metals, computers and related peripherals, paper and cardboard, wood, non-carbon batteries, fluorescent lights and toner cartridges. Recycling numbers shall be reported quarterly to DOE and posted online.

PART 6: REPORTS

6.1 Property Management External Reports

The following table provides the mandatory requirements for reports and the no later than due dates/recipients and type.

Name of Report	Due Date	Submitted to	Reference	Type
Lost, Damaged or Theft Report	Immediate	Site Office	DOE O 580.1, Section 4 j.	Property
Precious Metals Forecast	8/30 or upon request from DOE	Site Office	41 CFR 109-27.5105/109	Property
Balanced Score Card Metrics	9/10	Site Office	DOE G 580.1-1	Property & Vehicle
Management Walk-Through Report	Upon completion	Site Office	DOE G 580.1-1	Property
Precious Metals Projection Report	9/30	DOE Precious Metals Business Center	DOE O 580.1, Section 4(h) (1)	Property
Physical Inventory Report	10/30	Site Office	DOE O 580.1, Section 4 h.	Property
Technical Stock Room Inventory	10/30	Site Office	DOE O 580.1, Section 4 h. (6)	Property
High-Risk Personal Property	10/30	Site Office	41 CFR 109-1.53/PL 970-3	Property
Exchange Sale Report	10/30	Site Office	41 CFR 109-39.75	Property
FY Inventory Summary	10/30	Site Office	DOE G 580.1-1	Property
Equipment Held for Future Projects	10/30	Site Office	DOE G 580.1-1 Chap. 18	Property
Computers for Learning	10/30	Site Office	102-36/E.O.12999 DOE G 580.1-1 Chap 25	Property

Excess Personal Property Furnished Non-Federal Recipients	11/10	Site Office	41 CFR 102-36.300	Property
Negotiated Sales-Surplus	11/10	Site Office	41 CFR 109-45.4702	Property
Balanced Score Card Self-Assessment Report	11/30	Site Office	DOE G 580.1-1	Property & Vehicle
Property System Approval	Triennial-FY06	Site Office	DOE O 580.1 ATT 2	Property
Annual Submittal of Property Validation	On Request		DOE O 231.1/FIMS	Property

Appendix A: DEFINITIONS

Abandonment-In-Place - When property located off site ceases to have commercial value, or if the value is so low that the cost of its care and handling would exceed the estimated proceeds from its sale, abandonment of the property in place can be considered. Abandonment must be the choice of last resort, only after other means (sales, transfer of accountability, etc.) have been pursued without success.

Accountable Property - All property which is subject to inventory by appropriate authority, such property includes: items with an original unit acquisition cost of \$10,000; real, capital, non-capital, High Risk Personal Property (HRPP), export controlled, sensitive, non-sensitive and precious metals.

Administratively Controlled Items - Those personal property items for which there is no departmental requirement for formal property records to be maintained, but for which JSA management has determined that property records will be maintained for various control purposes. Examples include:

- Cell phones
- Conference polycom phones
- Pagers
- Tools (power and hand)
- Returnable containers furnished by vendor

Administrative Transfer - The transfer of accountability for property to another DOE agency or contractor. The title remains with DOE, regardless of the location of the item.

Capital Property - Property procured with capital funds. Property may be administrative, equipment, sensitive, non-consumable, or fabrications; either personal or real property.

Component - Equipment that is physically incorporated into other equipment. Components are not property numbered. If a component is a controlled item, then the equipment into which it is incorporated is to be property numbered. The record for that equipment will reflect the incorporation of all controlled components.

Consumable Property - Materials and supplies that are expended in the performance of the contract. Examples are bolts, welding rod, filters, drill bits, office supplies, etc.

Dismantled Property - Property that has been taken apart or dismantled (cannibalized) to use its parts for the repair of another property item.

Disposal - The process of reutilizing, transferring, donating, selling, abandoning, destroying, or other disposition of government-owned personal property.

Due Diligence - Reasonable level of judgment, care, prudence, determination, and effort in protecting and controlling property.

EADS - Energy Assets Disposal System: a system supporting the DOE-centralized reuse of DOE-owned property.

Equipment - Any durable, non-consumable, stand-alone item having a unit acquisition cost greater than \$5,000 and an anticipated service life exceeding two years.

Equipment Held for Future Projects (EHFFP) - Personal property held for use in an authorized future project. Justification and approval for retention is required annually.

Excess Property - DOE or JSA property that is no longer required for the immediate or future needs of the Laboratory. Excess property is made available first within the Laboratory, then to government and state agencies, or is ultimately sold. Excess equipment conditions range from new and highly valued to scrap material that will be sold for the value of its material content.

