

**National Energy Technology Laboratory**

# **NETL**

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## **Management of Government Property in the Possession of Contractors**

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**FAR SUBPART 45.5,  
DEAR SUBPARTS 945.5,  
and  
917.74**

**March 2002**



*United States Department of Energy*  

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*National Energy Technology Laboratory*



## FOREWARD

This handbook is applicable where the contract incorporates Subpart 45.5 of the Federal Acquisition Regulation (FAR) entitled "Management of Government Property in the Possession of Contractors," the Department of Energy Acquisition Regulation (DEAR) Subpart 945.5, the clause 952.217-70 entitled "Acquisition of Real Property," and DEAR Subpart 917.74. Together, these regulations prescribe the minimum requirements Contractors must meet in establishing and maintaining control over Government property. Where there are discrepancies between the FAR and the DEAR, the FAR shall govern.

In addition to the regulations, included are forms and instructions required by the National Energy Technology Laboratory (NETL) to fulfill the semi-annual, annual, and biennial financial or termination/completion inventory reporting requirements of the contract for Government-owned personal or real property in the possession of the Contractor. It is the responsibility of the Contractor to comply with all the applicable reporting requirements and submit the reports on time. Failure to do so will result in appropriate action being taken by the Contracting Officer.

The DEAR is divided into the same parts, subparts, sections, subsections, and paragraphs as the FAR. However, when the FAR coverage is adequate by itself, there will be no corresponding DEAR part, subpart, etc. Where the DEAR implements the FAR, the implementing part, subpart, etc., of the DEAR will be numbered and captioned the same as the FAR part, subpart, etc., except that the implementation will be preceded with a 9 (nine). For example, the DEAR implementation of FAR 45.505-5 is shown as 945.505-5 and the DEAR implementation of FAR 45.508 is shown as 945.508.

The Department of Energy does not follow the policies and procedures governing the management, control, reporting, and disposal of special test equipment and special tooling contained in FAR Part 45. The sections of the FAR Subpart 45.5 regarding those policies and procedures have not been included in this handbook.

The cognizant Contracting Officer of the Department of Energy, National Energy Technology Laboratory will furnish to the Contractor a copy of this handbook upon award of a new contract. Copies of the forms included with this handbook may be obtained by writing:

U.S. Department of Energy  
National Energy Technology Laboratory  
ATTN: Richard C. Price, 921-143  
626 Cochran Mill Road  
P.O. Box 10940  
Pittsburgh, PA 15236-0940  
(412) 386-6196

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1. SUBPART 45.5 -- MANAGEMENT OF GOVERNMENT PROPERTY IN THE POSSESSION OF CONTRACTORS

45.500 -- SCOPE OF SUBPART

This subpart prescribes the minimum requirements Contractors must meet in establishing and maintaining control over Government property. It applies to Contractors organized for profit and, except as otherwise noted, to nonprofit organizations. In order for the special requirements in this subpart governing nonprofit organizations to apply, the contract must identify the Contractor as a nonprofit organization. If there is any inconsistency between this subpart and the terms of the contract under which the Government property is provided, the terms of the contract shall govern.

45.501 -- DEFINITIONS

"Accessory item," as used in this subpart, means an item that facilitates or enhances the operation of plant equipment but which is not essential for its operation.

"Agency-peculiar property" (see 45.301).

"Auxiliary item," as used in this subpart, means an item without which the basic unit of plant equipment cannot operate.

"Contractor-acquired property" (see 45.101).

"Custodial records," as used in this subpart, means written memoranda of any kind, such as requisitions, issue hand receipts, tool checks, and stock record books, used to control items issued from tool cribs, tool rooms, and stockrooms.

"Discrepancies incident to shipment," as used in this subpart, means all deficiencies incident to shipment of Government property to or from a Contractor's facility whereby differences exist between the property purported to have been shipped and property actually received. Such deficiencies include loss, damage, destruction, improper status and condition coding, errors in identity or classification, and improper consignment.

"Facilities" (see 45.301).

"Government-furnished property" (see 45.101).

"Government property" (see 45.101).

"Individual item record," as used in this subpart, means a separate card, form, document or specific line(s) of computer data used to account for one item of property.

"Material" (see 45.301).

"Nonprofit organization" (see 45.301).

"Plant equipment" (see 45.101).

"Property administrator," as used in this subpart, means an authorized representative of Contracting Officer assigned to administer the contract requirements and obligations relating to Government property.

"Real property" (see 45.101).

"Salvage," as used in this subpart, means property that because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs, but has some value in excess of its scrap value.

"Scrap," as used in this subpart, means personal property that has no value except for its basic material content.

"Special test equipment" (see 45.101).

"Special tooling" (see 45.101).

"Stock record," as used in this subpart, means a perpetual inventory record which shows by nomenclature the quantities of each item received and issued and the balance on hand.

"Summary Record" as used in this subpart, means a separate card, form, document or specific line(s) of computer data used to account for multiple quantities of a line item of special tooling, special test equipment, or plant equipment costing less than \$5,000 per unit.

