

# Fermilab Personal Property Management

## *Policies & Procedures*

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# Fermilab Personal Property Management System Policy and Procedure Manual Approval Statement

The Department of Energy's contract DE-AC02-07CH11359 with Fermilab Research Alliance, LLC (FRA) for the management and operation of Fermi National Accelerator Laboratory states the following:

***Part I, Section C.4 (c)(5)(iv) Property Management.*** *The Contractor shall have a DOE approved Property management system that provides assurance that the government-owned, Contractor held property is accounted for, safeguarded and disposed of in accordance with DOE's expectations and policies. The Contractor shall perform overall integrated planning, acquisition, maintenance, operation, management and disposition of government-owned personal and real property.*

FRA manages government-owned personal property using a lifecycle approach. Personal property is carefully acquired, received, utilized and disposed of to maximize economic responsibility and ensure regulatory compliance. The policies and procedures contained or referenced herein outline the FRA personal property management system and serve as assurance to the Department of Energy that the contractual obligation to responsibly manage government-owned personal property is met.

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# **Fleet Management - Policies**

# Acquisition

## Policy: Fleet Management – Vehicle Procurements

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Guidance on DOE-owned Fleet and GSA procurements of vehicles.

### 1. Purpose

The purpose of this policy is to ensure compliance with Code of Federal Regulations 41 109-26.501 (CFR 41 109-26.501) as it applies to the laboratory’s program for the procurement of fleet vehicles.

### 2. Scope / Applicability

This policy applies to all Fermilab Divisions and Sections who are custodians of DOE owned vehicles and/or GSA leased vehicles.

### 3. Policy

FNAL acquires fleet vehicles for laboratory use through the DOE fleet vehicle acquisition program and the General Services Administration (GSA) fleet lease program.

**3.1.** All regulations and executive orders related to the DOE and GSA fleet for the procurement of vehicles must be followed.

**3.2.** Vehicles qualify for replacement by meeting federally mandated age and / or mileage criteria (41 CFR 102-34.270), and the OMB/DOE allocation processes for passenger carrying vehicles. As operational requirements evolve, corresponding changes may be necessary regarding the type of replacement chosen for an existing vehicle (i.e. exchange a sedan for a pickup truck).

**3.3.** Vehicle acquisitions that increase the size of the fleet require full justification and the specific approval by the Department Motor Equipment Fleet Manager.

### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.

**4.3. The Fleet Manager** implements procedures in support of this policy.

### 5. Definitions

N/A

**6. Resources / Supporting Documents**

**Regulation:** 41 CFR 109-26.501, version 9/14/2016

**Regulation:** 41 CFR 102-34.270

**Procedure:** Fleet Management – Vehicle Procurements

**7. Revision History**

Version Number	Date	Author	Change Summary
0		George Davidson	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	



## Policy: Fleet Management – Short-Term Vehicle Rentals

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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Short term vehicle rentals

#### 1. Purpose

The purpose of this policy is to describe the laboratory's requirements for short term vehicle rentals.

#### 2. Scope / Applicability

This policy applies to all laboratory employees and users.

#### 3. Policy

Vehicles may be rented to conduct official Laboratory business if the existing fleet cannot meet transportation requirements.

- 3.1. A vehicle may be rented for a maximum of one hundred and twenty (120) days.
- 3.2. Enter vehicles rented for 60 days or more into the fleet management database.
- 3.3. Requests for rental vehicles must be submitted and approved via electronic requisition.

#### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements procedures in support of this policy.
- 4.4. **All FNAL personnel and users** renting a vehicle must abide by this policy.

**5. Definitions**

N/A

**6. Resources**

N/A

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# Receipt

## Policy: Fleet Management – Vehicle Receipt

<b>Revision</b>	0
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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for receiving a vehicle

#### 1. Purpose

The purpose of this policy is to describe FNAL's requirements for vehicle receiving including data entry into the computerized financial management and asset management systems.

#### 2. Scope / Applicability

This policy applies to all personnel and operations involved with receiving fleet vehicles for FNAL business.

#### 3. Policy

**3.1.** Vehicles shall be inspected/reviewed prior to acceptance and data entry.

**3.1.1.** Vehicles may be delivered directly from the seller or picked-up by FNAL personnel.

**3.1.2.** Vehicle inspection ensure the property is in new condition and no damage is present.

**3.1.3.** Vehicles specifications are verified against the purchase order.

**3.2.** All vehicles received by FNAL are tracked in computerized systems.

**3.2.1.** Vehicle information shall be entered into the computerized financial management system following verification.

**3.2.2.** Relevant vehicle information shall be entered into the computerized asset management system upon receipt.

**3.2.2.1.** The computerized financial management system transfers pertinent vehicle information into the computerized asset management system upon entry.

**3.2.2.2.** Additional vehicle-specific data may be required and this information is entered by Vehicle Maintenance staff into Fermilab's computerized asset management system.

#### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS- Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources and implementation of procedures in support of this policy.

**4.3. The Fleet Manager and Receiving Department staff** are responsible for implementation of this policy.

**5. Definitions**

*Receipt* - a written acknowledgment of having received, or taken into the Laboratory's possession, a specified amount of goods, products etc.

**6. Resources / Supporting Documents**

**6.1. Regulation:** 41 Code of Federal Regulations (CFR) 102-34.140 – What records do we need to keep on U.S. Government license plates?

**6.2. Procedure:** Fleet Management – License Plates

**6.3. Desk Procedure:** Entering a PO Receipt

**7. Revision History**

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0		Brian Niesman	First Issuance

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FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Fleet Management – License Plates

<b>Revision</b>	0
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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for using license plates as government property identifiers

#### 1. Purpose

The purpose of this policy is to assure FNAL compliance with 41 CFR 102-34 regarding acquisition, use, and disposition of U.S. Government License plates.

#### 2. Scope / Applicability

This policy applies to all personnel and operations involved with the procurement of FNAL fleet vehicles through the DOE fleet vehicle acquisition program or the GSA fleet lease program.

#### 3. Policy

All government vehicles must have U.S. Government license plates affixed to the vehicle, both front and back. Per 41 CFR 102-34, a central record of all U.S. Government license plates must be kept. The Fermilab Fleet Manager coordinates efforts with the DOE Fleet Manager to properly manage both DOE-owned as well as GSA-owned license plate records.

##### 3.1. All government vehicles require:

**3.1.1.** “For Official Use Only” and “U.S. Government” license plates.

**3.1.2.** Identification of the agency or service that owns or lease the vehicle (E for Department of Energy; G for General Services Administration).

**3.1.3.** U.S. Government license plates on the Government motor vehicle to which the license plates were assigned.

**3.1.4.** U.S. Government license plates until the Government motor vehicle is removed from Government service or is transferred outside the agency, or until the plates are damaged and require replacement.

**3.1.5.** U.S. Government license plates shall only be used for one Government motor vehicle and shall not be reissued to another Government motor vehicle.

##### 3.2. A central record of all U.S. Government license plates for Government motor vehicles must be kept (Federal Vehicle Registration System FVRS). The GSA Fleet must also keep such a record for GSA Fleet vehicles. The record must:

**3.2.1.** Identify the motor vehicle to which each set of plates is assigned and

**3.2.2.** List lost, stolen, destroyed and voided license plate numbers.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS- Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Fleet Manager** implements procedures in support of this policy.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

- 6.1. Regulation:** 41 CFR102-34.140 – What records do we need to keep on U.S. Government license plates?
- 6.2. Procedure:** Fleet Management – License Plates

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Property and Infrastructure Management System Owner	Karen Kosky	

# Utilization



## Policy: Fleet Management – Vehicle Assignment

<b>Revision</b>	0
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<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Assignment and rotation of motor vehicle equipment to individuals or groups

### 1. Purpose

The purpose of this policy is to describe how the Laboratory assigns and rotates fleet vehicles to maximize utilization according to 41 CFR 109-38.5102.

### 2. Scope / Applicability

This policy applies to all Fermilab fleet vehicles and laboratory employees and organizations which participate in and support vehicle utilization.

### 3. Policy

**3.1.** Vehicle assignments correspond to organizational need.

**3.1.1.** FNAL uses vehicle pools whenever circumstances permit. Pooled vehicles offer the highest efficiency of use by reducing average maintenance expense, fuel consumption per passenger-mile, and non-utilization.

**3.1.2.** Certain positions at FNAL necessitate a permanently assigned vehicle

**3.1.2.1.** Permanent assignments are made by exception, and are associated to the position NOT the employee.

**3.1.2.2.** Government vehicles cannot be used for transportation between residence and place of employment unless authorized by the employee's division/section and the Facilities Engineering Services (FESS) Section Site Services Department.

**3.2.** FNAL maintains a Fleet Utilization Committee to verify proper fleet utilization. The committee reviews fleet utilization and directs custodians to rotate/reassign vehicles for optimum utilization.

**3.3.** Committee representatives assist the Fleet Manager with the development of Local Use Objectives which are submitted to DOE on a yearly basis.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS- Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Fleet Manager** implements procedures in support of this policy.
- 4.4. The Division/Section Heads** are responsible for selecting an employee to act as the Fleet Utilization Committee representative.
- 4.5. The Fleet Utilization Committee** is responsible for assistance in the vehicle assignment process.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

**Regulation:** 41 CFR 109-38.5102, Utilization Controls and Practices, 9/14/16 edition

**7. Revision History**

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FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Fleet Management – Vehicle Accidents

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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Motor vehicle accidents

#### 1. Purpose

The purpose of this policy is to describe FNAL's compliance with 41 CFR102-34.290 in the event of vehicle accidents involving FNAL fleet vehicles.

#### 2. Scope / Applicability

This policy applies to the Fleet Manager and all operators of government vehicles involved in motor vehicle accidents.

#### 3. Policy

Accidents involving government vehicles require reporting beyond the requirements of personally operated vehicles. Report all accidents or damage to government vehicles, both DOE-owned and GSA-leased immediately. Make additional reports to the DOE or GSA as appropriate.

**3.1.** Reports shall follow the FNAL Vehicle Accident Reporting Procedures

**3.2.** The Fleet Manager maintains the procedures to ensure concurrence with all applicable federal, state, and local regulations.

#### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.

**4.3. The Vehicle Operator** is responsible for accident notification to onsite security or offsite local law enforcement and Vehicle Maintenance staff.

**4.4. The Fleet Manager** implements procedures in support of this policy.

#### 5. Definitions

N/A

#### 6. Resources / Supporting Documents

**Regulation:** 41 CFR 102-34.290

**Regulation:** 41 CFR 102-34.295

**Procedure:** Fleet Management – Vehicle Accidents

## 7. Revision History

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Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Fleet Management – Operating Requirements

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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Responsibilities associated with operating a motor vehicle at Fermilab

### 1. Purpose

The purpose of this policy is to identify the requirements of operating government-owned vehicles in compliance with 41 CFR 109-38.3.

### 2. Scope / Applicability

This policy applies to all personnel (eligible employees, users and selected contractor employees, e.g. security force) who operate FNAL motor vehicles.

### 3. Policy

#### 3.1. Use

Government-owned or leased motor vehicles are for "official use only."

**3.1.1.** Use of FNAL government motor vehicles is contingent upon completing all required training and meeting all requirements defined in all applicable regulations, policies, and procedures.

**3.1.2.** Obey all federal, state, and local regulations while utilizing a government-owned motor vehicle.

**3.1.3.** Do not take Government vehicles to a residence unless circumstances outlined in "Rules for Operators of Laboratory (Fermilab and GSA) Government Vehicles" are met.

**3.1.4.** Report accidents and utilization information in accordance with FNAL procedures.

#### 3.2. Violations/misuse of vehicles

Report all instances of misuse, including violations of the "official use only" rule and infractions of traffic regulations in writing to the appropriate Division/Section Head.

### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent Laboratory compliance.

**4.2. The FESS- FESS-Site Services Department Head** approves changes to this policy by assigning appropriate resources.

**4.3. The Fleet Manager** implements of procedures in support of this policy.

**4.4. The Vehicle Operator** must follow rules outlined in Rules for Operators of Laboratory Government vehicles.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

**6.1. Regulation** 41 CFR 109-38.3

**6.2. Desk procedure:** Self Service Entering Mileage (Self-Service Property Quick Reference Guide), 5/2017

**6.3. Guidance:** Rules for Operators of Laboratory Government vehicles, 10/20/06

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Property and Infrastructure Management System Owner	Karen Kosky	

# Maintenance

## Policy: Fleet Management – Vehicle Maintenance Operations

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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Fermilab vehicle maintenance program

#### 1. Purpose

The purpose of this policy is to describe FNAL's vehicle maintenance program per 41 CFR 102–34.275.

#### 2. Scope / Applicability

This policy applies to all FNAL personnel and operations involved with the maintenance of FNAL fleet vehicles.

#### 3. Policy

##### 3.1. General

FNAL repairs and maintains only the motor vehicles owned, leased, or rented by the DOE in accordance with manufacturer's specifications and in compliance with the guidelines and requirements established by applicable federal and DOE regulations.

##### 3.2. On-site repair / maintenance of motor vehicles

**3.2.1.** Perform inspections, certain repairs, preventive maintenance (greasing, changing oil, winterizing, etc.), and emergency road service on-site as required.

**3.2.2.** Perform preventative maintenance in accordance with the manufacturer's specifications.

**3.2.3.** Major repairs are usually be performed under contract.

**3.2.4.** Only repair government-owned vehicles when the repair cost is below the economic repair limit.

##### 3.3. Other equipment

**3.3.1.** Material handling equipment - Maintenance and repair of material handling equipment includes: inspections, repairs, preventive maintenance (greasing, changing oil, winterizing, etc.).

**3.3.2.** Preventive maintenance and inspections are performed at six-month intervals for material handling equipment and 3 times per year for aerial lifts.

**3.3.2.1.** *Aerial lift equipment* – Maintenance and repair of aerial equipment includes: inspections, repairs, preventive maintenance (greasing, changing oil, winterizing, etc.).

**3.3.2.2.** *Other Heavy Mobile Equipment* - Utilization and maintenance of assigned heavy mobile equipment is the responsibility of that Division/Section.



3.3.2.3. *Miscellaneous Equipment* - On-site inspection, parts replacement and minor repairs may be performed miscellaneous equipment (i.e. rototillers, tractors, generators) in accordance with appropriate manufacturer's specifications and recommendations.

### **3.4. Contract maintenance**

- 3.4.1. Vehicles requiring major repairs and/or rebuild may be repaired under subcontract by commercial facilities when laboratory personnel are unable to complete the work due to insufficient capability or capacity.
- 3.4.2. Assure the quality of off-site contractual maintenance/repair work via surveillance and or inspection.
- 3.4.3. Review and certify invoices from commercial off-site repair firms to confirm that the work performed was done in accordance with manufacturer's specifications and the charges are within price standards set by automotive "flat rate" manuals when applicable.

### **3.5. Preventive maintenance and safety inspections**

- 3.5.1. Schedule and provide for all DOE – FNAL Owned and GSA vehicle repairs, preventative maintenance, and safety inspections.
- 3.5.2. If an inspection uncovers vehicle defects, they are repaired in accordance with paragraph 3.2.4.

### **3.6. Parts and supplies**

Order parts and supplies from authorized distributors. Upon receipt, verify that materials match the required specifications.

### **3.7. Records and Reports**

Record repair and maintenance data for all vehicle and miscellaneous equipment in the computerized asset management system database for eventual cost transfer and reporting purposes.

## **4. Responsibilities**

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements procedures in support of this policy.
- 4.4. **Vehicle Maintenance Mechanics** are responsible for proper vehicle maintenance and repair.
- 4.5. **Division/ Section Custodians** are responsible for maintaining adequate utilization, reporting vehicle deficiencies, damages, accidents and making fleet vehicles available for maintenance.

## **5. Definitions**

*Economic repair limit:* The threshold of expenditure where the cost to repair an item is greater than the cost to replace it.

**6. Resources / Supporting Documents**

**6.1. Guidance:** Computerized asset management tracking system; Asset Management Maintenance manual, 2008

**6.2. Form:** Preventive Maintenance checklist

**7. Revision History**

Version Number	Date	Author	Change Summary
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**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Fleet Management – Motor Pool Operations

<b>Revision</b>	0
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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Motor pool operation and use of motor pool vehicles

#### 1. Purpose

The purpose of this policy is to define the purpose and requirements of the FNAL motor pool to comply with 41 CFR 38.5102.

#### 2. Scope / Applicability

This policy applies to all FNAL personnel and operations involved with the management of motor pool operations or use a motor pool vehicle for official FNAL business transportation.

#### 3. Policy

**3.1.** FNAL maintains a motor pool sufficient to meet the needs of the laboratory.

**3.1.1.** The pool consists of government-owned vehicles and leased vehicles procured through the GSA.

**3.1.2.** Vehicles in the motor-pool are for official use only.

**3.2.** A Request for Overnight Use of a Government Vehicle form with appropriate signatures must be completed before taking the vehicle home in preparation of leaving on a trip from home.

#### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.

**4.3. The Fleet Manager** implements procedures in support of this policy.

**4.4. The Division / Section of Temporary Vehicle Custodian** could be responsible for certain damages to vehicle.

#### 5. Definitions

N/A

#### 6. Resources / Supporting Documents

**6.1. Guidance:** Rules for Operators of Laboratory Government vehicles, 10/20/06

**6.2. Form:** Request for Overnight Use of a Government Vehicle

**6.3. Regulation:** 41 CFR 109-38.5102

## 7. Revision History

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FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Fleet Management – Fleet Operations

<b>Revision</b>	0
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<b>Review Cycle</b>	Every 3 years

Fermilab’s fleet management program

### 1. Purpose

The purpose of this policy is to describe the system Fermilab has adopted to responsibly manage fleet vehicle operations per 41 CFR 109-38.

### 2. Scope / Applicability

This policy applies to all personnel and operations involved with the management of FNAL fleet vehicles.

### 3. Policy

#### 3.1. Fleet Utilization

To achieve the maximum utilization of Fermilab’s fleet, the Laboratory follows guidance per 41 CFR 109-38.5102:

**3.1.1.** Implement the use of motor pools.

**3.1.2.** Employ dual purpose motor vehicles.

**3.1.3.** Rotate motor vehicles between high and low mileage assignments where feasible.

**3.1.4.** Record trips, mileage, or hours to sufficiently detail motor vehicle use.

#### 3.2. Reporting

FNAL utilizes a computerized asset management tracking system to comply with guidance in 41 CFR 102-34 Subpart J – Federal Fleet Report.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Fleet Manager** is responsible for creation, implementation and adherence to these procedures in support of this policy as well as communications with the DOE Fleet Representative assigned to FNAL.
- 4.4. The Fleet Utilization Committee Representatives** are responsible for utilization oversight and communication.
- 4.5. The Custodian of the vehicle** is responsible for care and utilization.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

- 6.1. Regulation:** 41 CFR 109-38.5102, Utilization Controls and Practices, 7/1/10 edition
- 6.2. Regulation:** 41 CFR 102-34.345, Federal Motor Vehicle Fleet Report, 7/1/01 edition

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# Disposal

## Policy: Fleet Management – Vehicle Disposal

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for disposing of a government vehicle

#### 1. Purpose

The purpose of this policy is to describe FNAL's appropriate disposal of government motor vehicles in accordance with 41 CFR 109-38.7 and 41 CFR 109-43.

#### 2. Scope / Applicability

This policy applies to all personnel and operations involved with managing FNAL DOE government-owned vehicles.

#### 3. Policy

- 3.1** Through the mechanisms described in related vehicle policies and 41 CFR 102-34.270, determine when it is in the best interest of the government to dispose of a vehicle. For instance, the vehicle may be obsolete, or the repair cost may exceed replacement cost.
- 3.2** Fleet Management staff follow vehicle disposal procedures to remove the vehicle from use and ensure it is properly accounted for.

#### 4. Responsibilities

- 4.1 The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources and implementation of procedures in support of this policy.
- 4.3 The FESS – Fleet Manager** is responsible to provide the property control staff with the necessary information for the proper disposal of a vehicle. Fleet Manager coordinates with DOE, when vehicle is taken out of service.
- 4.4 The FESS – Logistics and Property Control Property Supervisor** is responsible for taking accountability of excess vehicles and following guidance under Policy: Property Management – Disposition of Property.

#### 5. Definitions

N/A



**6. Resources / Supporting Documents**

**6.1. Regulation:** 41 CFR 109-38.7, version 9/14/2016

**6.2. Regulation:** 41 CFR 109-43, version 9/14/2016

**6.3. Regulation:** 41 CFR 102-34.270

**7. Revision History**

Version Number	Date	Author	Change Summary
0		Brian Niesman	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# **Fleet Management – Procedures**

# Acquisition

## Procedure: Fleet Management – Vehicle Procurements

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### DOE-Owned Fleet and GSA procurements of vehicles

#### 1. Purpose

The purpose of this procedure is to describe the processes for the addition or replacement of vehicles to the FNAL motor vehicle fleet.

#### 2. Procedure

##### 2.1. General

Procure vehicles using the three-part approach consisting of budgeting, planning, and ordering.

##### 2.2. Budgeting

Divisions and sections control the budgeting process to replace vehicles. The fleet Manager recommends which vehicles are eligible for replacement.

**2.2.1.** The process begins when the Fleet Manager generates a list of vehicles eligible for replacement for each division/section.

2.2.1.1. The Fleet Manager conducts a conditional evaluation of the fleet per 41 CFR 102-34.270.

2.2.1.2. The list takes into consideration fleet age structure to ensure overall efficiency from procurement through disposal.

2.2.1.3. The prioritized list is then sent to Divisions/Sections/Projects (D/S/P) for review.

**2.2.2.** Based on the list generated in 2.1.1, D/S/P determine which vehicles they will replace in the coming budget cycle. Typically, this is a coordinated effort between the operations and budgeting personnel of the impacted division/section.

**2.2.3.** The D/S/P initiates a purchase requisition citing the appropriate funding source and relevant information about the effected vehicle(s). For greater detail concerning requisitions, see Fermilab Procurement manual.

##### 2.3. Planning

**2.3.1.** The Fleet Manager meets with a representative from each D/S/P to review their selections for replacement.

**2.3.2.** Upon notification from GSA that a leased vehicle is scheduled for replacement, the Fleet Manager begins the ordering process.

## 2.4. Ordering –

After consulting with the Division/Section, the Fleet Manager works with a Procurement representative and places the order for the new vehicle(s).

### 2.4.1. DOE owned vehicles

2.4.1.1. Coordinate with Procurement to place vehicle orders for D/S/P.

2.4.1.2. Following FNAL approval of the requisition, and authorization of the purchase order, enter completion and submission into the GSA AutoChoice program

2.4.1.3. Notification for approval sent to DOE ORO Fleet Manager/Property Specialist in GSA AutoChoice.

### 2.4.2. GSA Leased Vehicles

Enter GSA lease vehicles information into GSA's Fleet-Drive-Thru program for submission to DOE and GSA for approval

## 3. Definitions

N/A

## 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifies necessary resources and oversees consistent laboratory compliance.

**4.2. The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3. The Division/Sections/Projects** fund, request, and specify vehicle requirements.

**4.4. The Procurement department** enters purchase order in computerized financial management system and coordinates with the Fleet Manager for purchase order award.

### 4.5. The Fleet Manager

**4.5.1.** Analyzes and provides fleet health data. Recommends vehicle replacement.

**4.5.2.** Recommends vehicle replacement.

**4.5.3.** Matches vehicle procurements with available funding.

**4.5.4.** Communicates with Divisions/Sections, Procurement, DOE approvals and the General Services Administration.

## 5. Resources / Supporting Documents

**Regulation:** 41 CFR 102-34.270 – *How Long Must We Keep a Government-owned Vehicle?*

**Manual:** Fermilab Procurement Manual

## 6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

## 7. Approvals

Title	Name	Electronic Signature & Date
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# Receipt

## Procedure: Fleet Management – Vehicle Receipt

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for receiving a vehicle

#### 1. Purpose

The purpose of this procedure is to define FNAL's processes regarding receiving new vehicles including entry of vehicle data into FNAL's computerized financial management system which pushes pertinent data to the laboratory's computerized asset management tracking system.

#### 2. Procedure

**2.1. The Fleet manager** (or designated staff) receive new vehicles when FNAL takes possession of them.

**2.1.1.** Vehicles may be delivered directly from the seller or picked-up by FNAL personnel.

**2.1.2.** Prior to acceptance, ensure the vehicle is in new condition with no damage.

**2.1.3.** Verify the order specifications against the vehicle to ensure it is a complete match

**2.1.4.** Coordinate with the Receiving Department to provide vehicle information necessary for the proper receiving of a vehicle.

**2.2. FESS Receiving staff** inspect vehicles prior to receipt. Refer to "Entering a PO Receipt" desk procedure for additional guidance.

**2.2.1.** Once the purchase order information is verified, enter vehicle make, model and serial number information into the computerized financial management system.

**2.2.2.** The computerized financial management system transfers pertinent vehicle information into the computerized asset management system upon entry.

**2.2.3.** Place an FNAL property tag on the vehicle's dashboard in a noticeable location.

**2.3. Fleet manager or vehicle maintenance staff** complete the data entry into the computerized asset management tracking system by adding detailed specifications as appropriate.

#### 3. Definitions

*Receipt* - a written acknowledgment of having received, or taken into the Laboratory's possession, a specified amount of goods, products etc.



**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifies necessary resources, and oversees consistent laboratory compliance.
- 4.2. The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. The Fleet Manager** reviews and manages changes to this procedure. Implements procedures in support of this procedure.
- 4.4. The Receiving Supervisor** implements procedures in support of this procedure.

**5. Resources / Supporting Documents**

**Desk Procedure:** Entering a PO Receipt

**6. Revision History**

Version Number	Date	Author	Change Summary
0		George Davidson	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Fleet Management – License Plates

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for managing U.S. Government vehicle license plates

#### 1. Purpose

The purpose of this procedure is to describe FNAL's processes for deploying and managing U.S. Government license plates.

#### 2. Procedure

##### 2.1. Acquisition of license plates

Once DOE owned vehicles are approved and on order, obtain U.S. Government license plates from the Agency Fleet Manager (ORO, Fleet Manager/Property Specialist).

##### 2.2. Display of license plates

Display official U.S. Government license plates on the front and rear of all Government motor vehicles. The exception is two-wheeled motor vehicles and trailers, which require rear license plates only.

##### 2.3. Lost or stolen license plates

If a U.S. Government license plate is lost or stolen, the custodian must report the loss/theft to the Fermilab Fleet Manager. The Fermilab Fleet Manager then reports the loss/theft to

**2.3.1.** the Fermilab security office (or equivalent)

**2.3.2.** the local police

**2.3.3.** GSA Fleet, when a GSA Fleet leased motor vehicle is involved

**2.3.4.** the agency Fleet Manager (ORO, Fleet Manager/Property Specialist) for DOE-FNAL owned motor vehicles.

## 2.4. Disposal of license plates

- 2.4.1. U.S. Government license plates manufactured after September 2009 are registered in the Federal Motor Vehicle Registration System (FMVRS) and must be returned to UNICOR for destruction. License plates manufactured prior to September 2009 may also be returned.
- 2.4.2. License Plates with 00/0000 expiration date are considered obsolete per Office of Government-wide Policy (OGP) guidance and must be returned to UNICOR for destruction. There is no charge for the return shipment of license plates to UNICOR.
- 2.4.3. Return license plates via UPS GROUND.  
Send an email with the pick-up address and weight of the shipment to [unicor.tag.recycling@usdoj.gov](mailto:unicor.tag.recycling@usdoj.gov) and UPS will email a shipping label to put on the box. Take the box to a delivery and shipment area for pickup. Return tags to:  
*UNICOR  
14601 Burbridge Rd.  
S.E. Cumberland, MD 21502  
Attn: Tag Recycling*
- 2.4.4. Prior to shipment, document all license plates being returned on the Federal Motor Vehicle License Plate Return form and place a copy of this form in an envelope and tape to the inside top of each box being returned to UNICOR.
- 2.4.5. Keep a copy of the form for your records.
- 2.4.6. UNICOR will change the destroyed plates in the FMVRS to DS (*Destroyed*) as long as the plates are in PD (Pending Destruction) status when they are received.
- 2.4.7. In addition, a copy of the disposal form must be sent to the DOE ORO Fleet Manager/Property Specialist.

## 3. Definitions

N/A

## 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements these procedures.
- 4.4. **The Vehicle Custodian** reports lost or damaged license plates.

**5. Resources / Supporting Documents**

- 5.1. Regulation:** 41 CFR102-34.130 – How do we display U.S. Government license plates on Government motor vehicles?
- 5.2. Regulation:** 41 CFR102-34.135 – What do we do about lost or stolen license plate?
- 5.3. Regulation:** 41 CFR102-34.140 – What records do we need to keep on U.S. Government license plates?
- 5.4. Guideline:** UNICOR Standard Procedure for the Return of Expired, Damaged, and Obsolete U.S. Government License Plates
- 5.5. Form:** Federal Motor Vehicle License Plate Return form

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# Utilization

## Procedure: Fleet Management – Motor Pool Operations

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Obtaining temporary motor pool transportation.

### 1. Purpose

The purpose of this procedure is to describe how FNAL provides vehicles for temporary fulfillment of transportation requirements.

### 2. Procedure

The Vehicle Maintenance section maintains a motor-pool of various types of vehicles, available to laboratory employees, users, and select contractors for use as-needed.

**2.1.** To obtain a vehicle, the requestor must first contact the Vehicle Maintenance department.

**2.1.1.** Vehicles are available on a first come first served basis

**2.1.2.** Vehicles are assigned after determination of need, considering type of vehicle, destination, availability, and duration.

**2.1.3.** Reservations are made based on information obtained in 2.1.2.

**2.1.4.** Only personnel meeting the criteria contained within the "Rules for Operators of Laboratory (Fermilab and GSA) Government Vehicles" are authorized to operate FNAL government vehicles unless special arrangements are made. Special arrangements must have the prior approval of the Facilities Engineering Services Section.

**2.2.** Operators pick-up vehicles from Vehicle maintenance

**2.2.1.** Vehicle operators must be qualified per FRA's "Vehicle Use Regulations"

**2.2.2.** Vehicle Operators must show proof that they have a valid driver's license to vehicle maintenance staff, appropriate to the vehicle being utilized.

**2.2.3.** Operator receives a FNAL vehicle trip ticket.

**2.3.** Vehicle operators must abide by FRA's "Vehicle Use Regulations"

**2.3.1.** Government vehicles cannot be taken to a residence unless circumstances outlined in "Rules for Operators of Laboratory (Fermilab and GSA) Government Vehicles" are met.

**2.3.2.** Prior to driving a vehicle off site, Operators must complete a Request for Overnight Use of a Government Vehicle form and obtain appropriate signatures.

**2.4.** Upon return, the driver reports any mechanical deficiencies or damages

**2.4.1.** Return the completed vehicle trip ticket

**2.4.2.** Return the vehicle keys

### 3. Definitions

*Operator* – FNAL employee, subcontractor or user.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. The Fleet Manager** implements procedures in support of this policy.
- 4.4. The Vehicle Maintenance Administrative Assistant** is responsible for scheduling and assigning of motor pool vehicles.
- 4.5. The Temporary Vehicle Custodian/Operator** is responsible for vehicle care, proper usage and following the Rules for Operators of Laboratory Government vehicles. Upon returning vehicle, custodian notifies vehicle maintenance staff of any potential issues with the vehicle.

**5. Resources / Supporting Documents**

**Guidance:** Vehicle Use Regulations

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First issuance

**7. Approvals**

Title	Name	Electronic Signature & Date
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Fleet Management – Vehicle Accidents

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

Procedure to report vehicle accidents involving DOE – FNAL owned or GSA leased vehicles

### 1. Purpose

This policy outlines how to proceed in the event of an accident or damage to a government vehicle.

### 2. Procedure

#### 2.1. In the event of a motor vehicle accident –

**2.1.1.** The operator of the vehicle must *first* notify Fermilab ESH&Q Security Department (on-site) or the local police department (if off-site).

**2.1.2.** A Standard Form 91 (SF-91) motor vehicle accident report must be completed immediately by the operator and returned to the Vehicle Maintenance department.

#### 2.2. Fleet manager responsibilities in the event of a motor vehicle accident –

**2.2.1.** The fleet manager (or designee) will notify the Department of Energy (DOE) and/or General Services Administration (GSA) for qualifying motor vehicle accidents by immediately sending the preliminary SF-91 form to DOE.

**2.2.2.** A completed SF-91 will be submitted to DOE/GSA when Vehicle Maintenance has acquired all the necessary information: security/police report, signatures, repair estimates, purchase order information and invoices.

**2.2.3.** When information processing is finished, and the vehicle is repaired, DOE will be sent the completed accident report. GSA accident control center will dictate what steps are required based on their current rules and regulations.

### 3. Definitions

N/A



**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Vehicle Operator** is responsible for accident notification to onsite security or offsite local law enforcement and Vehicle Maintenance staff.
- 4.4. The Fleet Manager** implements procedures in support of this policy.

**5. Resources / Supporting Documents**

**Form:** SF – 91

**Regulation:** 41 CFR 102-34.290 What forms do I use to report a crash involving domestic fleet motor vehicles?

**Regulation:** 41 CFR 1002-34-295 To whom do we send crash reports?

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# **Maintenance**

# Procedure: Fleet Management – Vehicle Maintenance Operations

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

## Maintenance of motorized equipment

### 1. Purpose

The purpose of this procedure is to define FNAL's vehicle maintenance and safety inspection program for DOE government-owned and GSA motor vehicles and other motorized equipment including aerial lifts.