Export-Controlled Property - Property, including manuals and drawings, which require a Bureau of Industry and Security export license because of restrictions established by the U.S. Department of State, the U.S. Nuclear Regulatory Commission, U.S. Department of Energy or the U.S. Department of Commerce regulations. These regulations are codified in the Department of Commerce's "Export Administration Regulations (EAR)".

Export Control Review - The technical and administrative review required for all property (including software, intellectual property and technical information) sent from JLab to another country. The review is conducted by the JLab Export Control Officer and includes classifying the property and status of the end user, researching the Export Administration Regulations to determine if a license is required and preparing necessary applications or certification documents.

Fabricated Property - Physical objects and equipment originally created at the Laboratory or property purchased but subsequently and significantly modified by the Laboratory to transform them into something new and different.

Government-Furnished Property - Property in the possession of or directly acquired by DOE, and subsequently delivered or otherwise made available to JSA.

Hand Tools - A device for doing a particular job that does not use a motor, but is powered solely by the person using it. Examples are almost endless, from general tools like the hammer to specific tools like calipers.

Hazardous Property - Any personal property, including scrap or waste, that is ignitable, explosive, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics, or that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Material Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act. Such property can be in solid, liquid, semi-liquid, or contained gas form and may cause or significantly contribute to an increase in mortality or illness, or pose present or potential hazards to human health or the environment when improperly used, treated, stored, transported, disposed of, or mismanaged. Among other things, it includes hazardous materials and hazardous wastes as defined in the Federal Property Management rules.

High Risk Personal Property - Property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high-risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export-controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive item, radioactive property, special nuclear material, and unclassified controlled nuclear information. (CFR 2011 Title 41 Vol. 3, Subtitle C, Chap. 109 - 1.100-51)

High-Risk Review - Review to determine if the property or information will be classified as "High Risk". Normally, the review is conducted at the request of Property Management when the property that has the potential to be classified as high risk is acquired or disposed of.

Inventory Criteria - The selection rules defined and used as the basis for generating the list of property to be accounted for in a given inventory. The inventory criteria may include such parameters as the type and location of property and the accountable group or organization.

Line Management - An individual's supervisor and successive levels of supervision up to the Division or Office Director.

Lost Property - A property item is considered lost if it is not in the last location known to the custodian and has not been found after a thorough search of the premises. An item is also considered lost if its location is known but the item is physically unrecoverable.

Marking - All equipment suitable for marking as Laboratory property is permanently marked to establish ownership and to identify it as property of the U. S. Government. Marking methods may include special labels, etching, dye marking, or other suitable means of establishing ownership.

Motor Equipment - Any item of equipment which is self-propelled or drawn by mechanical power, including golf carts, yard jockeys, tractors, utility trailers, man lifts, mobile cranes, and forklifts.

Non-Consumable Property - Non-consumable items (other than administratively controlled, capital, equipment, or sensitive items) acquired for the performance of work under the contract. Examples include such items as desks and chairs.

Other Accountable Property - For items that do not otherwise meet the accountable property threshold or sensitive/high-risk definitions or precious metals, or when the OPMO has determined that an item must be controlled and managed to protect against unauthorized use, disclosure, or loss; or whenever required by law, policy, regulation, or agency direction. Examples of such property considerations include:

- Property containing Controlled Unclassified Information (CUI), as determined by the site's cyber security Risk Management Approach or appropriate program management; and

- Pilferable items, i.e., designated by each organizational entity, as especially subject to loss, and if unaccounted for, present a significant concern for disruption to mission operations.
- Calibrations required items, i.e., meters, tools and safety items that are sent for regular calibration checks in order to perform their primary function.

Personal Property - All property other than real property such as buildings and their associated infrastructure i.e., such as roads, parking lots, water mains, etc.

Power Tools - A tool powered by an electric motor or pneumatic or hydraulic that reduces the work required by the operator. Common power tools include the drill, various types of saws, the router, the electric sander, and the lathe.

Precious Metals - Uncommon and highly-valuable metals such as gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium. Procedures for acquisition, use and disposal of precious metals are contained in Section 2.3 of this manual.

Property Custodian - An individual having custodianship of JLab personal property and who is responsible for the proper utilization, control and accountability of the property.

Property Manager - An individual designated by the organization to provide oversight of the property control system. The Property Manager is responsible for the development, implementation, and administration of policies, standards, programs, practices and procedures for effective and economical acquisition, receipt, storage, issue, use, control, physical protection, care and maintenance, determination of requirements, maintenance of related operating records, and disposal of personal property (exclusive of the property accounting records).