"Utility distribution system," as used in this subpart, includes distribution and transmission lines, substations, or installed equipment forming an integral part of the system by which gas, water, steam, electricity, sewerage, or other utility services are transmitted between the outside building or structure in which the services are used and the point of origin, disposal, or connection with some other system. It does not include communication services.

"Work-in-process," as used in this subpart, means material that has been released to manufacturing, engineering, design or other services under the contract and includes undelivered manufactured parts, assemblies, and products, either complete or incomplete.

#### 45.502 -- CONTRACTOR RESPONSIBILITY

- (a) The Contractor is directly responsible and accountable for all Government property in accordance with the requirements of the contract. This includes Government

property in the possession or control of a subcontractor. The Contractor shall establish and maintain a system in accordance with this subpart to control, protect, preserve, and maintain all Government property. This property control system shall be in writing unless the property administrator determines that maintaining a written system is unnecessary. The system shall be reviewed and, if satisfactory, approved in writing by the property administrator.

- (b) The Contractor shall maintain and make available the records required by this subpart and account for all Government property until relieved of that responsibility. The Contractor shall furnish all necessary data to substantiate any request for relief from responsibility.
- (c) (1) The Contractor shall be responsible for the control of Government property under this Subpart 45.5 upon--
  - (i) Delivery of Government-furnished property into its custody or control;
  - (ii) Delivery, when property is purchased by the Contractor and the contract calls for reimbursement by the Government (this requirement does not alter or modify contractual requirements relating to passage of title);
  - (iii) Approval of its claim for reimbursement by the Government or upon issuance for use in contract performance, whichever is earlier, of property withdrawn from Contractor-owned stores and charged directly to the contract; or
  - (iv) Acceptance of title by the Government when title is acquired pursuant to specific contract clauses or as a result of change orders or contract termination.
- (2) Property to which the Government has acquired a lien or title solely as a result of advance, progress, or partial payments is not subject to the requirements of this subpart.
- (d) The Contractor shall require subcontractors provided Government property under the prime contract to comply with the requirements of this subpart. Procedures for assuring subcontractor compliance shall be included in the Contractor's property control system. Where the property administrator assigned to the contract has requested supporting property administration from another contract administration office, the Contractor may accept the system approval of the supporting property administrator instead of performing duplicating actions to assure the subcontractor's compliance.



- (e) If the property administrator finds any portion of the Contractor's property control system to be inadequate, the Contractor must take any necessary corrective action before the system can be approved. If the Contractor and property administrator cannot agree regarding the adequacy of control and corrective action, the matter shall be referred to the Contracting Officer.
- (f) When Government property (excluding misdirected shipments, see 45.505-12) is disclosed to be in the possession or control of the Contractor but not provided under any contract, the Contractor shall promptly (1) record such property according to the established property control procedure and (2) furnish to the property administrator all known circumstances and data pertaining to its receipt and a statement as to whether there is a need for its retention.
- (g) The Contractor shall promptly report all Government property in excess of the amounts needed to complete full performance under contracts providing it or authorizing its use.
- (h) When unrecorded Government property is found, both the cause of the discrepancy and actions taken or needed to prevent recurrence shall be determined and reported to the property administrator.

#### 45.502-1 -- RECEIPTS FOR GOVERNMENT PROPERTY

The Contractor shall furnish written receipts for all or specified classes of Government property only when the property administrator deems it essential for maintaining minimum acceptable property controls. If evidence of receipt is required for Contractor-acquired property, the Contractor shall provide it before submitting its request for payment for the property. For Government-furnished property, the Contractor shall provide the required receipt immediately upon receipt of the property.

#### 45.502-2 -- DISCREPANCIES INCIDENT TO SHIPMENT

- (a) Government-furnished property. If overages, shortages, or damages are discovered upon receipt of Government-furnished property, the Contractor shall provide a statement of the condition and apparent causes to the property administrator and to other activities specified in the approved property control system. Only that quantity of property actually received will be recorded on the official records.
- (b) Contractor-acquired property. The Contractor shall take all actions necessary in adjusting overages, shortages, or damages in shipment of Contractor-acquired property from a vendor or supplier. However, when the shipment has moved by Government bill of lading and carrier liability is indicated, the Contractor shall report the discrepancy in accordance with paragraph (a) above.

#### 45.503 -- RELIEF FROM RESPONSIBILITY

- (a) Unless the contract or Contracting Officer provides otherwise, the Contractor shall be relieved of property control responsibility for Government property by--
  - (1) Reasonable and proper consumption of property in the performance of the contract as determined by the property administrator;
  - (2) Retention by the Contractor, with the approval of the Contracting Officer, of property for which the Government has received consideration;
  - (3) The authorized sale of property, provided the proceeds are received by or credited to the Government;
  - (4) Shipment from the Contractor's plant, under Government instructions, except when shipment is to a subcontractor or other location of the Contractor; or
  - (5) A determination by the Contracting Officer of the Contractor's liability for any property that is lost, damaged, destroyed, or consumed in excess of that normally anticipated in a manufacturing or processing operation, if--
    - (i) The determination is furnished to the Contractor in writing;
    - (ii) The Government is reimbursed where required by the determination; and
    - (iii) Property rendered unserviceable by damage is properly disposed of, and the determination is cross-referenced to the shipping or other documents evidencing disposal.
- (b) Nonprofit organizations are relieved of responsibility for Government property when title to the property is transferred to the Contractor (see 35.014).