### 2. Procedure

#### 2.1. Maintenance of motor vehicles

##### 2.1.1. Facilities Engineering Services Section (FESS)- Site Services, Vehicle

Maintenance personnel schedule and provide all DOE – FNAL owned and GSA vehicle repairs, preventative maintenance and safety inspections

2.1.1.1. Vehicle custodians must bring vehicles assigned to them into the Vehicle Maintenance Department for all required maintenance

2.1.1.2. All vehicles are scheduled every six (6) months or 4,000 miles (or sooner if required) for a comprehensive preventive maintenance and safety inspection.

2.1.1.2.1. A qualified Vehicle Mechanic conducts the preventive maintenance and safety inspections.

2.1.1.2.2. The Senior Mechanic randomly re-checks maintenance in accordance with the preventive maintenance checklist IAW 41 CFR 102-34.275.

2.1.1.2.3. When defects are detected during the inspection, the Senior Mechanic assigns a vehicle maintenance mechanic to correct them as appropriate.

2.1.1.3. Perform certain services and repairs.

2.1.1.4. Respond to emergency road service requests as required.

2.1.2. The Fleet Manager (or designee) determines the economic repair limit prior to performing extensive repairs on any DOE owned vehicle.

The Fleet Manager or Senior Mechanic may arrange for an outside vendor to perform repairs exceeding the capacity or capability of the Vehicle Maintenance staff.

**2.2. Other Motorized Equipment Maintenance**

- 2.2.1. Sub-Contract service personnel perform repairs and preventative maintenance. Preventive maintenance and inspections are scheduled at six-month intervals for material handling equipment
- 2.2.2. Utilization and maintenance of assigned heavy mobile equipment is the responsibility of the respective Division/Section/Project. The Fleet Manager or designee coordinates with appropriate division/section/project personnel in obtaining authorization for repairs.

**2.2. Aerial Lift Equipment**

- 2.2.1. Maintenance and repair of aerial equipment includes: inspections, repairs, and preventive maintenance
- 2.2.2. Perform yearly preventative maintenance and inspections in three-month intervals.
- 2.2.3. Sub-Contract service personnel perform repairs and preventative maintenance.
- 2.2.4. The Fleet Manager or designee coordinates with the appropriate division/section/project to obtaining authorization for repairs.

**2.3. Parts and Supplies**

- 2.3.1. Vehicle Maintenance staff order parts and supplies from authorized distributors. Upon receipt, materials are verified that they match the required specifications.
- 2.3.2. Vehicle Maintenance performs a periodic inspection of miscellaneous in-stock parts.

**3. Definitions**

*Economic repair limit:* The threshold of expenditure where the cost to repair an item is greater than the cost to replace it.

**4. Responsibilities**

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The Fleet Manager** coordinates with subcontractor personnel to schedule preventative maintenance inspections and repairs.
- 4.4. **Custodians** bring vehicles to Vehicle Maintenance Department and assist in locating aerial lifts and other motorized equipment when called upon.

**5. Resources / Supporting Document**

**Regulation:** 41 CFR 102-34.275

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	

# Disposal

## Procedure: Fleet Management – Vehicle Disposal

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Requirements for disposing of a government vehicle

#### 1. Purpose

The purpose of this procedure is to define the process to remove FNAL government-owned vehicles from the fleet to property control for disposition.

#### 2. Procedure

Removing a vehicle from the fleet is ultimately the responsibility of the Fleet Manager. To do so, the Fleet Manager (with the fleet management staff):

**2.1.** Determines that a vehicle should be removed from the fleet IAW the policies and procedures defined to do so.

**2.1.1.** Coordinates with the Property Department to provide vehicle information necessary for the proper disposal of a vehicle.

**2.1.2.** Report the action to the DOE ORO Fleet Manager / Property Specialist.

**2.2.** Prepares the vehicle for disposal (remove identification stickers, tags, etc.).

**2.3.** Delivers the vehicle to Property Control

Property Control Staff dispose of the vehicle (see Property Management –Disposition of Property)

**2.4.** Property Control staff creates final event transaction in computerized asset management tracking system.

#### 3. Definitions

N/A

#### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure and ensuring consistent laboratory compliance with this procedure.
- 4.2. **The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The Fleet Manager** is responsible for reviewing and managing changes to this procedure.
- 4.4. **The Property Control staff and the Fleet Manager** implements procedures in support of this procedure.

#### 5. Resources / Supporting Documents

#### 6. Revision History

Version Number	Date	Author	Change Summary
0		George Davidson	First issuance

#### 7. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	
Property and Infrastructure Management System Owner	Karen Kosky	



# **Property Management - Policies**

# Programming

## Policy: Property Management – Operations

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every three years

Programs for managing government personal property

### 1. Purpose

The purpose of this policy is to describe the establishment, implementation, development and administration of FNAL's Property Management Program which operates in accordance with 48 CFR 970.5203-1, 41 CFR 109 (for personal property), 41 CFR 101, 41 CFR 102, *Department of Energy Property Management Regulations*, and is integrated with FNAL's contractor assurance system.

### 2. Scope/Applicability

This policy applies to all personnel, activities, and processes related to managing personal property at FNAL.

### 3. Policy

Develop and maintain policies, programs, and procedures to carry out a cost-effective, risk-based, and economical property management program. Manage government personal property in the custody of FNAL from receipt to final disposition.

#### 3.1. Property Management Program Description

- 3.1.1. Establishes uniform principles, policies, standards and procedures for economical, risk-based and efficient management of personal property.
- 3.1.2. Manages sensitive, equipment, high-risk, precious metals, capital accountable Property and other accountable personal property according to DOE guidance.
- 3.1.3. Re-utilizes and/or disposes of personal property in a timely fashion.
- 3.1.4. Continuously improves property management practices through the identification of best practices established by 'best in class' performers.
- 3.1.5. Complies with the requirements of FAR 52.245-1 and 41CFR 109.
- 3.1.6. Flows down the requirements of FAR 52.245-1, DEAR, 41CFR 109 and pertinent sections of 41CFR101 & 41CFR102 to subcontractors at all tiers necessary to ensure compliance with the requirements.
- 3.1.7. Uses Voluntary Consensus Standards (VCS), such as ASTM International or Industry Leading Practices (ILP), to the greatest degree practical for the management of personal property.

**3.1.8.** Uses graded approaches to the risks presented by various types of Personal Property (Accountable Property, Capitalized Property, High Risk Personal Property, Sensitive Property and Precious Metals Property) which meet the minimum requirements defined in 41CFR 109 and have additional controls identified as appropriate.

**3.1.9.** Undergoes periodic reviews by the Department of Energy.

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

**6.1. Regulation:** 48 CFR 970.5203-1, Management controls, 9/14/2016 edition

**6.2. FNAL website:** Fermilab contractor assurance program

**6.3. Regulation:** FAR 52.245-1, Government Property, Jan. 2017

**6.4. Regulation:** 41 CFR 109, Department of Energy Property Management Regulations, 9/2016 edition

**6.5. Guidance:** DOE Financial Management Handbook, 1/2013

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Property Management – Custodian Responsibilities

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Expectations for custodians of government Property

#### 1. Purpose

This policy establishes the expectations for the use of government personal property in accordance with 41 CFR 109.

#### 2. Scope / Applicability

This policy applies to all personnel, activities, and processes related to managing personal property at FNAL.

#### 3. Policy

Use government property in the most cost-effective, risk-appropriate, and efficient manner consistent with the Laboratory's mission and in compliance with the prime contract. Follow *Custodial Responsibilities* procedure to assure proper compliance.

#### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

**4.3. The FESS-Logistics and Property Control Department** oversees compliance with personal property requirements for assets under Laboratory stewardship.

#### 5. Definitions

N/A

#### 6. Resources / Supporting Documents

N/A

#### 7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

## 8. Approvals

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Property Management – Property Functions

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Organization and operational duties of FNAL's Logistics and Property Control department

### 1. Purpose

The purpose of this policy is to outline the requirements of the FNAL Logistics and Property Control (LPC) department for the acquisition, use, and disposition of government property.

### 2. Scope / Applicability

This policy applies to all FESS LPC personnel and operations.

### 3. Policy

FNAL establishes and follows procedures for receipt, storage, and disposition of property in accordance with U.S. CFRs, DEAR, FAR, and other FNAL policies.

- 3.1. Maintain the official records of all assigned personal property
- 3.2. Screen purchase orders for acquisition of assets to determine level of control
- 3.3. Periodically conduct physical inventories, audits, and reviews of all required property
- 3.4. Maintain of inactive and excess storage databases within the computerized asset management tracking system.
- 3.5. Administer appropriate disposition programs.

### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and manage changes to this policy by assigning appropriate resources.
- 4.3. **The Property Office** is responsible for the documentation of all activities related to the implementation of the accepted Property Management Program.

### 5. Definitions

N/A

### 6. Resources / Support Documents

N/A

## 7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

## 8. Approvals

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	



# Acquisition

## Policy: Property Management – Personal Property Records Requirements

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

### Personal Property Records Requirements

#### 8. Purpose

The purpose of this policy is to identify the requirements for tracking assets in FNAL's computerized asset management tracking system.

#### 9. Scope / Applicability

This policy applies to all personnel, activities, and processes related to managing FNAL government-owned personal property.

#### 10. Policy

FNAL assesses every asset procured to determine the required level of tracking and accountability.

- 3.2.** Property accounted for in the computerized asset management tracking system must have, at a minimum, the following fields:
- 3.2.1.** contract number or equivalent code designation,
  - 3.2.2.** asset type,
  - 3.2.3.** description of item (national stock number (if available),
  - 3.2.4.** property control number (Government ownership identity),
  - 3.2.5.** unit acquisition cost (including delivery and installation cost, when appropriate, and unit of measure),
  - 3.2.6.** acquisition document reference and acquisition date,
  - 3.2.7.** manufacturer's name, model and serial number,
  - 3.2.8.** quantity received, fabricated, issued or on hand,
  - 3.2.9.** location (physical area),
  - 3.2.10.** custodian name and organization,
  - 3.2.11.** use status (active, storage, excess, etc.),
  - 3.2.12.** high risk designation,
  - 3.2.13.** disposition document reference and date.
- 3.3.** Review property records when inventories are sent to custodians during inventory process and during audits to ensure accuracy. Custodians forward discrepancies identified during periodic inventories to LPC for correction into the computerized asset management system.

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying the necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS – Logistics and Property Control Department Head** is implementing and managing changes to this policy by assigning appropriate resources.

**4.3. Custodians** that receive inventory listings from LPC are responsible for following guidance in this policy.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

N/A

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Property Management – Asset Classification

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Personal Property assets screening and classification

#### 1. Purpose

The purpose of this policy is to describe FNAL's method for categorizing government-owned personal property.

#### 2. Scope / Applicability

This policy applies to all personnel, activities, and processes related to managing FNAL government-owned personal property.

#### 3. Policy

FNAL categorizes property in accordance with Procedure: Fermilab Property Management – Property Functions.

**3.1.** Property categorization is a best practice which ensures effective utilization of government resources, supports the research program, identifies custodial responsibility for specific property items, allows periodic review and evaluation, facilitates disposition and provides clear documentation of all actions relative to the use of government property assigned to the Laboratory.

**3.2.** Assign classifications, and unique identifiers when appropriate, and manage the data in the computerized asset management tracking system database.

**3.3.** High Risk Personal Property requires special controls, commensurate with its assigned category.

**3.3.1.** FNAL Office of CIO department manages export-controlled information and unclassified controlled information. Refer to FNAL Computing Division Computing at Work.

**3.3.2.** For hazardous property refer to FNAL FESHM 8021, Chemical and Radioactive Waste Management.

**3.3.3.** For special nuclear material refer to ESHQS-MCA01 FNAL Nuclear Materials Control & Accountability Plan.

**3.3.4.** For radioactive property refer to Fermilab ESH&Q Radiological Control Manual (FRCM).

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3 Property Office and Receiving Department** are responsible for following the guidance in this policy.

**5. Definitions**

- 5.1. High Risk Personal Property (HRPP)** - Refers to assets that, because of their potential impact to public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in a manner other than routine. 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 property, radioactive property, special nuclear material and unclassified controlled information. Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document’s definition of HRPP.
- 5.2. Personal Property** - Property that is owned by the government, in custody of the Laboratory, both equipment, materials and supplies, exclusive of utilities and real Property.

**6. Resources / Supporting Documents**

**Regulation:** 41 CFR 109-1.100-51

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# Storage

## Policy: Property Management – Property Storage

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Personal property storage program requirements

#### 1. Purpose

This policy describes requirements for FNAL personal property storage operations.

#### 2. Scope / Applicability

This policy applies to all FNAL personnel, operations and facilities involved with the storage of government-owned personal property.

#### 3. Policy

FNAL provides secure, clean and accessible storage facilities for government-owned property being held for future use in the furtherance of the Laboratory's mission. Some property, such as High-Risk Personal Property and Precious Metals have additional regulatory requirements, all of which are adhered to in accordance with 41 CFR 109.

##### 3.1. Storage Availability and Priority

FNAL stores property held for future use on a space-available basis.

##### 3.2. Care and Preservation

**3.2.1.** Managers of storage areas keep storage clean and organized. Building managers or storage area managers maintain racks, pallets, materials handling equipment, and stored property in good condition, to afford protection from damage and theft while material is under warehouse control.

**3.2.2.** Custodians ensure government-owned personal property is appropriately prepared prior to storage. This may include special crating, packaging, environmental protection, containment, and rigging.

##### 3.3. Justification for Storage of Property

All property stored for future projects or required spares for laboratory mission is subject to a justification process in accordance with 41 CFR 109-28.

##### 3.4. Safety Practices

The centrally managed FNAL property warehouses employ an Integrated Safety Management system. This assures proper handling of work assignments, equipment operation, good housekeeping, use of personal protective equipment, and effective communications.

### 3.5. Types of Storage

**3.5.1. Indoor storage** is maintained such that it provides a secure location including protection from rain, sunlight, and theft.

**3.5.2. Outdoor Storage:** areas are used to store property which is not temperature and moisture sensitive. These areas are exposed to natural environmental conditions. Outdoor storage areas are maintained to provide a secure location including protection from theft.

### 3.6. Review of Stored Property

The FESS Logistics and Property Control department conducts inventories to validate the value of continued storage of spares and EHFFP. Property Custodians participate in the inventories as requested.

## 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

**4.3. Property Custodians who store property** are responsible for following guidance in this policy.

## 5. Definitions

N/A

## 6. Resources / Supporting Documents

**Regulation: 41 CF 109-28**

**Form:** Material Move Request Form (MMR) located at ServiceNow website

**Procedure:** Property Management – Equipment Held for Future Projects (EHFFP)

**Procedure:** Property Management – Spares Under LPC Facilities

## 7. Revision History

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## 8. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	



# Utilization

## Policy: Property Management – Property Utilization

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Aspects of Fermilab's Property Management Program

#### 1. Purpose

The purpose of this policy is to assure utilization of all FNAL government-owned personal property meets or exceeds the requirements set forth in 41 CFR 109.

#### 2. Scope / Applicability

This policy applies to all custodians of FNAL personal property and employees and processes which manage aspects of FNAL property utilization program.

#### 3. Policy

FNAL uses government-owned property only for the performance of the prime contract.

##### 3.1. Appropriate Use of Government Property

- 3.1.1. Assure the risk-based, cost effective, efficient, and complete utilization of all FNAL government-owned personal property.
- 3.1.2. Reduce or eliminate unnecessary acquisition of property assets through effective utilization management practices
- 3.1.3. Manage, utilize, and control government property containing Classified or Controlled Unclassified Information (e.g. Official Use Only or Unclassified Controlled Nuclear Information) in accordance with requirements found in other DOE directives or regulations.

##### 3.2. Continued Use

- 3.2.1. Make every effort to fully utilize property (utilization also applies tooling, materials, and supplies).
- 3.2.2. All FNAL property is government-owned property and is not "individually owned". The concept of "individual ownership" of property is discouraged.
- 3.2.3. Transfer unused property for utilization elsewhere or process it as excess as soon as practicable.
- 3.2.4. Report property that is determined lost, damaged, or destroyed according to procedures.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3. Laboratory custodians, Division Management that reviews purchase requisitions, Core Computing Division Cyber Security Department and FESS Logistics and Property Control** are responsible for following the guidance in this policy.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

N/A

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Policy: Property Management – Inventories

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Inventories for tracking assets

#### 1. Purpose

The purpose of this policy is to describe FNAL's government-owned personal property inventories and audits in accordance with 41 CFR 109-1.5110.

#### 2. Scope / Applicability

This policy applies to all employees who are custodians of Fermilab personal property and all personnel and operations involved with carrying out personal property inventories.