Purchase Order (PO)/Subcontract - A contract document used to buy supplies, equipment or services from commercial sources.

Real Property - Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including any fixtures permanently installed therein. Real property is tangible property other than moveable property or tangible intellectual property. Real property improvements include upgrades and/or enhancements to existing facility characteristics.

Related Real Property - Related real property means any personal property which: is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common-use items, including but not limited to general-purpose furniture, utensils, office machines, office supplies, or general-purpose vehicles, are not considered to be related personal property.

Retirement - The act of removing accountability for a property item from the property database.

Salvage Property - That property which, because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect for sale or use as a serviceable property without major repairs or alterations but has some value in excess of its scrap value.

Scrap Property - Property that is in such condition that it has no reasonable prospect of being sold except for the recovery value of its basic material content.

Sensitive Property - Property potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals (48 CFR Subpart 45.101).

Spare Equipment - Equipment held as replacement spares for equipment in current use in DOE programs.

Stores - Goods or products that are purchased and stocked on site for ready use and resale at cost at the Lab. Shop, bench, cupboard, or site stock items which are not consumed or do not turn over in a reasonable period of time (i.e., 90 days).

Subcontracting Officer - A JLab employee with the authority to enter into, administer, and/or terminate contracts, and make related determinations and findings.

Subcontractor-Held Property - Any property acquired, fabricated by or loaned to a subcontractor as part of a subcontract.

Subcontracting Officer's Technical Representative (SOTR) - A JLab representative who is authorized by the Subcontracting Officer to monitor, inspect, accept, or reject materials or services furnished under a subcontract. The SOTR does not have the authority to modify, change, or deviate from the terms of the subcontract.

Transfer - When title and accountability is transferred to another federal agency or contractor.

Unaccounted for Item - Items' location and existence has not been confirmed, during the inventory and reconciliation process.

Walk-Through Inspection - A management walk through of all Laboratory operating and storage areas at least once every two years to specifically identify idle, unneeded, overstocked or underutilized property.

APPENDIX B: Other Accountable Property

DOE Reg. CFR 109-1.100-51a

Sensitive Items are defined as Personal Property that is considered to be susceptible to being appropriated for personal use or which can be readily converted to cash, for example: firearms, portable photographic equipment, binoculars, portable tape recorders, portable calculators, portable power tools, portable computers, and portable communications equipment.

Jefferson Lab List of Other Accountable Items:

A sensitive item is defined as one that has not exceeded its service life, is highly portable, is easily converted to cash or personal use (without using the approval process listed in Para. 5.4.5), is more susceptible to theft than other equipment, and, generally, has an acquisition cost of \$300 or more. Organizers/PDAs (with PC connection capability), and computers are not subject to the dollar threshold.

The following is the revised list of Other Accountable equipment:

Category	Minimum Acquisition Threshold	Examples include:
Multi-functional Office Equipment	\$300.00	Computer projectors, fax, copiers, digital senders
Computers (EDP or ADP)	No minimum acquisition cost.	PC's, servers, laptops, micro-mini laptops
Personal Digital Assistant with PC Connectivity	No minimum acquisition cost.	Palm Pilot, Palm M505, Handspring, Smart-Phones
Portable Hard Drives	No minimum acquisition cost	Does not include smart cards, USB memory sticks or other devices classified as "media"
Power Tools	\$300.00	Includes stand-alone items such as Portable compressors, generators, or table saws, machine shop equipment.
Video Recorders/players	\$300.00	Video (VCR), tape, dictation machines, digital compact audio disc (CD), digital video disc (DVD), audio tape, Digital Video Recorder(DVR)
Portable Instrumentation or Calibration required	\$300.00	Voltmeters, O-scopes. Watt Meters
Still Cameras	\$300.00	Digital
Handheld Video Cameras	\$300.00	Does not include surveillance equipment
Video Projectors	\$300.00	

APPENDIX C: FEDERAL CONDITION CODES

GSA goes by the Disposal Condition Codes, but they display the description in text.

Code (Brief) and Expanded Definition

<u>Description</u>	<u>GSA Disposition Code</u>
New/Unused	1
Usable	4
Repairable	7
Salvage	X
Scrap	S

New/Unused - Property that is in new or like new condition may be used without any repair or refurbishment.

Usable - Property that requires minimal or no repair to be put into service.

Repairable - Property that can be repaired for use may be reutilized internally.

Salvage - Property with an estimated cost of repair exceeding 65 percent of acquisition cost or standard price. Property has usable parts for cannibalization or resale value.

Scrap - Personal property that has no value except for its basic material content; includes waste. Property in this condition would not be repairable or salvageable.