#### 45.504 -- CONTRACTOR'S LIABILITY

- (a) Subject to the terms of the contract and the circumstances surrounding the particular case, the Contractor may be liable for shortages, loss, damages, or destruction of Government property. The Contractor may also be liable when the use or consumption of Government property unreasonably exceeds the allowances provided for by the contract, the bill of material, or other appropriate criteria.
- (b) The Contractor shall investigate and report to the property administrator all cases of loss, damage, or destruction of Government property in its possession or control as soon as the facts become known or when requested by the property administrator. A

report shall be furnished when completed and accepted products or end items are lost, damaged, or destroyed while in the Contractor's possession or control.

- (c) The Contractor shall require any of its subcontractors possessing or controlling Government property accountable under the contract to investigate and report all instances of loss, damage, or destruction of such property.

#### 45.505 -- RECORDS AND REPORTS OF GOVERNMENT PROPERTY

- (a) The Contractor's property control records shall constitute the Government's official property records unless an exception has been authorized. The Contractor shall establish and maintain adequate control records for all Government property, including property provided to and in the possession or control of a subcontractor. The property control records specified in this section are the minimum required by the Government. Unless the property administrator directs otherwise, when a subcontractor has an approved property control system for Government property provided under its own prime contracts, the Contractor shall use the records created and maintained under that system.
- (b) The Contractor's property control system shall provide financial accounts for Government-owned property in the Contractor's possession or control. The system shall be subject to internal control standards and be supported by property records for such property.
- (c) Official Government property records must identify all Government property and provide a complete, current, auditable record of all transactions. The Contractor's system of records maintenance shall be sufficient to adequately control Government property as required by this section. The Contractor's system of records maintenance, as a minimum, shall be equivalent to and maintained in the same manner as the Contractor's system for maintaining records of Contractor-owned property, but need not exceed the requirements of this subpart. The records shall be safeguarded from tampering or destruction. Records shall be accessible to authorized Government personnel.
- (d) Separate property records for each contract are desirable, but a consolidated property record may be maintained if it provides the required information.
- (e) Special tooling and special test equipment fabricated from materials that are the property of the Government shall be recorded as Government-owned immediately upon fabrication. Special tooling and special test equipment fabricated from materials that are the property of the Contractor shall be recorded as Government property at the time title passes to the Government.

- (f) Property records of the type established for components acquired separately shall be used for serviceable components permanently removed from items of Government property as a result of modification.
- (g) The Contractor's property control system shall contain a system or technique to locate any item of Government property within a reasonable period of time.

#### 45.505-1 -- BASIC INFORMATION

- (a) Unless summary records are used as authorized under paragraph (b) of this section, the Contractor's property control records shall provide the following basic information for every item of Government property in the Contractor's possession, regardless of value (other subsections of 45.505 require additional information for specific categories of Government property):
  - (1) The name, description, and National Stock Number (if furnished by the Government or available in the property control system).
  - (2) Quantity received (or fabricated), issued, and on hand.
  - (3) Unit price (and unit of measure).
  - (4) Contract number or equivalent code designation.
  - (5) Location.
  - (6) Disposition.
  - (7) Posting reference and date of transaction.
- (b) Summary records are normally adequate for special tooling, special test equipment, and plant equipment costing less than \$5,000 per unit, except where the contract administration office determines that individual item records are necessary for effective control, calibration, or maintenance. Summary records shall provide the information listed in paragraphs (a)(1) through (a)(7) of this section, but may reference a general location, provided the Contractor can locate the property within a reasonable period of time.

#### 45.505-2 -- RECORDS OF PRICING INFORMATION

- (a) Requirement for unit prices.

- (1) The Contractor's property control system shall contain the unit price for each item of Government property except as provided in (b) below. When a Contractor records the unit price of property on other than the quantitative inventory records, those supplementary records shall become part of the official Government property records.
  - (2) (Note: This subparagraph (2) does not apply to nonprofit organizations.) The requirement that unit prices be contained in the official Government property records does not apply to those separate property records located at a Contractor's secondary sites and subcontractor plants; provided, that--
    - (i) Records maintained by the Prime Contractor at its primary site include unit prices; and
    - (ii) The Prime Contractor agrees to furnish actual or estimated unit prices to the secondary site or subcontractor as the need arises.
  - (3) When definite information as to unit price cannot be obtained, reasonable estimates will be used.
- (b) Determining unit price.
- (1) Contractor-acquired and Contractor-fabricated property. Except for items fabricated by nonprofit organizations for research and development purposes, the unit price of Contractor-acquired and Contractor-fabricated property shall be determined in accordance with the system established by the Contractor in conformance with consistently applied sound accounting principles. Generally, separate unit prices should be applied to items of special tooling and special test equipment fabricated or acquired by the Contractor. However, if the Contractor's accounting system is acceptable, and if maintaining detailed cost records results in excessive accounting cost or is otherwise impracticable, group pricing may be used for special tooling, special test equipment, and work-in-process in accordance with the Contractor's acceptable cost accounting system. All processed material, fabricated parts, components, and assemblies charged to the Contractor's work-in-process inventory, including items in temporary storage while awaiting processing, may be considered as work-in-process for this purpose.
  - (2) Government-furnished property. The Government shall determine and furnish to the Contractor the unit price of Government-furnished property. Transportation and installation costs shall not generally be considered as part of the unit price for this purpose. Normally, the unit price of Government-furnished property will be provided on the document covering shipment of the property to the Contractor. In the event the unit price is not