#### 3. Policy

##### 3.1. Physical Inventories

FNAL conducts physical inventories which entail visual verification (hands-on) of each property item tracked in Fermilab's computerized asset management system.

**3.1.1.** Physical inventories are the most certain way to assure accountable property is present and accounted for, utilized, and available.

3.1.1.1. Some property, such as High Risk Personal Property and Precious Metals, have additional regulatory requirements, all of which must be adhered to.

3.1.1.2. For assets unable to be physically inventoried due to loss, FNAL - ESH&Q Security Department completes a security report.

**3.1.2.** FNAL conducts physical inventories with the frequency required for each asset category in accordance with 41 CFR 109-1.5110.

**3.1.3.** FNAL commences inventories as early in the fiscal year as possible to ensure completion before fiscal year end.

**3.1.4.** FNAL tracks completed inventories in Fermilab's computerized asset management tracking system.

**3.2. Results Sent to Fermilab Site Office**

Results of completed inventories are sent to the Fermilab site office and the Organizational Property Management Officer (OPMO) within 60 days of completion of the inventory.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3. Laboratory Custodians, Supervisors of Custodians, ESH&Q Security Department and FESS Logistics and Property Control** are responsible for creating inventory campaigns and documenting results in computerized asset management system.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

- 6.1. Desk procedure:** Required steps for conducting an inventory
- 6.2. Desk procedure:** Creating campaigns in computerized asset management system
- 6.3. Desk procedure:** Creating valid resolutions in computerized asset management system
- 6.4. Regulation:** 41 CFR 109-1.5110, edition 9/14/2016

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# **Property Management – Procedures**

# Programming

# Procedure: Property Management – Custodian Responsibilities

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

## Expectations for custodians of government-owned property

### 1. Purpose

The purpose of this procedure is to describe property custodian management processes of government-owned personal property in accordance with 41 CFR 109-1.51 and 41 CFR 109-1.53.

### 2. Procedure

It is the responsibility of all employees, users and subcontractors to protect government-owned property from misuse, damage, theft or loss. FNAL personal property custodians are responsible for taking measures to mitigate the possibility of theft or loss and using government-owned property for official Fermilab business only.

#### 2.1. Custodian Responsibilities - Acquisition

Property custodians prepare procurement requisitions and collaborate with FNAL Procurement to acquire assets. For more information on processes related to property acquisition, see *Procedure: Property Management – Methods of Personal Property Acquisition*

#### 2.2. Custodian Responsibilities – Receipt

Property custodians verify accuracy of property delivered according to purchase order and working condition of property asset(s).

#### 2.3. Custodian Responsibilities – Utilization

Property custodians utilize property assets in support of FNAL mission and monitor, protect and maintain assets in good working order throughout the life-cycle of the assets.

##### 2.3.1. Property Pass

FNAL government-owned property custodians obtain an approved property pass prior to any property leaving the FNAL site. Each Division, Section and Project has a liaison for property pass management.

##### 2.3.2. Tracking Custodian Assignment, Location

Property custodians use the FNAL Property Self-Service Application to transfer property to another custodian or to update the location of property assets.



### **2.3.3. IT Assets**

Custodians of FNAL information technology property take extra steps to protect IT assets from damage, theft, and loss. Custodians utilize cable locks for laptops and PCs, and lock drawers containing other storage devices. Other requirements for custodians of IT assets are found in *Procedure: Property Management – High Risk Personal Property*

### **2.3.4. High Risk Personal Property**

Custodians of FNAL High Risk Personal Property (HRPP) take extra steps to protect HRPP from damage, theft, and loss. Custodians lock HRPP in cabinets, safes, drawers, and/or behind gates, doors, etc. to secure the property assets. Other requirements for custodians of HRPP are found in *Procedure: Property Management – High Risk Personal Property*

### **2.3.5. Precious Metals**

Custodians of FNAL Precious Metals take extra steps to protect Precious Metals from damage, theft, and loss. Custodians follow lifecycle processes as outlined in *Procedure: Property Management – Responsibilities for Custodians of Precious Metals*.

## **2.4. Custodian Responsibilities – Disposal**

When property assets are no longer needed to support FNAL mission, property custodians use the material move request form and process to transfer property assets to the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department for compliant disposition.

## **3. Definitions**

N/A

## **4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3. The FESS-Logistics and Property Control Department** oversees compliance with personal property requirements for items under Laboratory stewardship.

**4.4. Division/Section/Project (D/S/P) Managers** are responsible to ensure that D/S/P staff who are custodians of government-owned personal property are doing so according to the custodian responsibilities listed in the Fermilab Personal Property Policy and Procedure Manual.

**4.5. FNAL Property Custodians** are responsible for managing property according to the responsibilities outlined in this and other policies and procedures in the Fermilab Personal Property Policy and Procedure Manual.

## 5. Resources / Supporting Documents

**Form:** Material Move Request Form (MMR) located at ServiceNow website

**Procedure:** *Property Management – Methods of Personal Property Acquisition*

**Procedure:** *Property Management – High Risk Personal Property*

**Procedure:** *Property Management – Responsibilities for Custodians of Precious Metals*

**Regulation:** 41 CFR 109-1.51

**Regulation:** 41 CFR 109-1.53

## 6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – FESS LPC Functions

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Organization and operational duties of the FESS LPC Department

#### 1. Purpose

The purpose of this procedure is to describe the functions and responsibilities of the Fermilab Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) Department which manages Fermilab's personal property throughout the life cycle from cradle through grave (acquisition, receipt, utilization, and disposition operations).

#### 2. Procedure

FESS LPC is FNAL's centralized personal property management organization which receives, tracks, stores, inventories, and assists with disposition of all personal property. FESS LPC's specific roles and responsibilities span the lifecycle of personal property and are described below.

##### 2.1. LPC Responsibilities – Acquisition

FESS LPC reviews laboratory purchase orders for property assets which may be categorized as

- 2.1.1. Equipment (which includes capitalized property)
- 2.1.2. Sensitive
- 2.1.3. Precious Metals
- 2.1.4. High Risk Personal Property (HRPP), or
- 2.1.5. Administratively Controlled.

For assets meeting one of these definitions, FESS LPC maintains a record of the requisition or purchase order reflecting the items and quantities ordered.

##### 2.2. LPC Responsibilities – Receipt

FESS LPC manages the physical location where all FNAL personal property shipments are received, and the receiving operation first takes possession of property assets for the Laboratory. Upon receipt, FESS LPC

- 2.2.1. Inspects the property upon receipt for obvious damage
- 2.2.2. Reconciles the quantities received against the quantities due
- 2.2.3. Tags or marks the property, as appropriate: accountable assets identified during the property screening process receive an accountable property tag. For non-accountable or administratively controlled property, FESS LPC affixes (whenever possible) an administrative control tag indicating that the property is "U.S.

Government Property.” More information on this process is found in Procedure: Property Management – Identification and Marking of Personal Property

**2.2.4.** Enters receiving transaction into Fermilab computerized financial management system which pushes pertinent information about the property asset into the Fermilab computerized asset management tracking system. More information on this process is found in Desk Procedure: Enter PO Receipt.

**2.2.5.** Segregates and safeguards the property while in the receiving area, and

**2.2.6.** Releases the property to the custodian as indicated on the purchase order document.

### **2.3. LPC Responsibilities – Utilization**

FESS LPC assists FNAL property custodians to utilize property assets in support of FNAL mission and monitor, protect and maintain assets in good working order throughout the life-cycle of the assets. In addition, FESS LPC maintains storage facilities and warehouse operations.

#### **2.3.1. Property Pass**

FESS LPC maintains the database of property assets and custodians with approved property passes. Property Pass Managers within each Division, Section and Project assist LPC in updating property passes. FESS LPC requires updates to property passes on a yearly basis.

#### **2.3.2. Inventories, Audits and Reviews**

2.3.2.1. At the beginning of the fiscal year, the Logistics and Property Control Manager submits, to the Contracting Officer, an inventory and audit schedule to be completed during the upcoming year.

2.3.2.2. The results for each scheduled inventory are submitted to the Contracting Officer and the Organizational Property Management Officer within 60 days of the completion.

More information about FNAL inventories processes is contained in *Procedure: Property Management - Inventories*

#### **2.3.3. Tracking Custodian Assignment, Location**

FESS LPC, together with the FNAL Core Computing Division, maintains the FNAL Property Self-Service Application which allows property custodians to transfer property to another eligible custodian or to update the location of property assets. The records for all tracked property custodian assignment and location are maintained in the Fermilab computerized asset management system.

#### **2.3.4. IT Assets, High Risk Personal Property, Precious Metals**

FESS LPC assists custodians of FNAL Information Technology Assets, High Risk Personal Property and precious metals to take extra steps to protect these assets from damage, theft, and loss. In addition, the Laboratory’s designated Precious Metals Control Officer resides in FESS LPC. Descriptions of these processes are captured in

2.3.4.1. *Procedure: Property Management – High Risk Personal Property*

2.3.4.2. *Procedure: Property Management – Responsibilities for Custodians of Precious Metals; and*

2.3.4.3. *Procedure: Property Management – Responsibilities for Precious Metals Control Officer (PMCO.)*

### **2.3.5. Agreements, Loans**

FESS LPC prepares and facilitates agreements for incoming and outgoing shipments of property between Fermilab and other institutions. A description of these processes is captured in

2.3.5.1. *Procedure: Property Management – Shipments in Support of Mission*

2.3.5.2. *Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions*

2.3.5.3. *Procedure: Property Management – Property Loans*

### **2.3.6. Storage**

FESS LPC maintains the physical and operational resources to track, inventory and store inactive and excess property. Two centrally managed warehouses and Fermilab's stores operations (Integrated Stores Systems and Facilities Management Parts) are managed by FESS LPC. For more information on processes related to FNAL management of Property Storage, see Procedure: Property Management – Property Storage.

## **2.4. LPC Responsibilities – Disposal**

FESS LPC oversees the compliant disposition of personal property when property custodians determine assets are no longer needed to support FNAL mission. FESS LPC maintains the material move request process to transfer property assets from property custodians to FESS LPC excess center. FESS also administers the following disposition processes.

### **2.4.1. Internal Excess Reutilization Program**

Administration and promotion of the orderly internal reutilization of property.

### **2.4.2. DOE Gifting Program**

Administration of a program to facilitate the distribution of approved property deemed no longer necessary to the function of the Laboratory, to qualifying not-for-profit organizations.

### **2.4.3. Excess Property Program**

Facilitation and documentation of acquisition and disposition of government property through the GSA excess system.

### **2.4.4. Scrap Reclamation and Sale Program**

Administration of a program, including appropriate documentation, for the collection, sorting, preparation-for-sale and delivery to vendors, of all Fermilab property declared as scrap.

### **2.4.5. Miscellaneous Programs**

Maintenance of eBay sales documentation.

### 3. Definitions

- 3.1.** *Accountable Personal Property* includes nonexpendable personal property whose expected useful life is two years or longer and whose acquisition value, as determined by the Property Office, warrants tracking in the agency's property records, including capitalized and sensitive personal property. 41 CFR 102-35.20
- 3.2.** *Administratively controlled items* mean personal property controlled at the discretion of individual DOE offices, but for which there is no DOE requirement to maintain formal records.
- 3.3.** *Capitalized Personal Property* includes property that is entered on the agency's general ledger records as a major investment or asset. An agency must determine its capitalization thresholds as discussed in Financial Accounting Standard Advisory Board (FASAB) Statement of Federal Financial Accounting Standards No. 6, 41 CFR 102-35.20; DOE Financial Management Handbook.
- 3.4.** *Equipment* means a tangible asset that:
- 3.4.1.** is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract.
  - 3.4.2.** is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use (48 CFR Subpart 45.101)
  - 3.4.3.** has been fabricated and meets criteria set forth in 5.3.1.
- 3.5.** *High Risk Personal Property (HRPP)* - means 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 property, radioactive property, special nuclear material, and unclassified controlled nuclear information. Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document's definition of HRPP
- 3.6.** *Other Property* - Personal Property designated by the Laboratory as trackable if determined that the assets must be controlled and managed to protect against unauthorized use, disclosure or loss; or when otherwise required by law, policy, regulation or agency direction. This property may have a high potential for loss. The Laboratory requires a formal record be kept of custodial responsibility.
- 3.7.** *Personal Property* - Property that is owned by the government. All property, except real property.
- 3.8.** *Precious Metals* - Refers to uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation. Included are gold, silver and the platinum group metals – platinum, palladium, rhodium, iridium, ruthenium and osmium.
- 3.9.** *Real Property* - Includes all land, land improvements, structures and fixtures, the utilities, fixed plant equipment and components to service the structure for its intended use.

**3.10. Sensitive Personal Property:** includes all items identified by the Property Office, regardless of value, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Such property includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment. Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document’s definition of HRPP

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head is responsible** for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. The Property Office is responsible** for the documentation of all activities related to the implementation of the accepted Property Management Program.

**5. Resources / Support Documents**

- 5.1. Procedure: Property Management – Identification and Marking of Personal Property**
- 5.2. Desk Procedure: Enter PO Receipt**
- 5.3. Procedure: Property Management – Inventories**
- 5.4. Procedure: Property Management – High Risk Personal Property**
- 5.5. Procedure: Property Management – Responsibilities for Custodians of Precious Metals**
- 5.6. Procedure: Property Management – Responsibilities for Precious Metals Control Officer (PMCO.)**
- 5.7. FESS LPC maintains records in managed files and databases for the following functional areas:**
  - 5.7.1. Property Screening and Intake**
  - 5.7.2. Physical Inventory of Personal Property**
  - 5.7.3. Property Control**
  - 5.7.4. Property Storage and Justification of Inactive Property**
  - 5.7.5. Property Custodianship Management**
  - 5.7.6. Department of Energy Reports, when applicable**
- 5.8. Procedure: Property Management – Shipments in Support of Mission**
- 5.9. Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions**

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	



# Acquisition

## Procedure: Property Management – Identification and Marking of Personal Property

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### How Fermilab Identifies and Marks Personal Property

#### 1. Purpose

The purpose of this procedure is to address how personal property is identified, categorized and added to Fermilab's computerized asset management tracking system.

#### 2. Procedure

FESS LPC assigns classifications and unique identifiers, when appropriate, and manages the data in Fermilab's computerized asset management tracking system. The LPC Department executes the following steps to appropriately identify and mark property assets.

- 2.1. Run a screening report on the previous day's procurements to identify procurements containing accountable or administratively controlled property. (See *Desk Procedure - Screen Property*.)
- 2.2. Update purchase order lines to record that asset(s) need to be added to Fermilab's computerized asset management tracking system. (See *Desk Procedure – Update Property*.)
- 2.3. Process receipts into the computerized financial management system
  - 2.3.1. Add required information (asset identifier, manufacturer, model and serial number) to the computerized financial management system which pushes pertinent data to Fermilab's computerized asset management tracking system for assets flagged by FESS LPC through an updated property form (See *Desk Procedure – Entering a PO Receipt*).
  - 2.3.2. High Risk Personal Property and property containing precious metals are marked according to additional marking requirements. For more information see Procedure: Property Management – High Risk Personal Property and Procedure: Property Management – Responsibilities for Custodians of Precious Metals
- 2.4. Oversee continuous run of the computerized asset management tracking system process which automatically uploads property assets. FESS LPC verifies that the asset(s) have been uploaded or fix any records with errors. (See *Desk Procedure – Maintain Inventory Assets and Edit Inventory Asset Interface Records*.)

**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**5. Resources / Supporting Documents**

**5.1.** Desk Procedure – Screen Property

**5.2.** Desk Procedure – Update Property

**5.3.** Desk Procedure – Entering a PO Receipt

**5.4.** Desk Procedure – Maintain Inventory Assets

**5.5.** Desk Procedure – Edit Inventory Asset Interface Records

**6. Revision History**

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FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Methods of Personal Property Acquisition

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Methods for acquiring personal property

#### 1. Purpose

The purpose of this procedure is to describe FNAL's processes for acquiring excess, federally-owned personal property or using alternative procurement opportunities.

#### 2. Procedure

Exceptions to these procedures must be approved by the FNAL Property and Infrastructure Management System Owner and, as appropriate, by the Department of Energy. FNAL custodians that need to procure assets to meet the mission of the Laboratory work with the Finance Section Procurement Department to enter a purchase order agreement.

##### 2.1. Review Prior to Acquisition

Requestors review federally-owned excess property sources prior to the acquisition of new assets. Upon request, the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department provides detailed instructions and assistance.

##### 2.2. Excess Property Sources

**2.2.1. DOE and Federal Agency excess** - Fermilab personnel can access the General Services Administration (GSA) GSAXcess Program. Requestors search the GSAXcess system for available excess personal property.

**2.2.2. Gifts to Fermilab** - All gifts of personal property are accepted on a case by case basis and must be made through and with the approval of the Department of Energy.

