



## Checklist for Managing DOE Property at Berkeley Lab

- ✓ **Keep all documentation** associated with your assets (invoices, shipping documents, etc)
- ✓ **Know the location** of your property at all times
- ✓ **Maintain & protect** your property from environmental damage
- ✓ **Report a hazard immediately** to Environmental Health and Safety at x6999
- ✓ **Secure property** from theft
- ✓ **Report a loss immediately** to Laboratory Security at x5472
- ✓ **Get to know your Division Property Representative** – Your trained division support for all aspects of managing your property



[www.lbl.gov/Workplace/CFO/pro/property](http://www.lbl.gov/Workplace/CFO/pro/property)

## PROPERTY RESPONSIBILITIES At BERKELEY LAB



### Property Management Core Team

#### Property Manager

John Morgan

#### Deputy Property Manager

David McFann

#### Property Specialists

- Patrice Atases
- Carol Earls
- Brigitte Roberts
- Cindy Lytle
- Rosemary Gourley

### LBLN Property Management Group

Lawrence Berkeley National Laboratory

1 Cyclotron Road, MS: 76L

Berkeley, California 94720

Tel: 510.486.5151

FAX: 510.486.6580

Email: [Property-Management@lbl.gov](mailto:Property-Management@lbl.gov)

Web: <http://www.lbl.gov/Workplace/CFO/pro/property>



ERNEST ORLANDO LAWRENCE  
BERKELEY NATIONAL LABORATORY

## Property Management Purpose



The Property Management Core Team (PMCT) provides guidance and DOE interface for Berkeley Lab employees in the life cycle management of their equipment and materials.

PMCT supports Division Property Representatives in their efforts to optimize the utilization of resources used in fulfillment of DOE/LBNL mission objectives.

## Property Movement In, Out and Around the Lab

### Division Coordination

- Equipment Movement Tag (EMT), *Moving property from one LBNL location to another. Available from Transportation Drivers & Division offices.*
- Division Property Pass, *Sending or taking Property off site for official business.*

### Property Management Processing

- Request to Loan Property Outside the Laboratory, *Loaning Property to an external organization for DOE-mission work.*
- Request to Borrow Property from Outside the Laboratory, *Bringing Property into the Laboratory*

*All forms (except for EMT) are located on the Property Management website.*

### Shipping Document Requirements

All property movement activity must be documented by appropriate forms and accompanied by a Shipping Document if sent or taken off site.

# PROPERTY RESPONSIBILITIES AT BERKELEY LAB

## Two Types of Laboratory Property are Tagged with Unique Identification Numbers

LBLDOE US GOVT. PROP



1 2 3 4 5 6 7

### 1. Controlled

- Does not lose its identity throughout its life cycle
- Useful life of 2 or more years
- Acquisition or fabrication cost of at least \$5,000 – regardless of funding

### 2. Sensitive\*

- Highly portable
- Easily converted to personal use
- More susceptible to theft than other equipment – regardless of cost.

*\* Includes desktop and laptop computers and items with computer connectivity.*


**Tagged Controlled and Sensitive property** is associated with a Steward Division, Custodian & Property Representative and recorded in the Sunflower database.

## Accountability

Divisions have specific responsibilities for the care, record-keeping & inventory validation of their property.



## Acquiring and Disposing Property

Property that is no longer needed for a project should be reassigned within the division, redeployed to other groups, or sent to the Excess Program for redistribution. Employees seeking equipment should contact Excess for a list of available items. 

## Use The Property Website for...

### Guidance

- Policy
- How-Tos
- Training

### Forms

- Tag-ReTag
- Moving Property
- Inventory Verifications
- Retirement Requests

### Who to Call

- Property Management Contacts
- Division Property Representative List

## Database Property Searches

- Search by Steward, Custodian or Location
- Property History (acquisition to current status)
- Verification by Signature