provided on the document, the Contractor will take action to obtain the information.

45.505-3 -- RECORDS OF MATERIAL

- (a) General. All Government material furnished to the Contractor, as well as other material to which title has passed to the Government by reason of allocation from Contractor-owned stores or purchase by the Contractor for direct charge to a Government contract or otherwise, shall be recorded in accordance with the Contractor's property control system and the requirements of this section.
- (b) Consolidated stock record. When a Contractor has more than one Government contract under which Government material is provided, a consolidated record for materials may be authorized by the property administrator, provided, the total quantity of any item is allocated to each contract by contract number and each requisition of material from Contractor-owned stores is charged to the contract on which the material is to be used. The supporting document or issue slip shall show the contract number or equivalent code designation to which the issue is charged.
- (c) Custodial records. The Contractor shall maintain custodial records for tool crib items, guard force items, protective clothing, and other items issued to individuals for use in their work.
- (d) Use of receipt and issue documents. (Note: This paragraph (d) does not apply to nonprofit organizations.) The property administrator may authorize the Contractor to maintain, in lieu of stock records, a file of appropriately cross-referenced documents evidencing receipt, issue, and use of Government-provided material that is issued for immediate consumption and is not entered in the inventory record as a matter of sound business practice. This method of control may be authorized for--
  - (1) Material charged through overhead;
  - (2) Material under research and development contracts;
  - (3) Subcontracted or outside production items;
  - (4) Non-stock or special items;
  - (5) Items that are produced for direct charge to a contract, or are acquired and issued for installation upon receipt, and involve no spoilage; and
  - (6) Items issued from Contractor-owned inventory direct to production or maintenance, etc.

- (e) Material issued directly upon receipt. (Note: This paragraph (e) applies only to nonprofit organizations.)
- (1) Under fixed-price contracts, the Contractor's documents evidencing receipt and issue will be accepted as property control records for Government-furnished material issued directly by the Contractor upon receipt so as to be considered consumed under the contract.
  - (2) Under cost-reimbursement contracts, Government invoices, Contractor's purchase documents, or other evidence of acquisition and issue will be accepted as adequate property records for material furnished to or acquired by the Contractor and issued directly so as to be considered consumed under the contract.
- (f) Multi-contract cost and material control. (Note: This paragraph (f) does not apply to nonprofit organizations.)
- (1) Description and scope. A multicontract cost and material control system substitutes a system of financial accounting for the requirements for physical identification of Government material. The system operates as follows:
    - (i) The Contractor may acquire, requisition, receive, store, and issue like items of material for the total requirements of all contracts involved in the system without identifying the material to each contract.
    - (ii) The Contractor may commingle, during any stage of contract performance, Government-owned and Contractor-owned material and work-in-process that was furnished, acquired, or produced for all Government contracts covered by the system, without physical segregation or identification to the individual contracts.
    - (iii) In lieu of physical segregation and identification to individual contracts, periodic calculation of requirements and distribution of costs to all contracts permits the allocation of costs of material to products delivered. This system, by reflecting the material expended to perform each contract at any stage in production, permits usage analysis to determine the reasonableness of consumption and expenditure of Government material.
    - (iv) The system may include all Government contracts of any type that involve common repetitive operations.
    - (v) The system does not require commingling of all common materials under all contracts. For example, items of Government-furnished material of high value or in short supply may be excluded from

commingling and reserved for use in performing the contract under which furnished.

- (vi) The Contractor shall take physical inventories of material in stores included in the systems (other than work-in-process) at least annually, extend and reconcile prices to the quantitative balance for each item, and record adjustments in the stock record and financial inventory control accounts. Such physical inventories and adjustments, as well as equitable distribution to cost accounts of any inventory losses, shall be reviewed by and are subject to the approval of the property administrator.