##### 2.3. Alternative Procurement Strategies -

Requestors may obtain property on loan or in support of DOE mission from other DOE contractors, universities, collaborating institutions, etc.

**2.3.1.** Requestors coordinate with FESS LPC to plan for the receipt of property from other institutions.

**2.3.2.** FESS LPC assists requestors to produce supporting documentation in conjunction for the acquisition which requires coordination with DOE property and other institutions.

**2.3.3.** FESS LPC creates an agreement in Fermilab’s computerized asset management tracking system to track incoming loans of property.

**2.3.4.** FESS LPC periodically follows up with requestors until disposition when either the property is returned to the institution, or accountability is transferred.

**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3. Custodians that are procuring assets** obtain approval from Division / Section to procure assets to meet the mission of the Laboratory. When practical use of the GSA excess system reduces spending funds and is required as first source of supply unless justification can be provided.

**4.4. Procurement Department** enters into agreements with suppliers to obtain property in cost-effective manner.

**4.5. FESS – Logistics and Property Control** assists custodians in obtaining property off GSA Excess System and follows up with custodians for alternative procurement options as required.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

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Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Subcontractor Held Property – Provided by Fermilab

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Outline requirements to flow down to Subcontractor

### 1. Purpose

The purpose of this procedure outlines how FNAL controls subcontractor held DOE – FNAL Government-owned property.

### 2. Procedure

**2.1.** When the FNAL Procurement Department enters into cost reimbursable contracts with subcontractors who receive property from FNAL, inform the principal individual involved with the contract of the responsibilities surrounding DOE – FNAL property provided by FNAL.

**2.1.1.** This individual that is responsible for providing the DOE – FNAL property is the primary point-of-contact regarding FNAL property held by the contractor.

**2.1.2.** Requestor completes a Material Move Request (MMR) with a detailed listing of property being sent to subcontractor to meet the deliverables on a purchase order agreement.

**2.1.2.1.** This is only for property that is not being fabricated or similar processes.

**2.1.2.2.** The property retains its integrity and at the end of the purchase order agreement is returned to FNAL in the same condition except for expected wear and tear.

**2.1.3.** Procurement adds a line to the purchase order agreement. The purchase order remains open until the property that is sent is returned along with the deliverables from the purchase order agreement.

**2.1.4.** Procurement administrator, FESS LPC and requestor that provided property follow up with the subcontractor periodically to get a status update on the property that was provided.

**2.1.5.** Property Department is contacted to work with subcontractor to enter agreement in and to track DOE – FNAL owned property in the computerized asset management system

**2.1.6.** Procurement administrator reminds subcontractor that for any losses or damage to DOE – FNAL owned property that it is their responsibility to notify the administrator as soon as possible.

- 2.2. For property that has scheduled preventative maintenance, the Procurement administrator works with the requestor to notify vendor of these scheduled requirements.
- 2.3. Inventory verification is coordinated between subcontractor, procurement and LPC yearly. The Property Department uploads the results to the computerized asset management system.
- 2.4. At closeout of Subcontract, the Property Office works with the requestor and institution to disposition property. Refer to Disposition of Property for guidance.

**3. Definitions**

N/A

**4. Responsibilities**

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

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Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Subcontractor Held Property – Acquired by Institution

<b>Revision</b>	0
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<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Outlines the responsibilities for institutions that acquire DOE – FNAL owned property under a purchase order agreement.

### 1. Purpose

The purpose of this procedure is to outline the requirements which must be followed by the institution that is procuring DOE – FNAL owned government property to meet the required deliverables from purchase order agreement.

### 2. Procedure

- 2.1. If the institution has acquired DOE – FNAL owned property [see sub-contractor held property procedure] to satisfy the requirements from the purchase order agreement, follow the proceeding steps.
- 2.2. The institution contacts the Fermilab Logistics and Property Control (LPC) Department at [property@fnal.gov](mailto:property@fnal.gov) to obtain a tag to affix to asset.
- 2.3. Property Office creates an agreement in the computerized asset management tracking system adding the property to the agreement.
  - 2.3.1. Agreements have a reference to purchase order agreement number along with the experiment and institution.
  - 2.3.2. Agreements have a beginning date, scheduled ending date which will be not greater than 12 months from date agreement is initiated.
- 2.4. Once all the property has been either returned to FNAL or disposed of (refer to disposition of property for guidance), the asset(s) are removed from the agreement and the agreement is closed by putting an ending date on the agreement.
  - 2.4.1. FESS LPC receives a notification from the computerized asset management tracking system 90 days before the agreement expiration date and reaches out to institution and requestor to see if the property is still in use at the institution or if it has been sent to FNAL.
  - 2.4.2. If, during the agreement, the property is deemed to be excess to the mission of the Lab, it will be disposed of following the guidance in Disposition of Property Policy Manual section.



**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

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FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# Storage

## Procedure: Property Management – Storing of Property

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

How Fermilab stores personal property

### 1. Purpose

The purpose of this procedure is to define processes for personal property storage at FNAL.

### 2. Procedure

#### 2.1. Storage Availability and Priority

FNAL stores property held for future use and spares on a space-available basis. The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department manages Fermilab's two centrally managed warehousing operations where property is stored on a space-available basis and in accordance with Fermilab's mission requirements.

#### 2.2. Storage Processes

**2.2.1.** Property custodians who move property to storage without LPC assistance must complete an update to the property record in Fermilab's Self Service Property application to indicate the property's new location.

**2.2.2.** Property custodians initiate a request to move property (including to Fermilab's centrally managed warehousing or railhead operations) by completing a Material Move Request form.

**2.2.3.** Property custodians appropriately prepare property for movement and storage by securing property with protective measures including, but not limited to, special crating, packaging, environmental protection, containment, and rigging.

**2.2.4.** LPC responds to Material Move Requests with resources to safely move property to an appropriate location.

**2.2.5.** Property storage area managers store property on shelf racks, cantilever racks, or freestanding on pallets as the character of the product dictates.

#### 2.3. Safety Practices

**2.3.1.** Property storage area managers employ environmental, safety, and health protections in every handling and storage function. LPC employees take appropriate safety training related courses relevant to the working conditions to which the individual is exposed.

**2.3.2.** It is the responsibility of the Division/Section/Project (D/S/P) requesting storage and completing the Material Move Request (MMR) form to ensure that items are not radioactive and do not contain hazardous materials.

- 2.3.3.** Warehouse personnel review all incoming items for hazardous material content and radiation survey clearance prior to storage. Radioactive or hazardous materials inadvertently sent to storage will be returned to the originating organization, unless the material is being stored out at railhead which is allowed for radioactive material in certain circumstances.
- 2.3.4.** All property and equipment under the control of the Logistics and Property Control (LPC) department is only handled by LPC employees unless other specific arrangements have been made in advance.

## **2.4. Types of storage**

### **2.4.1. Indoor storage**

FESS LPC maintains two indoor storage (warehouse) facilities encompassing approximately 50,000 sq. ft. They are designed to provide secure storage including protection from environmental conditions and theft. The warehouse facilities are heated but not air conditioned or dust and humidity controlled. The warehouse facilities are Warehouse I and Warehouse II (FIMS #938 and #940)

### **2.4.2. Outdoor Storage**

Outdoor storage areas are available for the storage of property which is not sensitive to varying environmental conditions. These areas are completely exposed to natural elements. If property stored in these areas requires protection from the elements, it must be appropriately packaged by the owner prior to movement.

#### **2.4.2.1. Railhead North Hardstand**

A 588,000 ft<sup>2</sup> gravel surfaced area enclosed within a 9' chain link and razor ribbon security fence.

#### **2.4.2.2. Railhead South Hardstand**

An unfenced 98,800 ft<sup>2</sup> gravel surfaced area.

#### **2.4.2.3. Long-term Storage is defined as storage for a period exceeding twelve (12) months.**

## **2.5. Placing items in storage**

Property custodians' requests for storage are processed when they are accompanied by a completed Material Move Request Form (MMR). The MMR is considered complete when:

- The hazardous materials and radiation survey sections have been endorsed by a qualified individual.
- It has been approved and signed by the appropriate Division/Section/Project Head or a designated alternate.

## **2.6. Retrieving items from storage**

**2.6.1.** Property is released from inactive status upon request of the person listed as the custodian in the computerized asset management system.

**2.6.2.** Property is also released from inactive status upon the request of the custodian's supervisor or a representative with concurrence of the custodian.

## **3. Definitions**

N/A

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. Fermilab Personal Property Custodians** are responsible for following guidance in this policy.

**5. Resources / Supporting Documents**

**Form:** Material Move Request Form (MMR) located at ServiceNow website

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Spares Being Stored in Centrally Managed Facilities

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

How property classified as spares is stored at centrally managed facilities

### 1. Purpose

The purpose of this procedure is to describe the processes involved with storing spares at Fermilab's centrally managed property storage facilities, Warehouses 1 and 2 and the Railhead Operation.

### 2. Procedure

The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department manages a program to accept, store, justify, maintain, and disposition property stored as spares. LPC manages this program using the following processes.

- 2.1. Requestors complete a Material Move Request (MMR) listing property (spares) that are requested to be stored. Requestors obtain Division/Section/Project (D/S/P) management approval, unless requestors have prior authorization from D/S/P management to store property. The project/ experiment is listed on the MMR. This initial justification is approved by the requestor's supervisor as well as D/S/P management.
- 2.2. Every two years, justification is obtained for spares' continued storage. The property is justified by the requestor and approved by the requestor's supervisor. An inventory listing is generated by FESS LPC and sent to each custodian that has Spares being stored in the facilities managed by the Logistics and Property Control (LPC) department.
- 2.3. Justifications are processed in the computerized asset management system, and a hard copy of the listing is maintained by the Property Office.
- 2.4. Stores property maintenance records are maintained by the custodian. If/ when preventative maintenance needs to be performed it is the responsibility of the custodian to make the appropriate arrangements to schedule this required maintenance.

### 3. Definitions

*Spare Equipment/ Property* – items held as replacement spares for equipment in current use.

#### 4. Responsibilities

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. Custodians** who store spares in facilities managed by FESS LPC operations are responsible for following guidance in this procedure.

#### 5. Resources / Supporting Documents

N/A

#### 6. Revision History

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0	03/04/19	Jack Kelly	First issuance

#### 7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Equipment Held for Future Projects (EHFFP)

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Equipment Held for Future Projects guidance

#### 1. Purpose

The purpose of the procedure is to describe the management of Equipment Held for Future Projects (EHFFP) at Warehouses 1 and 2 and the Railhead Operation under the Stewardship of FESS. This procedure outlines the requirements to store EHFFP and the justifications required for continued storage.

#### 2. Procedure

The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department manages a program to accept, store, justify, maintain, and disposition property stored as EHFFP. LPC manages this program using the following processes.

- 2.1. Requestors complete a Material Move Request (MMR) form, listing property that is being requested to be stored. Requestors obtain Division/Section/Project (D/S/P) management approval, unless the requestor has prior authorization from D/S/P management to store property for future projects. The project/ experiment is listed on the MMR and the potential length of storage along with any other pertinent information as to why the property is being stored. This initial justification is approved by the requestor's supervisor and D/S/P management.
- 2.2. Before the initial justification end date, the property is re-justified by the requestor. The first and second years that the property is being retained, the justification is approved at least two levels above the requestor. For year three and beyond the justification also requires approval from the DOE Site Office.
- 2.3. Justifications are processed in Fermilab's computerized asset management system, and a hard copy of the listing is maintained by FESS LPC.
- 2.4. EHFFP property maintenance records are maintained by the custodian. If/ when preventative maintenance needs to be performed it is the responsibility of the custodian to make the appropriate arrangements to schedule the required maintenance.

#### 3. Definitions

*Equipment Held for Future Projects (EHFFP)* - items being retained, based on approved justifications, for known future use or potential use in planned projects.



**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

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Property and Infrastructure Management System Owner	Karen Kosky	

# Utilization

## Procedure: Property Management – Property Utilization

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Aspects of Fermilab's Property Utilization Program

#### 1. Purpose

The purpose of this procedure is to define the aspects of Fermilab's property utilization program which assures the risk-based, cost effective, efficient and complete utilization of all Fermilab government-owned personal property.

#### 2. Procedure

Fermilab's property utilization program assures the risk-based, cost effective, efficient and complete utilization of all Fermilab government-owned personal property. The property utilization program reduces or eliminates the unnecessary acquisition of some property assets.

##### 2.1. Appropriate Use of Government Property

Government Property is used only for the performance of the prime contract.

##### 2.2. Government Property Containing Classified or Controlled Information

For Property that may contain classified or controlled unclassified information (i.e., Official Use Only or Unclassified Controlled Nuclear Information), Fermilab Property Management consults with Fermilab's Computing Division Cyber Security Department to manage, use, and control these assets in accordance with requirements found in other DOE directives or regulations. Trigger list property requires special utilization requirements along with certain protection from certain foreign nationals.

##### 2.3. Division / Section equipment -

Divisions, Sections and Projects (D/S/P) make every effort within their control to fully utilize property (utilization also applies to tooling, materials and supplies).

**2.3.1.** Before acquisition of a new or additional piece of property, D/S/P inquire whether the asset is available and potentially underutilized elsewhere in Fermilab. The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) assists D/S/P by maintaining web queries to search Fermilab property assets and contact custodians with utilization questions.

**2.3.2.** The concept of "individual ownership" of property is discouraged. All Fermilab property is government property and is not "individually owned". Unused property is transferred for utilization within the D/S/P or dispositioned as excess as soon as possible

#### 3. Definitions

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** is responsible for approving this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3. Property custodians, D/S/P Management, Core Computing Division Cyber Security Department, and FESS Logistics and Property Control** are responsible for following the guidance in this policy.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

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0		Jack Kelly	First issuance

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Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Inventories

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<b>Review Cycle</b>	Every 3 years

Fermilab's personal property inventory processes

### 1. Purpose

The purpose of this procedure is to define the process of government-owned personal property inventories and the value of conducting them.

### 2. Procedure

Fermilab's Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) inventory program supports the risk-based, cost effective, efficient and complete utilization of all Fermilab government-owned personal property.

#### 2.1. Physical Inventory of Equipment

A physical inventory entails a visual verification (hands-on) of each property item identified on a given account.

**2.1.1.** FESS LPC coordinates physical inventories of equipment property assets on a biennial basis. FESS LPC informs property custodians that they are responsible for completing the physical inventory of their assigned assets. Completed inventories are returned to FESS LPC to be entered into the computerized asset management tracking system.

**2.1.2.** The biennial inventory is begun as early in fiscal year as possible to ensure completion by end of the fiscal year

**2.1.3.** All results are documented in the Fermilab computerized asset management tracking system.

#### 2.2. Audit of Equipment Physical Inventory

On years in which physical inventories of equipment property assets are not completed, FESS LPC completes a verification audit of the previous year inventory results. The purpose of the audit is to verify the integrity of the inventory process and the data submitted by the custodians. If less than 98% of the equipment assets selected as part of the audit are accounted for, a wall-to-wall inventory is conducted.

#### 2.3. Physical Inventory of Capitalized Property

**2.3.1.** A physical inventory of capitalized property assets is conducted on an annual basis. The FESS LPC department coordinates the inventories and property custodians conduct the physical inventories.

- 2.3.2. The annual inventory starts as early in the fiscal year as possible to ensure completion before fiscal year end.
- 2.3.3. All results are documented in Fermilab's computerized asset management tracking system.

#### **2.4. Physical Inventory of Sensitive Assets**

- 2.4.1. A physical inventory of sensitive assets is conducted on an annual basis. FESS LPC works with the networking group to use software to electronically ping all assets that are on the Laboratory network on a specific date and time. The electronic pinging process creates a resolution in Fermilab's computerized asset management system. For assets that are remaining to be resolved, FESS LPC generates inventory listings and send to the custodian. Completing the inventory is the responsibility each person to whom the sensitive asset is assigned (custodian) and their immediate supervisor. Completed inventory listings are returned to FESS LPC to be entered in the computerized asset management tracking system.
- 2.4.2. The Sensitive Inventory campaign is begun as early in the fiscal year as possible to ensure completion by the end of the fiscal year.
- 2.4.3. A verification audit (10% of the sensitive assets inventoried) is conducted by FESS LPC. The purpose of the audit is to verify the integrity of the inventory process and the data submitted by the custodians. If less than 98% of sensitive assets selected as part of the audit are accounted for, a wall-to-wall inventory is conducted.
- 2.4.4. All results are documented in Fermilab's computerized asset management tracking system.

#### **2.5. Physical Inventory of High-Risk Personal Property (HRPP) & Sensitive Property**

- 2.5.1. A physical inventory of High-Risk Personal Property/ Sensitive assets is conducted on an annual basis. The FESS LPC department coordinates the inventories and custodians of High Risk/ Sensitive assets are responsible for completing the physical inventory.
- 2.5.2. The annual inventory is begun as early in the fiscal as possible to ensure completion before fiscal year end.
- 2.5.3. All results are documented in Fermilab's computerized asset management tracking system.

