

### **3.10.3-12 Identification of Government Property** (February 2003)

(a) Upon receipt of Government property, the Contractor shall promptly:

- (1) Identify the property in accordance with agency regulations;
- (2) Mark the property in accordance with this section; and
- (3) Record the property in its property control records.

(b) (1) Except for the following, the Contractor shall mark all Government property with an identifier of TSA ownership:

- (i) Items issued to individuals for use in their work (e.g., protective clothing or tool crib tools) where adequate physical control is maintained over the items.
- (ii) Property of a bulk type, or where its general nature of packing or handling precludes adequate marking.
- (iii) Where the Property Administrator agrees that marking is impractical.

(2) Exempted items shall be entered and described on the accountable property records.

(c) (1) In addition to marking with an indication of Government ownership, the following property shall be marked with a serial number in accordance with procedures approved by the Property Administrator:

- (i) Special tooling.
- (ii) Special test equipment.
- (iii) Components of special test equipment that have an acquisition cost of \$5,000 or more and are incorporated in a manner that makes removal and reutilization feasible and economical.
- (iv) Plant equipment.
- (v) Accessory or auxiliary equipment associated with a specific item of plant equipment that is recorded on the property records, if necessary to assure return with the associated basic item.

(2) The Contractor shall record assigned numbers on all applicable documents pertaining to the property control system.

(3) If the property is included in a standard agency registration system, the Contractor may use the property's registration number as the serial number. The Contractor shall obtain the registration number through the Property Administrator from the owning agency.

(d) The markings in paragraphs (b) and (c) of this section shall be:

- (1) securely affixed to the property,
- (2) legible, and
- (3) conspicuous.

Examples of appropriate markings are bar coding, decals, and stamping. If marking will damage the property or is otherwise impractical, the Contractor shall promptly notify the Property

Administrator and ask for the item to be exempted (see paragraph (b) of this clause). Markings shall be removed or obliterated when Government property is sold, scrapped, or donated.

**(End of clause)**

**PRESCRIPTION**

Shall be used in all RFIs/RFPs and contracts that include Government property.