(2) Criteria. A multicontract cost and material control system may be authorized if--

- (i) The Contractor demonstrates that adopting the system will result in savings or improved operations or that it will otherwise be in the Government's interest;
- (ii) The system is applied to existing Government contracts only and excludes materials acquired or costs incurred for non-Government work or in anticipation of future Government work; and
- (iii) The Contractor's accounting system is adequate to--
  - (A) Provide on a complete and timely basis a clear "audit trail" from costs of materials acquired for each contract to materials used or disposed of on each contract;
  - (B) Reflect separately for Government-furnished and Contractor-acquired material in stores (except work-in-process) the inventory balances as affected by receipts, issues, adjustments, and other dispositions;
  - (C) Determine unit costs for each identifiable part, component, subassembly, assembly, end item, and contract item;
  - (D) Calculate amounts for cost reimbursements and progress payments during the life of the contract by applying or allocating such unit costs developed through each stage of work-in-process to contract items for the requirements of each contract; and



- (E) Assure that when Government material furnished for use under one contract is authorized for use on another contract, the initial contract receives credit.
- (3) Authorization. The administrative Contracting Officer may authorize a Contractor who is performing or will perform more than one Government contract to use the multicontract cost and material control system. The property administrator shall approve whatever detailed operating procedures are necessary for each system authorized.
- (4) Requirement. Whenever a multicontract cost and material control system is authorized, the Contractor's financial accounts shall include all material in the system acquired or furnished for Government work and shall satisfy the requirements in subdivision (f)(2)(iii) of 45.505-3 above.

#### 45.505-5 -- RECORDS OF PLANT EQUIPMENT

- (a) Unless summary records are used as authorized under 45.505-1(b), the Contractor shall maintain individual item records for each item of plant equipment.
- (b) In addition to the information required in 45.505-1, the Contractor's records of Government-owned plant equipment, regardless of value, shall include--
  - (1) Federal Supply Code for the manufacturer (as listed in Cataloging Handbook H4-1 and H4-2) (available from the Superintendent of Documents, Government Printing Office (GPO), Washington, D.C. 20402);
  - (2) Federal Supply Classification (Cataloging Handbooks H2-1, H2-2, and H2-3) (available from GPO); and
  - (3) The original manufacturer's model or part number.
- (c) For each item of Government-owned plant equipment having a unit cost of \$5,000 or more, the Contractor shall, in addition to the requirements of (b) above, include--
  - (1) Serial number and year built (when available);
  - (2) Government identification/tag number; and
  - (3) Acquisition and disposition document references and dates.
- (d) The property administrator may determine that the information in (c)(1) and (2) above should be recorded in the property records for plant equipment costing less than \$5,000.

- (e) Accessory and auxiliary equipment shall be recorded on the record of the associated item of plant equipment. If the accessory or auxiliary item is not attached to, a part of, or acquired for use with a specific item of plant equipment, it shall be recorded either in an individual item record or in a summary stock record. When accessory and auxiliary items are permanently separated from the basic item of plant equipment, the unit price of the basic item shall be appropriately reduced.

#### 45.505-6 -- SPECIAL REPORTS OF PLANT EQUIPMENT

An agency may set requirements for any special reports of plant equipment it determines necessary.

#### 45.505-7 -- RECORDS OF REAL PROPERTY

- (a) The Contractor shall maintain an itemized record of the description, location, acquisition cost, and disposition of all Government real property (including unimproved real property); all alterations, all construction work, and sites connected with such alteration and construction, acquired by purchase, lease, or otherwise. These records, including maps, drawings, plans, specifications, and supplementary data where necessary, shall (1) be complete, (2) show the original cost of the property and improvements and the cost of any changes and additions, and (3) be appropriately indexed.
- (b) Costs incurred by the Contractor or the Government for new construction, including erection, installation, or assembly of Government real property in possession of the Contractor, shall be capitalized in the official Government real property records and financial accounts maintained by the Contractor for the Government.
- (c) Costs incurred for additions, expansions, extensions, conversions, alterations, and improvements, including applicable portions of capital maintenance, that increase the value, life, utility, capability, or serviceability of Government real property shall be capitalized.
- (d) Costs incurred for portable buildings or facilities specifically constructed for tests that involve destruction of the facility shall not be capitalized in the Government real property records or financial accounts.
- (e) Costs incurred for maintenance, repair, or rearrangement to maintain the Government real property in good physical condition, utility, capacity, or serviceability shall be charged to expense, and the real property records shall not be affected.
- (f) When Government-owned real property is sold, transferred, donated, destroyed by fire or other cause, abandoned-in-place, or condemned, the financial accounts shall

be reduced by the presently recorded cost and the real property records annotated with a supporting statement, including pertinent facts.

#### 45.505-8 -- RECORDS OF SCRAP OR SALVAGE

- (a) The Contractor shall maintain records of all scrap or salvage generated, except as provided in 45.507. These records shall conform to the Contractor's established system of scrap and salvage control approved by the property administrator.
- (b) The Contractor's property control system shall provide the following information:
  - (1) Contract number, if practical, or equivalent code designation from which the scrap or salvage derived.
  - (2) Nomenclature or description of salvable items or classification (material content) of scrap.
  - (3) Quantity on hand.
  - (4) Posting reference and date of transaction.
  - (5) Disposition.