#### **2.6. Physical Inventory of Precious Metals**

- 2.6.1. A physical inventory of Precious Metals Assets is conducted on an annual basis. The FESS LPC department coordinates the inventories and custodians of precious metals property assets are responsible for completing the physical inventory with members of FESS LPC and the Fermilab Security Department.
- 2.6.2. Precious metals are weighed and compared to the previous year's inventory balance. Each custodian provides LPC and ESH&Q Security with information from the log book which documents usage since previous inventory.

**2.6.3.** The annual inventory is begun as early in the fiscal year as possible to ensure completion before fiscal year end.

**2.6.4.** All results are documented in Fermilab's computerized asset management tracking system.

### **2.7. Physical Inventory of Other Accountable Property**

**2.7.1.** A physical inventory of Other Accountable Property assets is conducted once every three years. The FESS LPC department coordinates the inventories and custodians, of Other Accountable Property assets, who are responsible for completing the physical inventory.

**2.7.2.** The inventory is started as early in the fiscal as possible to ensure completion before fiscal year end.

**2.7.3.** All results are documented in Fermilab's computerized asset management tracking system.

### **2.8. Physical Inventory of Stores Operation**

**2.8.1.** A daily cycle count is conducted for a statistical sample of items for Stores Operation (ISS Common Use Stockroom Operation and FMP Facilities Management Parts). The FESS LPC department coordinates the inventories for the Stockroom Operations.

**2.8.2.** All results are documented in Fermilab's computerized financial management system. Refer to Desk Procedure: Property Management – Conducting Cycle Counts.

### **2.9. Results Sent to Fermilab Site Office**

Upon completion of the inventories conducted throughout the year, results are sent to the Fermilab Site Office and Organizational Property Management Officer (OPMO) within 60 days of completion of the inventory.

## **3. Definitions**

N/A

## **4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.**

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3. Laboratory Custodians, Supervisors of Custodians, and the ESH&Q Security Department** are responsible for participating in physical inventory processes as described in this procedure.

**4.4. FESS LPC** is responsible for creating inventory campaigns and documenting results in Fermilab's computerized asset management tracking system.

**5. Resources / Supporting Documents**

**Desk Procedure:** Required steps for conducting an inventory

**Desk Procedure:** Creating campaigns in Sunflower

**Desk Procedure:** Creating valid resolutions in Sunflower

**Desk Procedure:** Conducting Daily Cycle Counts

**6. Revision History**

Version Number		Date	Author	Change Summary
0		03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	



# Procedure: Property Management – High Risk Personal Property

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Management of High-Risk Personal Property (HRPP) from acquisition to disposal

## 1. Purpose

This procedure describes Fermilab's approach to acquire, manage and control, through disposal, government-owned High-Risk Personal Property (HRPP) in a cost-effective, risk-based, efficient, and environmentally sound manner consistent with national security and nonproliferation policies of the United States.

## 2. Procedure

Fermilab is responsible for the proper acquisition, receipt, identification, inventory records, change of custodianship or location, consumption, utilization, excess screening and disposal of HRPP and materials. Fermilab ESH&Q Security department and the Logistics and Property Control (LPC) department each have roles in successfully meeting responsibilities. LPC and subject matter experts carry out additional screening, whenever practical, during procurement and inventory processes. These policies govern the identification, control, excess screening, disposal, and loan of proliferation sensitive personal property and materials.

### 2.1. Marking

- 2.1.1.** All HRPP is designated and identified as High Risk/Sensitive in Fermilab's computerized asset management tracking system. This provides essential traceability through acquisition, physical inventories, transfers between custodians, and ultimate disposal.
- 2.1.2.** Certain HRPP, when received, if by its nature cannot be individually marked, such as stores items, metal stock, etc., is exempt from marking requirements.
- 2.1.3.** Property custodians receive guidance from FESS LPC which outlines custodians' responsibilities surrounding HRPP along with safeguard procedures. If feasible, whenever high-risk personal property is not in use it is stored in a locked repository. If the property is consumed, a log book documents the usage, date, weight information, experiment and the person issued the material.

**2.1.4.** To the extent practicable and economical, HRPP identification markings are removed by the custodian or FESS LPC prior to disposal. If appropriate, additional markings may be added to indicate special restrictions or conditions of use.

## **2.2. Inventory**

**2.2.1.** Inventories which document all existing HRPP are conducted annually by FESS LPC with the responsible custodian.

**2.2.2.** The FESS LPC Manager, Property and Infrastructure Management System Owner and Fermilab ESH&Q Security department work with the DOE Site Office to handle any loss of HRPP.

## **2.3. Pre-Disposal Processing**

**2.3.1.** HRPP is disposed of using methods to ensure that it does not adversely affect the national security or nuclear nonproliferation objectives of the United States.

**2.3.2.** Custodians are responsible for initiating disposal of HRPP assigned to them. Appropriate documentation, if available, is provided by the custodian prior to sending HRPP to the Fermilab Property Office for excess, disposal, contract termination, loan, or other off-site transfer.

**2.3.3.** Any export control reviews of nuclear-related, dual-use, or other proliferation-sensitive equipment, materials or information, involve FESS LPC and subject matter experts.

**2.3.4.** Export control determinations/clearances clearly delineate conditions, restrictions, or other requirements to be placed in agreements for the transfer of dual-use, or other proliferation-sensitive personal property. Consultation with FESS LPC or the vendor may be required.

**2.3.5.** Proliferation-sensitive personal property, when possible and to the extent practicable, is stripped of all characteristics which cause it to be proliferation-sensitive after the asset is listed on the GSAXcess system and made available to other DOE contractors. FESS LPC works with custodians or subject matter experts to certify that appropriate measures have been taken, if required.

**2.3.6.** The disposition (including demilitarization of items on the Munitions List) of trigger list property are subject to applicable provisions of 41 CFR 109-42.1102-8 and DOE Guidelines on Export Control and Nuclear Nonproliferation. Demilitarization requirements regarding combat material and military personal property follow guidance contained in DoD 4160.21-M-1.

## **2.4. Scrap Sales**

**2.4.1.** When assets are stripped of all the characteristics which caused it to be proliferation-sensitive, FESS LPC can dispose of the asset appropriately.

**2.4.2.** When assets are not been stripped of these characteristics, then FESS LPC makes necessary arrangements with a vendor to witness the destruction of the asset.

## 2.5. Other Disposal Actions

2.5.1. The following Export Restriction Notice, or approved equivalent notice, shall be included in all transfers, sales, or other offerings:

### Export Restriction Notice

The use, disposition, export and re-export of this property are subject to all applicable U.S. laws and regulations, including the Atomic Energy Act of 1954, as amended; the Arms Export Control Act (22 U.S.C. 2751 et seq.); the Export Administration Act of 1979 as continued under the International Emergency Economic Powers Act (Title II of Pub. L. 95-223, 91 Stat. 1626, October 28, 1977); Trading with the Enemy Act (50 U.S.C. 4305) as amended by the Foreign Assistance Act of 1961; Assistance to Foreign Atomic Energy Activities (10 CFR part 810); Export and Import of Nuclear Equipment and Material (10 CFR part 110); International Traffic in Arms Regulations (22 CFR parts 120 et seq.); Export Administration Regulations (15 CFR part 730 et seq.); and the Espionage Act (37 U.S.C. 791 et seq.) which among other things, prohibit:

- 2.5.1.1. the making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property; and
- 2.5.1.2. any use or disposition, export or re-export of the property that is not authorized in accordance with the provisions of this agreement.

2.5.2. All disposal actions include a high-risk review, export control review, and hazardous review.

2.5.3. All disposal action documentation is reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager prior to disposal.

## 3. Definitions

*High Risk Personal Property (HRPP)* refers to assets that, because of their potential impact to public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in a manner other than routine. 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 property, radioactive property, special nuclear material and unclassified controlled information. Fermilab Office of CIO department manages export-controlled information and unclassified controlled information. Refer to Fermilab Computing Division Computing at Work. Fermilab ESH&Q department manages hazardous property, special nuclear material and radioactive property. For hazardous property refer to Fermilab FESHM 8021, Chemical and Radioactive Waste Management. For special nuclear material refer to ESHQS-MCA01 Fermilab Nuclear Materials Control & Accountability Plan. For radioactive property refer to Fermilab ESH&Q refer to Fermilab Radiological Control Manual (FRCM). Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document's definition of HRPP.

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head** implements and manages changes to this procedure by assigning appropriate resources.
- 4.3. Custodians, ESH&Q Security Department and FESS LPC staff** are responsible for following guidance for the lifecycle of high-risk personal property from acquisition to disposal.

**5. Resources / Supporting Documents**

**FNAL website:** Sunflower Asset Management System (commercial off-the-shelf software package)

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Responsibilities of Custodians of Precious Metals

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

The responsibilities for custodians of Precious Metals

### 1. Purpose

This procedure outlines the responsibilities of custodians of precious metals from receipt of the precious metals throughout the property's lifecycle.

### 2. Procedure

This procedure describes Fermilab's approach to acquire, manage and control, through disposal, government-owned precious metals in a cost-effective, risk-based, efficient, and environmentally sound manner consistent with national security and nonproliferation policies of the United States.

#### 2.1. Acquisition

- 2.1.1. FNAL Procurement contacts the DOE Precious Metals Center department before placing an order with an outside source.
- 2.1.2. The Laboratory manages its programmatic activities to minimize the quantity of precious metals purchased, and to assure that excess quantities of such metals are not stored for future use.
- 2.1.3. Upon receipt of Precious Metals, the Logistics and Property Control (LPC) Manager contacts the custodian to proceed with receipt processes.
- 2.1.4. The precious metals custodian and Logistics and Property Control Manager (or delegate) weighs the precious metals. It is the custodian's responsibility to document this transaction in a log book.
- 2.1.5. The LPC Manager provides the custodian with written guidance for consumption and physical protection of precious metals when not in use.

## **2.2. Utilization**

- 2.2.1** Custodians of precious metals maintain log books to document use.
  - 2.2.1.1 Log books are kept in locked repositories with the Precious Metals.
  - 2.2.1.2 The combination to the locked repository should be maintained by the precious metals custodian and only one alternate custodian.
- 2.2.2** Precious metals custodians document any usage of precious metals in the log books.
  - 2.2.2.1 Custodians weigh the precious metals prior to usage, annotate in log books, indicate date of usage along with reason (experiment).
  - 2.2.2.2 After usage custodians weigh the precious metals again and annotate in log books.
- 2.2.3** Custodians maintain a scale and follow the manufacturer's guidance for calibration and preventative maintenance schedules.
- 2.2.4** Custodians submit annual justification memos to the Logistics and Property Control Manager or designee to retain precious metals.

## **2.3. Physical Inventory**

- 2.3.1.** Custodians conduct physical inventories of Precious Metals Assets annually.
  - 2.3.1.1. Conducting the inventory is the responsibility of each person to whom Precious Metals assets are assigned (custodian) and the LPC Manager.
  - 2.3.1.2. Precious metals are weighed and compared to the previous year's inventory balance.
  - 2.3.1.3. Custodians provide LPC with information from the log book which documents usage/consumption since the previous inventory.
- 2.3.2.** An annual inventory is begun as early in the year as possible to ensure completion before fiscal year end.
- 2.3.3.** Custodians assist the Precious Metals Control Officer when conducting a random inventory verification.
- 2.3.4.** FESS LPC provides inventory results to the Contracting Officer (CO) and OPMO within 60 days of completion of the inventory

## **2.4. Disposal**

- 2.4.1.** Custodians transfer precious metals purchased but not utilized to FESS LPC for timely disposal through approved re-utilization procedures.
- 2.4.2.** FESS LPC works with the DOE Precious Metals Center to return any excess precious metals.
- 2.4.3.** All excess precious metals are returned to the DOE Precious Metals Center.

## **3. Definitions**

N/A

**4. Responsibilities**

**4.1 The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing consistent laboratory compliance.

**4.2 The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3 Custodians** that have precious metals are responsible for following guidance in this procedure.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Responsibilities for Precious Metals Control Officer (PMCO)

<b>Revision</b>	0
<b>Effective Date</b>	March 27, 2018
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Precious Metals Control Officer responsibilities from acquisition to disposal

### 1. Purpose

The purpose of this procedure is to describe the aspects of FNAL's Property Management Program which control the acquisition, use, and disposition of precious metals for the Precious Metals Control Officer (PMCO).

### 2. Procedure

FNAL's precious metal management program establishes, implements, and maintains a cost-effective, risk-based, economical, secure program for the appropriate use of precious metals procured by FNAL in furtherance of the high energy physics mission. It is intended to prevent fraud, waste and abuse in the use of such precious metals.

#### 2.1. Acquisition

Upon arrival of any precious metals, the material is weighed by the custodian and the PMCO.

**2.1.1.** The PMCO provides the custodian written guidance for consumption and physical protection of precious metals when not in use. The Logistics and Property Control Manager is FNAL's designated Precious Metals Controls Officer.

**2.1.2.** Precious metals purchased but not utilized by the custodian are transferred to the Property Office for timely disposal through approved re-utilization procedures.

#### 2.2. Physical Inventory

A physical inventory of Precious Metals Assets is conducted on an annual basis. Conducting the inventory is the responsibility of each person to whom Precious Metals assets are assigned (custodian) and the PMCO. Precious metals are weighed and compared to the previous year's inventory balance. Custodians provide the PMCO with information from log book which documents usage since previous inventory.



### 2.3. Disposal

- 2.3.1. The PMCO works with the DOE Precious Metals Center to return any excess precious metals.
- 2.3.2. All excess precious metals are returned to the DOE Precious Metals Center.
- 2.3.3. Custodians return excess materials to the PMCO.
- 2.3.4. The PMCO contacts the DOE Precious Metals Center for guidance to return the material.

### 2.4. Precious Metals Control Officer Other Responsibilities

Other responsibilities of the PMCO include

- 2.4.1. Ensure that precious metals activities are conducted in accordance with DOE requirements.
- 2.4.2. Maintain an accurate list of custodians that possess precious metals.
- 2.4.3. Provide instructions / training to precious metals custodians as necessary to assure compliance with DOE requirements.
- 2.4.4. Perform periodic unannounced inspections of a custodian's precious metals inventory and associated records.
- 2.4.5. Conduct an annual review of precious metals to determine if any material can be returned to precious metals center.
- 2.4.6. Prepare and submit to DOE Precious Metals Center annual forecast of anticipated withdrawals from and returns to precious metals pool.

## 3. Definitions

*Precious metals* refer to uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation. Included are gold, silver, and the platinum group metals—platinum, palladium, rhodium, iridium, ruthenium and osmium.

## 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

## 5. Resources / Supporting Documents

N/A

## 6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Shipments in Support of Mission

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Requirements needed to ship material / property in support of mission

### 1. Purpose

The purpose of this procedure is to describe the requirements associated with shipping material/ property in support of DOE's mission.

### 2. Procedure

Fermilab's Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) Department manages processes to complete shipments of property in support of the laboratory's mission. The following roles, responsibilities and processes are used to complete compliant shipments of government-owned personal property.

#### 2.1. Responsibilities of the Requestor

- 2.1.1. Generate Material Move Request (MMR) with detailed information about assets/ material.
- 2.1.2. Confirm that the reason for the shipment is in support of DOE Mission.
- 2.1.3. Assist FESS LPC with finite details of shipment.

#### 2.2. Responsibilities of FESS LPC

- 2.2.1. Work with requestor and recipient to complete the Shipments in Support of Mission document.
- 2.2.2. Complete three required reviews (High Risk Personal Property, Export Control and Hazardous).
- 2.2.3. The three reviews and the Shipments in Support of Mission documents are reviewed by Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.
- 2.2.4. Send the three reviews with the Shipments in Support of Mission to the recipient for their records.
- 2.2.5. Determine (with requestor) whether assets/ material are consumed into a larger asset or if it retains its intended use.

**2.2.6.** For assets/ material consumed into a larger asset:

- 2.2.6.1. Create an agreement for each line from MMR,
- 2.2.6.2. Add MMR documentation to each asset,
- 2.2.6.3. Creates a final event of “consumed into a larger asset” and close agreement.

**2.2.7.** For assets/ material that retain its integrity:

- 2.2.7.1. Create an agreement with today’s date as beginning date, one year from today for scheduled ending date,
- 2.2.7.2. Add each line from MMR that retains its integrity,
- 2.2.7.3. Notifications are generated from the computerized asset management tracking system based on scheduled ending date when the actual ending date is null.

**2.2.8.** Upon notification, follow up with the requestor and recipient,

- 2.2.8.1. Determine if anything has changed with the assets/ material.
- 2.2.8.2. For assets/ materials that have been returned a final event is created – returned from agreement.
- 2.2.8.3. For assets that are still at the recipient’s location and need to remain there, the agreement is extended for one year.
- 2.2.8.4. Update the Shipments to Support Mission document along with the three reviews.

