

## **LABORATORY POLICY REGARDING GOVERNMENT PROPERTY**

All Laboratory facilities, grounds, supplies, services and equipment, including surplus or salvage material, are United States Government property, subject to Federal laws concerning use, protection, and theft. This includes, but is not limited to: facilities leased by either the Government or the Laboratory or used under contractual service agreements; service, such as mail services; telephone; tools; stationery; photographic supplies; computing systems and computer terminals; word processing systems; voice, data and video communications systems (e.g. MILNET, ARPANET, etc.); and copying machines.

Government property may only be used in a manner that is consistent with Laboratory policy. Use of government property for political activities and commercial activities is prohibited. Computers and electronic storage devices may be subject to search to ensure adherence to law and policy. IMP 821 provides more information about the permitted uses of government property.

Failure to comply with provisions regulating the use of government property may result in disciplinary action, up to and including termination.

### **RANDOM INSPECTIONS/SEARCHES**

The Los Alamos National Laboratory has a RANDOM Inspection/Search Program to deter/detect the unauthorized removal of government property and/or the introduction of prohibited articles. Vehicles (personal and government) and hand carried items, including purses, are subject to inspection/search.

**I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF THIS STATEMENT.**

<b>Employee's Name</b>	<b>Z Number</b>
<b>Employee's Signature</b>	<b>Date</b>