#### 45.505-9 -- RECORDS OF RELATED DATA AND INFORMATION

The Contractor shall maintain property control and accountability, in accordance with sound business practice, of manufacturing or assembly drawings; installation, operation, repair, or maintenance instructions; and other similar information furnished to the Contractor by the Government or generated or acquired by the Contractor under the contract and for which title vests in the Government. The requirements of this subpart do not otherwise apply to such property.

#### 45.505-10 -- RECORDS OF COMPLETED PRODUCTS

The Contractor shall maintain a record of all completed products produced under a contract as follows:

- (a) When there is no time lapse between Government inspection and acceptance of the completed products and shipment from the plant site, the records shall, as a minimum, consist of a summary of quantities accepted and shipped. When end items are accepted by the Government and stored with the Contractor awaiting, shipment, the record shall identify quantities stored, location, and disposition action.

- (b) On contracts that provide for the Contractor to retain completed products for further use under the contract or other contracts, such items shall be considered "Government-furnished property" upon acceptance and shall be recorded as required by this subpart.
- (c) When completed products are returned to a Contractor under the terms of a warranty clause, the Contractor shall maintain, by contract, a record containing a description of the items involved, quantities received and returned to the Government, and other pertinent data necessary to determine that a proper accounting for all property has been made.

45.505-11 -- RECORDS OF TRANSPORTATION AND INSTALLATION COSTS OF PLANT EQUIPMENT

(Note: This subsection 45.505-11 does not apply to nonprofit organizations.)

- (a) Transportation costs.
  - (1) The Contractor shall record within the property control system the transportation and installation costs directly borne by the Government for each item of Government-owned plant equipment with an acquisition cost of \$5,000 or more. The administrative Contracting Officer may require the Contractor to provide such recorded costs for use in computing rental charges.
  - (2) If transportation costs are not included in the price of equipment delivered, the Contractor shall contact the property administrator for instructions for obtaining applicable freight data.
- (b) Installation costs.
  - (1) When the Contractor performs installation, the cost shall be computed in accordance with the Contractor's accounting system (if the system is acceptable for other contract cost determination purposes) and recorded in the property record.
  - (2) When installation is subcontracted, the Contractor shall record the cost paid to the subcontractor in the property record.
  - (3) When installation costs are included in the price of equipment delivered to the using location, the property records should be so annotated.

#### 45.505-12 -- RECORDS OF MISDIRECTED SHIPMENTS

The Contractor's property control system shall provide the following information regarding each misdirected shipment of Government property received:

- (a) Identity of shipment, such as shipping document or bill of lading.
- (b) Origin of shipment.
- (c) Content (items in the shipment) per shipping documents, if available.
- (d) Location.
- (e) Disposition.

#### 45.505-13 -- RECORDS OF PROPERTY RETURNED FOR REWORK

- (a) The Contractor shall maintain quantitative records of property returned for processing to assure control from time of receipt through return of the items to the Government. The Contractor shall establish item records under its property control system and shall include the information required in 45.505-1.
- (b) The records shall specify the quantity of units returned to the Government and the quantity otherwise disposed of with proper authority.

#### 45.505-14 -- REPORTS OF GOVERNMENT PROPERTY

- (a) The Contractor's property control system should provide annually the total acquisition cost of Government property for which the Contractor is accountable under each contract with each agency, including Government property at subcontractor plants and alternate locations. In the following classifications (property classifications may be varied to meet individual agency needs) shall be reported:
  - (1) Land and rights therein.
  - (2) Other real property, including utility distribution systems, buildings, structures, and improvements thereto.
  - (3) Plant equipment.
  - (4) Special tooling.
  - (5) Special test equipment.

- (6) Material.
- (7) Agency peculiar property.
- (b) The Contractor shall report the information under paragraph (a) as directed by the Contracting Officer.

45.506 -- IDENTIFICATION

- (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, all Government property shall be marked with in indication of Government-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) Material that is commingled, as authorized by 45.507.
  - (iv) 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 should 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 section). Markings shall be removed or obliterated when Government property is sold, scrapped, or donated.

#### 45.507 -- SEGREGATION OF GOVERNMENT PROPERTY

Government property shall be kept physically separate from Contractor-owned property. However, when advantageous to the Government and consistent with the Contractor's authority to use such property, the property may be commingled--

- (a) When the Government property is special tooling, special test equipment, or plant equipment clearly identified and recorded as Government property;
- (b) When approved by the property administrator in connection with research and development contracts;
- (c) When material is included in a Multi-contract cost and material control system (however, see 45.505-3(f));
- (d) When (1) scrap of a uniform nature is produced from both Government-owned and Contractor-owned material and physical segregation is impracticable, (2) scrap produced from Government-owned material is insignificant in consideration of the

cost of segregation and control, or (3) Government contracts involved are fixed-price and provide for the retention of the scrap by the Contractor; or

- (e) When otherwise approved by the property administrator.