**2.2.9.** For assets/ material that is requested to be abandoned, refer to *Procedure: Property Management – Disposition of Personal Property*.

**2.2.10.** Once all assets have been dispositioned a final event is created in the computerized asset management tracking system and the agreement is closed.

**3. Definitions**

N/A

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing laboratory compliance.
- 4.2. The FESS – Logistics and Property Control Department Head** implements and manages changes to this procedure by assigning appropriate resources.
- 4.3. Custodians and Requestors of Property Shipments** follow all processes in this Procedure.

**5. Resources / Supporting Documents**

- 5.1. Form** - Property Mission Support Movement Document
- 5.2. Procedure** – Property Management - Disposal of Personal Property

## 6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Lifecycle management of personal property when located at a foreign institution

### 1. Purpose

The purpose of this procedure is to outline the management of personal property located at Foreign Institutions throughout its lifecycle until final disposition.

### 2. Procedure

**2.1. Property shipped to a foreign institution** requires a *DOE Form 4420.2 Personal Property Loan Agreement* or a *FNAL Shipment to Support Mission* form.

#### 2.2. Shipments in Support of Mission

**2.2.1.** Requestor completes Material Move Request, with listing of property to ship to a foreign institution.

**2.2.2.** FESS LPC generates FNAL Shipment in Support of Mission form along with three required reviews.

**2.2.3.** FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous)

**2.2.4.** Files containing three reviews (High Risk Personal Property, Export Control, and Hazardous) and the Shipment in Support of Mission documents are reviewed by Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.

**2.2.5.** FESS LPC enters the Shipment in Support of Mission agreement into Fermilab's computerized asset management tracking system with a beginning date and a scheduled ending date along with data for all assets provided in support of mission.

**2.2.5.1.** The end date is typically one year from beginning date, so that inventory verification can be processed. The agreement form can be the length of the collaborative agreement. For each yearly inventory verification, FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous) and updates the files and the ending date of the agreement.

**2.2.5.2.** The end date must not exceed 1 year from beginning date for assets that retain integrity (not consumed). See renewals of shipments in support of mission below.

**2.2.6.** FESS LPC shares these forms with individuals receiving the material.

**2.2.7.** FESS LPC maintains files with appropriate documentation.

## **2.3. Loans**

**2.3.1.** When entering into a loan complete *DOE F 4420.2*

**2.3.2.** FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous)

**2.3.3.** Files containing three reviews and the Shipments in Support of Mission documents are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.

**2.3.4.** FESS LPC sends the loan agreement package to the DOE for approval.

**2.3.5.** FESS LPC enters the loan agreement into Fermilab's computerized asset tracking management system with a beginning date and a scheduled ending date along with data for all assets loaned.

2.3.5.1. The end date is typically one year from the beginning date.

2.3.5.2. The end date must not exceed 1 year from the beginning date.

2.3.5.3. FESS LPC shares these forms with the individual receiving the material.

2.3.5.4. FESS LPC maintains files with appropriate documentation.

## **2.4. Renewals/Disposal of loans and shipments in support of mission:**

**2.4.1.** Fermilab's computerized asset management tracking system generates notifications 90 days prior to agreement expirations.

**2.4.2.** Property custodians verify the property is still in use. If so:

2.4.2.1. Property custodians generate a new DOE Loan 420.2 or shipment in support of mission form

2.4.2.2. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous)

2.4.2.3. Upon receiving approval from DOE for loans, extend the scheduled ending date by one year.

**2.4.3.** If property is returned, a final event is created in the computerized asset management tracking system for each line item returned.

**2.4.4.** For property no longer required for FNAL mission, the requestor can initiate a request to FESS LPC to abandon the property.

2.4.4.1. FESS LPC lists assets on the GSAXcess system.,

2.4.4.2. FESS LPC creates a final event of transfer for each asset that is obtained off GSAXcess or LEDP.

\* If another institution acquires the property, they are responsible for all relocation expenses (including packing, crating, shipping, etc).

**2.4.5.** If Property is not obtained by another entity from the GSA excess or LEDP websites, FESS LPC receives local disposition.

2.4.5.1. FESS LPC compiles an abandonment package which contains the following:

2.4.5.1.1. new *DOE F 4420.2* or shipment in support of mission

2.4.5.1.2. three required reviews (High Risk Personal Property, Export Control, and Hazardous)

2.4.5.1.3. local disposition information from GSAXcess system

2.4.5.2. FESS LPC sends the abandonment package to the DOE Site Office for approval.

2.4.5.3. Following approval from DOE Site Office, FESS LPC creates a final event of transfer out for all assets and closes out the loan or shipment in support of mission by putting an end date on the agreement.

**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing laboratory compliance.

**4.2. The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**5. Resources / Supporting Documents**

**5.1. Form:** DOE Loan Form 4420.2

**5.2. Form:** High Risk Personal Property

**5.3. Form:** FNAL Shipments in Support of Mission Document

**5.4. Form:** Export Control

**5.5. Form:** Hazardous Review

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	



# Loans

## Procedure: Property Management – Property Loans

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Lifecycle of loans

#### 1. Purpose

The purpose of this procedure is to outline the lifecycle requirements of loans from inception to disposal.

#### 2. Procedure

##### 2.1. Loan of Property to Outside Organizations

- 2.1.1. Government-owned property, not in current use, and which has a specific anticipated use in the near future, may be loaned to another DOE organization or DOE contractor, Federal Agency, or others for official DOE purposes.
- 2.1.2. Property may also be used by local agencies in support of health, safety or security requirements upon appropriate Departmental notification of emergency conditions.
- 2.1.3. Property “excess to the requirements of the FNAL program” is not eligible for loan to other entities and should be processed as excess.
- 2.1.4. The loaned property must be used to perform research, studies, and other efforts that result in benefit to both the US DOE and borrowing institution.
- 2.1.5. All shipments of FNAL owned property are screened by the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department to determine if a loan package is required. If a loan package is required, the shipment will not leave Fermilab until the approved loan package is received from DOE.
- 2.1.6. Requests for authorization to loan property to outside organizations are made by completing DOE F 4420.2.

##### 2.2. Loan Agreements – Establishment of New Loan Agreement

- 2.2.1. The initial loan agreement is reviewed and approved by the authorized FNAL requestor. The loan documentation package includes DOE F 4420.2, High Risk Personal Property, Export Control, and Hazardous reviews. These reviews are completed by FESS LPC with assistance from appropriate subject matter experts.
- 2.2.2. Prior to loan packages being sent to DOE for approval, they are reviewed by Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.
- 2.2.3. The loan agreements are approved by the DOE Property Administrator (PA) or the Organizational Property Management Officer (OPMO).
- 2.2.4. Typically, the requestor is a technical representative of the Division/Section/Project (D/S/P) responsible for the stewardship of the property.

- 2.2.5. The initial period of any loan may not exceed one (1) year, with annual inventory verification occurring along with updated signatures on DOE F 4420.2. Loan agreements may be renewed in increments not to exceed one year, after an inventory verification has been conducted along with updated signatures on DOE F4420.2, High Risk Personal Property, Export Control and Hazardous reviews.
- 2.2.6. Second renewals of loan agreements are reviewed and justified at a level of management at least two levels above that of the individual making the determination to loan the property.
- 2.2.7. Third renewals are approved by the head of the field organization or designee. These updated documents are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness, prior to being sent to the DOE for approval.
- 2.2.8. Additions of personal property are documented as part of the loan package and include the required High Risk Personal Property, Export Control and Hazardous reviews.

### **2.3. Loan Agreements – Termination and Disposition**

- 2.3.1. Loan agreements for property provided by Fermilab to outside agencies may be terminated at any time at the sole option of the laboratory. In all cases the requirements of the laboratory are given priority over other claims. Upon termination of a loan agreement, the property on the loan may be disposed of in one of the following manners:
  - 2.3.2. Return of Property to Fermilab
    - Unless otherwise specified in the loan agreement, the institution holding the property under the loan agreement is responsible, at their expense, to return the property to Fermilab. This responsibility includes:
      - 2.3.2.1. Adequate packaging and preparation to prevent damage.
      - 2.3.2.2. Arranging shipping or delivery to Fermilab.
      - 2.3.2.3. Notifying FESS LPC of the intent to return the property.
      - 2.3.2.4. Insuring that the property is NOT returned directly to the authorizing Fermilab D/S/P, but rather to the address shown below.
      - 2.3.2.5. Insuring that the address for return delivery of property is shown as:  
Fermilab Receiving  
Wilson and Kirk Roads  
Batavia, IL 60510-0500  
Attention: Property Office Loan #XXXXXX
- 2.3.3. Transfer of Responsibility (Stewardship) of Property
  - 2.3.3.1. If Fermilab no longer has a requirement to utilize the property and the holding institution has a continuing requirement, the responsibility or stewardship may be transferred to the holding institution in accordance with the Procedure – Property Management – Disposition of Personal Property.
  - 2.3.3.2. Declaration of Excess and Availability

- 2.3.3.3. If both Fermilab and the holding institution declare that they have no future requirement to retain the property and the property is viable and useful, it is declared excess FESS LPC takes appropriate actions per Procedure – Property Management – Disposition of Personal Property.
- 2.3.3.4. Abandonment in place or sale as scrap within the United States – if both Fermilab and the holding institution declare they have no future requirement to retain the property AND the property is declared to be obsolete or in accordance with contractual requirements and approval from DOE then FESS LPC and the D/S/P follow guidance in Procedure – Property Management – Disposition of Personal Property.
- 2.3.3.5. For abandonments in place for property located at a foreign institution see Fermilab Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions.

**3. Definitions**

N/A

**4. Responsibilities**

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **Custodians that enter into the loan agreement and the Property Office** are responsible for following the guidance in this policy.

**5. Resources / Supporting Documents**

N/A

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# Disposition

## Procedure: Property Management – Disposition of Personal Property

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Methods for disposing of personal property at Fermilab

### 1. Purpose

This procedure defines how FNAL disposes of government Property acquired by or under which is no longer necessary to accomplish the Laboratory's mission.

### 2. Procedure

When government property is no longer required, the custodian initiates disposal procedures by notifying the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department.

#### 2.1. Disposal Criteria

**2.1.1.** To be eligible for disposition, government-owned personal property meets the criteria defined in *Policy: Disposition of Property*

**2.1.2.** Property custodians complete a Material Move Request (MMR) form to excess property assets to the FESS LPC department.

#### 2.2. Loss, Damage or Destruction of Personal Property

**2.2.1.** If an individual discovers personal property lost, damaged or destroyed during normal activities or when completing an inventory, they contact ESH&Q Security Department to file a security report.

2.2.1.1. Security meets with the individual to document the occurrence.

2.2.1.2. Security Department completes a report and electronically sends to DOE, Property Office and other involved parties.

**2.2.2.** FESS LPC reviews the security report and if there is any personal property in the computerized asset management tracking system, a report is added to the system as a document linked to the asset and a final event created.

#### 2.3. Cannibalization of Equipment

**2.3.1.** If personal property repairs are economically unfeasible, and the salvaged parts can be used to repair like equipment, the property can be considered for the laboratory's cannibalization process.

**2.3.2.** Property custodians or requestors notify FESS LPC prior to cannibalization of assigned assets.

- 2.3.3. The custodian of the property removes the property tags from the item and prepares a MMR form.
- 2.3.4. The custodian sends the completed form and the numbered property tag to FESS LPC.
- 2.3.5. Upon receipt of the form and tag, FESS LPC enters the appropriate information into the computerized asset management system database. This step relieves the custodian of responsibility for the property.
- 2.3.6. FESS LPC places non-usable metal parts in the appropriate metal scrap containers for disposal and sale under the current metal scrap contract.
- 2.4. Guidelines for Decommissioning all Automated Data Processing Equipment (ADPE).**
  - 2.4.1. FESS LPC works with the FNAL Computing Division (CD) Cyber Security department to ensure that all automated data processing equipment (ADPE) is sanitized per DOE guidance. Refer to FNAL Computing Division Computing at Work.
  - 2.4.2. FESS LPC sanitizes hard drives, removing data, information and software, with approved sanitization software.
    - 2.4.2.1. A qualified individual responsible for sanitization signs, date and attach a certificate indicating that the devices have either been sanitized or that the hard drive has been removed.
    - 2.4.2.2. Hard drives that have been removed from devices are shredded.
- 2.5. Exchange Sale Property**
  - 2.5.1. The Procurement Department approves the disposition of Property when exchange/sales occur as part of a procurement file. This includes: trade-ins, exchanges, upgrades, and returns for credit.
  - 2.5.2. FESS LPC references 41 CFR 102-39 to determine if the trade or trade-in is permissible.
- 2.6. Transfer of Personal Property Outside GSAXcess System to Other DOE Contractors or Universities**
  - 2.6.1. Custodians contact FESS LPC to initiate the transfer of government-owned property to other institutions.
  - 2.6.2. FESS LPC initiates an SF-122 and obtains signatures from the Logistics and Property Control Manager and the member of institution receiving the property.
  - 2.6.3. Custodians create Material Move Request (MMR) forms and send the property to FESS LPC with the MMR.
  - 2.6.4. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous). FESS LPC shares these reviews with the receiving institution.
  - 2.6.5. FESS LPC enters transactions (MMR documentation, final event for assets) in the computerized asset management tracking system.
  - 2.6.6. FESS LPC maintains a file with all pertinent documentation.

## **2.7. Transfer of Personal Property and Donations/Gift of Personal Property (Computers for Learning Program / State Agencies for Surplus Property) Within the GSA Excess System**

- 2.7.1. FESS LPC lists all excess property with a condition code of 1, 4, or 7 on the GSAXcess system.
- 2.7.2. When an outside institution requests FNAL-held government-owned personal property from GSA the following occurs:
  - 2.7.2.1. Approvals take place within the GSA excess system
  - 2.7.2.2. GSA generates a notification, sent to Property@fnal.gov, with:
    - 2.7.2.2.1. pertinent information,
    - 2.7.2.2.2. institution receiving property,
    - 2.7.2.2.3. the receiving individual's information
  - 2.7.2.3. Institution receiving property is responsible for paying any freight.
  - 2.7.2.4. FESS LPC
    - 2.7.2.4.1. Completes the three required reviews (High Risk Personal Property, Export Control, and Hazardous). And shares these reviews with the receiving institution.
    - 2.7.2.4.2. Creates Material Move Request (MMR) and sends property to shipping department along with MMR.
    - 2.7.2.4.3. Enters transactions (MMR documentation, final event for assets) in Sunflower.

## **2.8. Donations / Gifts of Personal Property Using Math and Science**

When donations or gifts are a potential method for property disposition the following requirements apply.

- 2.8.1. Custodian contacts FESS LPC to initiate the transfer of government-owned property to another institution.
- 2.8.2. FESS LPC initiates an Equipment Gift Agreement and obtains appropriate signatures – the DOE Site Office works with the OPMO and member of the institution receiving the property.
- 2.8.3. Relocation:
  - 2.8.3.1. If property currently resides with the receiving institution, no Material Move Request (MMR) required.
  - 2.8.3.2. If property is located at FNAL, the custodian creates an MMR and sends the property to FESS LPC.
  - 2.8.3.3. The receiving institution is responsible for shipping charges.
- 2.8.4. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous). FESS LPC shares these reviews with the receiving institution.
- 2.8.5. FESS LPC enters transactions (MMR documentation, final event for assets) in Fermilab's computerized asset management tracking system.
- 2.8.6. FESS LPC maintains the property file with all pertinent documentation.



## **2.9. Abandonments of Personal Property Located at Other Institutions**

When abandonment of government-owned property located at other institutions is the preferred method for property disposition, the following requirements apply.

- 2.9.1.** Custodian contacts FESS LPC to initiate the abandonment of government-owned property to another institution.
- 2.9.2.** FESS LPC lists the assets on the GSAXcess system. Once all the assets have been screened through GSAXcess, Fermilab receives local disposition.
- 2.9.3.** FESS LPC completes the three required reviews (High Risk Personal Property, Export Control, and Hazardous). Property Management shares these reviews with the receiving institution.
- 2.9.4.** FESS LPC initiates the appropriate documentation
  - 2.9.4.1. For loans use DOE Form 4420.2 Personal Property Loan Agreement
  - 2.9.4.2. For shipments in support of mission utilize FNAL shipments in support of mission form
- 2.9.5.** FESS LPC obtains appropriate signatures from DOE and member of institution receiving the property. Also sends institution abandonment document for appropriate signature.
- 2.9.6.** FESS LPC sends the abandonment package to DOE for approval. DOE returns completed abandonment package to FESS LPC.
- 2.9.7.** FESS LPC enters transactions (final event for assets) in Fermilab's computerized asset management tracking system.
- 2.9.8.** FESS LPC maintains the property file with all pertinent documentation.