#### 45.508 -- PHYSICAL INVENTORIES

The Contractor shall periodically physically inventory all Government property (except materials issued from stock for manufacturing, research, design, or other services required by the contract) in its possession or control and shall cause subcontractors to do likewise. The Contractor, with the approval of the property administrator, shall establish the type, frequency, and procedures. These may include electronic reading, recording and reporting or other means of reporting the existence and location of the property and reconciling the records. Type and frequency of inventory should be based on the Contractor's established practices, the type and use of the Government property involved, or the amount of Government property involved and its monetary value, and the reliability of the Contractor's property control system. Type and frequency of physical inventories normally will not vary between contracts being performed by the Contractor, but may vary with the type of property being controlled. Personnel who perform the physical inventory shall not be the same individuals who maintain the property records or have custody of the property unless the Contractor's operation is too small to do otherwise.

#### 45.508-1 -- INVENTORIES UPON TERMINATION OR COMPLETION

- (a) General. Immediately upon termination or completion of a contract, the Contractor shall perform and cause each subcontractor to perform a physical inventory, adequate for disposal purposes, of all Government property applicable to the contract, unless the requirement is waived as provided in paragraph (b) below.
- (b) Exception. The requirement for physical inventory at the completion of a contract may be waived by the property administrator when the property is authorized for use on a follow-on contract; provided, that--
  - (1) Experience has established the adequacy of property controls and an acceptable degree of inventory discrepancies; and
  - (2) The Contractor provides a statement indicating that record balances have been transferred in lieu of preparing a formal inventory list and that the Contractor accepts responsibility and accountability for those balances under the terms of the follow-on contract.
- (c) Listings for disposal purposes. (Note: This paragraph (c) applies only to nonprofit organizations.)



- (1) Standard items that have been modified may be described on listings for disposal purposes as standard items with a general description of the modification.
- (2) Items that have been fabricated, such as test equipment, shall be described in sufficient detail to permit a potential user to determine whether they are of sufficient interest to warrant further inspection.

#### 45.508-2 -- REPORTING RESULTS OF INVENTORIES

The Contractor shall, as a minimum, submit the following to the property administrator promptly after completing the physical inventory:

- (a) A listing that identifies all discrepancies disclosed by a physical inventory.
- (b) A signed statement that physical inventory of all or certain classes of Government property was completed on a given date and that the official property records were found to be in agreement except for discrepancies reported.

#### 45.508-3 -- QUANTITATIVE AND MONETARY CONTROL

When requested by the Contracting Officer, the Contractor's reports of results of physical inventory shall be prepared on a quantitative and monetary basis and segregated by categories of property.

#### 45.509 -- CARE, MAINTENANCE, AND USE

The Contractor shall be responsible for the proper care, maintenance, and use of Government property in its possession or control from the time of receipt until properly relieved of responsibility, in accordance with sound industrial practice and the terms of the contract. The removal of Government property to storage, or its contemplated transfer, does not relieve the Contractor of these responsibilities.

#### 45.509-1 -- CONTRACTOR'S MAINTENANCE PROGRAM

- (a) Consistent with the terms of the contract, the Contractor's maintenance program shall provide for--
  - (1) Disclosure of need for and the performance of preventive maintenance;
  - (2) Disclosure and reporting of need for capital rehabilitation; and

- (3) Recording of work accomplished under the program.
- (b) Preventive maintenance is maintenance performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences. An effective preventive maintenance program shall include at least--
    - (1) Inspection of buildings at periodic intervals to assure detection of deterioration and the need for repairs;
    - (2) Inspection of plant equipment at periodic intervals to assure detection of maladjustment, wear, or impending breakdown;
    - (3) Regular lubrication of bearings and moving parts in accordance with a lubrication plan;
    - (4) Adjustments for wear, repair, or replacement of worn or damaged parts and the elimination of causes of deterioration;
    - (5) Removal of sludge, chips, and cutting oils from equipment that will not be used for a period of time;
    - (6) Taking necessary precautions to prevent deterioration caused by contamination, corrosion, and other substances; and
    - (7) Proper storage and preservation of accessories and special tools furnished with an item of plant equipment but not regularly used with it.
  - (c) The Contractor's maintenance program shall provide for disclosing and reporting the need for major repair, replacement, and other capital rehabilitation work for Government property in its possession or control.
  - (d) The Contractor shall keep records of maintenance actions performed and any deficiencies in the Government property discovered as a result of inspections.

#### 45.509-2 -- USE OF GOVERNMENT PROPERTY

- (a) The Contractor's procedures shall be in writing and adequate (1) to assure that Government property will be used only for those purposes authorized in the contract and that any required approvals will be obtained, and (2) to provide a basis for determining and allocating rental charges.
- (b) With respect to plant equipment with an acquisition value of \$5,000 or more, the procedures, as a minimum, shall--

- (1) Establish a minimum level of use below which an analysis of need shall be made and retention justified, except for inactive plants and equipment retained for mobilization (the use level may be established for individual items or families of items, depending upon circumstances of use);
- (2) Provide for recording authorized and actual use consistent with the established use levels;
- (3) Require periodic analyses of production needs for plant equipment utilization based upon known requirements; and
- (4) Provide for prompt reporting to the Contracting Officer of all plant equipment for which retention is not justified.