## **2.10. Sales of Scrap to Recyclers**

- 2.10.1.** FESS LPC maintains sales agreements for heavy steel, sheet iron and wire and cable.
- 2.10.2.** FESS LPC works with FNAL Procurement Department to prepare Request for Proposals and send to prospective bidders.
- 2.10.3.** After a sales agreement is awarded, FNAL follows guidance on recycling metal for radiological clearance.
- 2.10.4.** FESS LPC prepares three reviews (High Risk Personal Property, Export Control and Hazard). If property is classified as high-risk personal property it is not eligible for sale.
- 2.10.5.** FESS LPC maintains a file with all pertinent documentation.

## **2.11. Sales of Personal Property using eBay**

- 2.11.1.** Once the asset has been screened through GSAXcess and FNAL receives local disposition, these assets are eligible to be sold via eBay.
- 2.11.2.** For vehicle sales, FESS LPC works with DOE to complete Form SF-97.
- 2.11.3.** FESS LPC completes three reviews (High Risk Personal Property, Export Control and Hazard) to determine if property is classified as high-risk. High Risk Personal Property it is not eligible for sale.
- 2.11.4.** FESS LPC enters transactions (final event for assets) in Fermilab's computerized asset management tracking system.
- 2.11.5.** FESS LPC maintains property files with all pertinent documentation.

## **2.12. Transfer using Laboratory Equipment Donation Program (LEDP)**

**2.12.1.** FNAL lists assets with a federal supply classification of 66 on the GSA excess system. After asset is screened within DOE complex, GSA sends information about these assets to DOE Office of Scientific and Technical Information (OSTI).

**2.12.2.** OSTI maintains the LDEP website for reuse to eligible institutions.

**2.12.3.** When an asset is granted via LEDP:

2.12.3.1. OSTI generates a notification to the individual receiving the asset(s), their institution, and Property@fnal.gov with pertinent information.

2.12.3.2. The receiving institution makes all shipping arrangements.

2.12.3.3. FESS LPC:

2.12.3.3.1. Completes three reviews (High Risk Personal Property, Export Control, and Hazardous) and shares these reviews with the receiving institution.

2.12.3.3.2. Prepares the package and sends it to the institution.

2.12.3.3.3. Enters MMR documentation and final event for asset(s) entered in the computerized asset management system.

2.12.3.3.4. Maintains a file with all pertinent documentation.

**2.13. All transfer packages are** reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager prior to any disposal action.

**2.14. For assets that are classified as High-Risk Personal Property (which includes dual use and trigger list property),** if the asset is listed on the GSA Excess system once it passes through Energy Asset Disposal System (EADS) it is dropped from screening through GSAXcess. Trigger list property also requires that guidance in DoD 4160.21-M-1 is followed.

## **3. Definitions**

N/A

## **4. Responsibilities**

**4.1.** The Property and Infrastructure Management System Owner is responsible for approving this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2.** The FESS-Logistics and Property Control Department Head is responsible for implementing and managing changes to this policy by assigning appropriate resources.

**4.3.** Custodians that have property that is no longer required for the mission of the Laboratory can dispose of property, which includes contacting ESH&Q security for property misplaced or lost, following the guidance in this policy.

**4.4.** The FESS Logistics and Property Control Department disposes of excess personal property for the Laboratory and the guidance in this policy outlines the different methods that are utilized.

## **5. Resources / Supporting Documents**

**Regulation:** 41 CFR 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority, 7/1/10 edition

**Form:** SF-97

**Form: DOE Form 4420.2 – Loan of Personal Property**  
**Form: SF-122**

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Computer Refresh

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

IT (Desktops, Laptops and Tablets) asset management through annual refresh program

### 1. Purpose

The purpose of this procedure is to describe how Fermilab manages IT assets through and annual IT asset refresh program.

### 2. Procedure

- 2.1. Once a year, the FESS Logistics and Property Control (LPC) department will generate a list of all IT assets.
- 2.2. The LPC department will deliver the lists to the Fermilab Division / Section / Project Heads and will request a returned list within 60 days with the following asset status categories: 'no action', 'upgrade' or 'excess'
- 2.3. For those assets labeled 'upgrade', Divisions / Sections / Projects will place purchase orders for replacements.
- 2.4. For those assets listed as 'excess', Divisions / Sections / Projects will create a Material Move Request (MMR) through Fermilab's online service now system to send the assets to the excess center.
- 2.5. Division / Section / Project Heads will return a completed IT asset status list to the FESS LPC department within 60 days of receiving the list.
- 2.6. The FESS LPC department will confirm return of IT asset lists and will confirm completion of excessed or replaced assets.

### 3. Definitions

N/A

### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3. **Division / Section / Project Heads** are responsible for responding to the annual IT asset status data call and to carry out associated replacement and excessing activities.

## 5. Resources / Supporting Documents

N/A

## 6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System owner	Karen Kosky	

# **SURF Management - Policies**

## Policy: Property and Fleet Management Activities at Sanford Underground Research Facility (SURF) in South Dakota

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Requirements for managing personal property and fleet management activities at SURF

### 1. Purpose

The purpose of this policy is to describe the requirements of personal property management associated with FNAL activities at the Sanford Underground Research Facility (SURF) in South Dakota.

### 2. Scope / Applicability

This policy applies to all activities and work derived from subcontracts for the SURF Services and Deep Underground Neutrino Experiment / Long Baseline Neutrino Facility (DUNE / LBNF)

### 3. Policy

FNAL is required to flow down prime contract requirements to all subcontracts, including those from 41 CFR 109 and 101, 102, FAR 5 2.245-1 and DEAR 970.5245-1. FNAL works with the South Dakota Science and Technology Authority (SDSTA) to ensure personal property and fleet management contract requirements compliance.

**3.1.** FNAL creates cost reimbursement subcontracts for the SURF Services, and various reliability works or other needs, as well as contracts supporting the DUNE / LBNF Operations.

**3.2.** FNAL's Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department is responsible for reviewing subcontracts and managing personal property procured under these subcontracts.

### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

**4.3. The Fleet Manager** implements procedures in support of this policy.

**4.4. SURF Representatives** are responsible for requisitioning and funding for vehicles and other property.

### 5. Definitions

N/A

**6. Resources / Supporting Documents**

**6.1. Regulation:** 41 CFR 109, DOE Property Management Regulations, 9/14/2016 edition

**6.2. Regulation:** DEAR 970.5245-1, Property, 10/1/14 edition

**6.3. Regulation:** FAR 52.245-1

**6.4. Procedure:** SURF Operations Personal Property Management procedure

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	



# **SURF Management - Procedures**

# Procedure: SURF Operations – Tracking Offsite Personal Property with South Dakota Science and Technology Authority

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Tracking offsite personal property for the DUNE and LBNF

## 1. Purpose

This procedure addresses how personal property is added to FNAL's Personal Property Management System from subcontracts for the Deep Underground Neutrino Experiment (DUNE), Long Baseline Neutrino Experiment (LBNF) and South Dakota Services Division (SDSD) when the property is received, shipped, and/or tracked at a location other than FNAL's campus in Batavia, Illinois.

## 2. Procedure

### 2.1. Procurements for the Sanford Underground Research Facility (SURF) Services Subcontract

- 2.1.1. The South Dakota Science and Technology Authority (SDSTA) orders equipment assets, via the mechanisms described in their contract with FRA, for use at the SURF site which need to be tagged and tracked as DOE – FNAL Property.
- 2.1.2. These assets are purchased in support of DOE science, are FNAL-DOE, and must be tagged and tracked as DOE – FNAL government personal property.
- 2.1.3. SDSTA contacts the South Dakota Services Division and Procurement Administrator responsible for SURF Services subcontract for procurement concurrence and approval.
- 2.1.4. Once an asset is received, SDSTA affixes a DOE – FNAL Property tag. If it is infeasible to tag the asset, SDSTA performs the following:
  - 2.1.4.1. Photograph the item prior to putting into use
  - 2.1.4.2. Assign a serialized FNAL property tag to that item
  - 2.1.4.3. Maintain the property tag in a file, with the item details
- 2.1.5. SDSTA provides the SDSD property custodian with property record information. The custodian forwards the applicable information to the FESS-LPC Manager.

**2.2. Procurements for LBNF Reliability Subcontracts**

FNAL FESS – Logistics and Property Control (LPC) Department maintains copies of all LBNF reliability subcontracts along with statements of work, if provided, until disposition occurs.

**2.3. Procurements for SURF Infrastructure Subcontracts.**

FNAL’s FESS-LPC maintains copies of all SURF infrastructure subcontracts along with statements of work, if provided, until disposition.

**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**5. Resources/Supporting Documents**

N/A

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# **Property Management Stores Operation - Policies**

# Policy: Property Management – Management of Stores Operations

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

## Management of Inventory in Stores Operation

### 1. Purpose

The purpose of the policy is to establish the expectations for the management of stores inventories in accordance with 41 CFR 109.

### 2. Scope / Applicability

This policy applies to all personnel, activities and processes related to managing stores inventories at FNAL.

### 3. Policy

- 3.1. FESS LPC manages one central stores operation and multiple satellite storage facilities, which contain common use items and facilities management parts.
- 3.2. Store’s inventory is procured, received, inventoried and issued in Computerized Financial Management System.
- 3.3. Inventory Records are maintained in Computerized Financial Management System on a perpetual basis in accordance with 41 CFR 109-1.5108-3.
- 3.4. Physical Inventories for Stores Operation are conducted using statistical generated daily cycle counts in accordance with 41 CFR 109-1.5110.

### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3. **The LPC-Inventory Control Supervisor** is responsible for following the guidance within this policy.

### 5. Definitions

N/A

**6. Resources / Supporting Documents**

**6.1. Regulation:** 41 CFR 109-1.5108-3

**6.2. Regulation:** 41 CFR 109-1.5110

**6.3. Procedure:** Property Management – Parts Ordering for Stores Operations

**6.4. Procedure:** Property Management – Entering a PO Receipt

**6.5. Procedure:** Property Management – Issuing Stores Material

**6.6. Procedure:** Property Management – Conducting Cycle Counts

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# **Property Management Stores Operation - Procedures**

## Procedure: Property Management – Stores Operation Parts Ordering

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

This procedure outlines the process for replenishing parts in the ISS and FMP operations

### 1. Purpose

The purpose of the procedure is to document how inventory is replenished or ordered for one-time usage, for the ISS and FMP operations.

### 2. Procedure

- 2.1. The ISS and FMP stores operations utilize Min – Max parts replenishment for parts that are required for stock replenishment. Refer to Running Min-Max Report Desk Procedure.
- 2.2. After the report is generated, run the requisition import concurrent job request to generate requisitions by commodity. Refer to Run Requisition Import Desk Procedure.
- 2.3. Once requisitions are generated, review requisitions to see if quantity ordered is adequate. Review last 12 months usage along with ABC analysis to see if minimum and maximum quantities need to be updated. Refer to Defining Items Desk Procedure for updating minimum and maximum quantities.
- 2.4. After quantities are updated on the requisition, review to see if any of the parts can be ordered from eMarketplace sources. If parts can be ordered from eMarketplace vendors, verify that pricing is accurate. After pricing is verified for eMarketplace vendors supplied parts approve the requisition or forward if dollar amount for requisition is over approval limit. Refer to Modifying – Approving a Requisition Desk Procedure.
- 2.5. For requisition lines that are sourced to eMarketplace vendors, purchase order is generated via concurrent request and no further action is required. For parts that are not sourced through eMarketplace review previous purchase order history to get vendor and previous pricing. Refer to Purchase Order Inquiry – Inventory Desk Procedure.
- 2.6. After contacting vendor to get pricing and delivery promise dates, autocreate requisition line to a purchase order. Refer to Adding Lines to a Purchase Order Desk Procedure.
- 2.7. Create a requisition for items that have low usage or no usage, but need to be ordered. Refer to Creating a Stockroom Operation Requisition Desk Procedure.
- 2.8. Follow the steps in 2.5 and 2.6 to generate purchase order when there is procurement history. For items with no procurement history, work with procurement department or requestor to locate a source to obtain material from. Follow steps in 2.5 and 2.6 to generate / approve purchase order.



**3. Definitions**

N/A

**4. Responsibilities**

**3.2. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**3.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**3.2. The LPC-Inventory Control Supervisor and Inventory Control Associate** are responsible for following the guidance within this procedure.

**5. Resources / Supporting Documents**

**3.2. Desktop Procedure:** Running Min-Max Report

**3.2. Desktop Procedure:** Run Requisition Import

**3.2. Desktop Procedure:** Defining Items

**3.2. Desktop Procedure:** Approving a Requisition

**3.2. Desktop Procedure:** Purchase Order Inquiry – Inventory

**3.2. Desktop Procedure:** Adding Lines to a Purchase Order

**6. Revision History**

Version Number	Date	Author	Change Summary
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**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

## Procedure: Property Management – Entering PO Receipts

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

To document how the Stores Operation handles receipts

### 1. Purpose

This procedure outlines the steps that are performed by members of the FESS LPC Supply Services Operation for procurement of material for the Stores Operation.

### 2. Procedure

- 2.1. All material that is procured by the Stores Operation (ISS Integrated Stores System or FMP Facilities Management Parts) is processed through Fermilab's Computerized Financial Management System.
- 2.2. Stores Operations personnel review shipping documentation to obtain purchase order number for material that is received.
- 2.3. The Stores Operation personnel verify the quantity received for each line and compare to packing slips that accompany each shipment. For any discrepancies, review with Inventory Control Supervisor or Inventory Control Associate depending on which organization (FMP or ISS) placed the purchase order. For overages, if decision is made to keep the material the purchase order is revised. If decision to return the material refer to Return Material to Vendor Desk Procedure.
- 2.4. After quantity is verified, Stores Operation personnel enter transaction receipt into Computerized Financial Management System. Refer to Entering Receipts Desk Procedure.

### 3. Definitions

N/A

### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The LPC-Inventory Control Supervisor, Inventory Control Associate and Stores Operation Personnel** are responsible for following the guidance within this procedure.

**5. Resources / Supporting Documents**

**5.1. Desk Procedure:** Property Management – Return Material to Vendor

**5.2. Desk Procedure:** Property Management – Entering Receipts

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# Procedure: Property Management – Issuing Material from Stockroom Operations

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

## Process to issue material from the Stockroom Operation

### 1. Purpose

This procedure outlines the steps that the Stores Operation personnel follow to issue material.

### 2. Procedure

**2.1.** The Stores Operation is not considered a ‘free’ stockroom facility. Laboratory personnel and certain users can withdraw material from the Stores Operation provided they have the authorization.

**2.2.** There are different avenues for individuals to withdraw material from the Stores Operation. LPC personnel take orders over the phone, via a Fermilab online stock catalog or individuals can come to the Stores Operation to obtain material.

**2.3.** Individuals provide his / her badge number, valid project / task, item number interested in obtaining and quantity for each line item requested.

**2.4.** Stores Operation personnel enter transaction in Computerized Financial Management System. Refer to MMS Miscellaneous Transactions – Issue Stock Desk Procedure.

### 3. Definitions

N/A

### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

**4.3. The LPC-Inventory Control Supervisor and Inventory Control Associate** are responsible for following the guidance within this procedure.

### 5. Resources / Supporting Documents

**Desk Procedure:** MMS Miscellaneous Transactions – Issue Stock

## 6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

## 7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	

# Procedure: Property Management – Conducting Cycle Counts

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

## Cycle count process for Stores Operation

### 1. Purpose

This procedure outlines the steps required for Stores Operation to conduct daily cycle counts versus an annual physical inventory.

### 2. Procedure

- 2.1. The Stores Operation conducts daily cycle counts in accordance with 41 CFR 109-1.5110.
- 2.2. Computerized Financial Management System generates listings for Stores Operation personnel for selected items each day. Refer to Cycle Count Procedure Desk Procedure.
- 2.3. Listings provide the part number, location of the item, part description and unit of measure. Stores Operation personnel count the items and notate on the count sheet.
- 2.4. Count sheets are bought to LPC Inventory Control Supervisor or designee to be entered into Computerized Financial Management System.
- 2.5. Computerized Financial Management System compares perpetual on hand balance with quantity entered. For discrepancies, the part is recounted. If discrepancy still exists, the part is researched to see if any previous error was made and can be rectified.
- 2.6. If discrepancy cannot be resolved, LPC Inventory Control Supervisor approves the discrepancy and system is updated. Discrepancy are also posted to General Ledger.

### 3. Definitions

N/A

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. The LPC-Inventory Control Supervisor, Inventory Control Associate and Stores Operation Personnel** are responsible for following the guidance within this procedure.

**5. Resources / Supporting Documents**

**Desk Procedure:** Cycle Count Procedure

**6. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

**7. Approvals**

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	
Property and Infrastructure Management System Owner	Karen Kosky	