#### 45.510 -- PROPERTY IN POSSESSION OF SUBCONTRACTORS

The Contractor shall require any of its subcontractors possessing or controlling Government property to adequately care for and maintain that property and that it is used only as authorized by the contract. The Contractor's approved property control system shall include procedures necessary for accomplishing this responsibility.

#### 45.511 -- AUDIT OF PROPERTY CONTROL SYSTEM

The Government may audit the Contractor's property control system as frequently as conditions warrant. These audits may take place at any time during contract performance, upon contract completion or termination, or at any time thereafter during the period the Contractor is required to retain such records. The Contractor shall make all such records and related correspondence available to the auditors.

## 2. SUBPART 945.5 -- MANAGEMENT OF GOVERNMENT PROPERTY IN THE POSSESSION OF CONTRACTORS

#### 945.506 -- IDENTIFICATION

The requirements of FAR 45.506 apply to Government property having a unit cost of \$1,000 or more.

945.570-2 -- ACQUISITION OF MOTOR VEHICLES

- (a) The GSA Interagency Fleet Management System (GSA-IFMS) is the first source of supply for providing motor vehicles to Contractors; however, Contracting Officer approval is required for Contractors to utilize this service.
- (b) Prior approval of GSA must be obtained before-
  - (1) Fixed-price Contractors can use the GSA-IFMS;
  - (2) DOE-owned motor vehicles can be furnished to any Contractor in an area served by a GSA-IFMS; and
  - (3) A Contractor can commercially lease a motor vehicle for more than 60 days.
- (c) GSA has the responsibility for acquisition of motor vehicles for Government agencies. All requisitions (GSA Form 1781) shall be processed in accordance with 41 CFR 101-26.501.
- (d) Contractors shall submit all motor vehicle requirements to the Contracting Officer for approval.
- (e) The acquisition of sedans and station wagons is limited to small, subcompact, and compact vehicles which meet Government fuel economy standards. The acquisition of light trucks is limited to those vehicles which meet the current fuel economy standards set by Executive Orders 12003 and 12375.
- (f) Cost reimbursement Contractors may be authorized by the Contracting Officer to utilize GSA Federal Supply Schedule 751, Motor Vehicle Rental, for short term rentals not to exceed 60 days, and are required to utilize available GSA consolidated leasing programs for long term (60 continuous days or longer) commercial leasing of passenger vehicles and light trucks.
- (g) The Office of Property Management, within the Headquarters procurement organization shall certify all requisitions prior to submittal to GSA for the following:
  - (1) The acquisition of sedans and station wagons.
  - (2) The lease (60 continuous days or longer) of any passenger automobile.
  - (3) The acquisition or lease (60 continuous days or longer) of light trucks less than 8,500 GVW.
- (h) Purchase requisitions for other motor vehicles may be submitted directly to GSA when approved by the Contracting Officer.

- (i) Contractors shall thoroughly examine motor vehicles acquired under a GSA contract for defects. Any defect shall be reported promptly to GSA, and repairs shall be made under terms of the warranty.

945.570-7 -- DISPOSITION OF MOTOR VEHICLES

- (a) The Contractor shall dispose of DOE-owned motor vehicles as directed by the Contracting Officer.
- (b) DOE-owned motor vehicles may be disposed of as exchange/sale items when directed by the Contracting Officer; however, a designated DOE official must execute the Title Transfer forms.

945.570-8 -- REPORTING MOTOR VEHICLE DATA

- (a) Contractors conducting motor vehicle operations shall forward annually (on or before December 1) to the Contracting Officer their plan for acquisition of motor vehicles for the next fiscal year for review, approval and submittal to DOE Headquarters. This plan shall conform to the fuel efficiency standards for motor vehicles for the applicable fiscal year, as established by Executive Orders 12003 and 12375 and as implemented by GSA and current DOE directives. Additional guidance for the preparation of the plan will be issued by the Contracting Officer, as required.
- (b) Contractors operating DOE-owned and/or commercially leased (for 60 continuous days or longer) motor vehicles shall prepare and submit the following annual year-end reports to the Contracting Officer:
  - (1) DOE Report of Motor Vehicle Data (passenger vehicles).
  - (2) DOE Report of Truck Data.

3. SUBPART 917.74 -- ACQUISITION, USE, AND DISPOSAL OF REAL ESTATE  
[61 FR 41707, August 9, 1996]

917.7401 -- GENERAL

Special circumstances and situations may arise under cost-type contracts when, in the performance of their contract or subcontract, the performer shall be required, or otherwise find it necessary, to acquire real estate or interests therein by:

- (a) Purchase, on DOE's behalf or in its own name, with title eventually vesting in the Government.
- (b) Lease, and DOE assumes liability for, or otherwise will pay for the obligation under the lease.
- (c) Acquisition of temporary interest through easement, license or permit, and DOE funds the cost of the temporary interest. [61 FR 41707, August 9, 1996]

#### 917.7402 -- POLICY

It is the policy of the Department of Energy that when real estate acquisitions are made, the following policies and procedures shall be applied to such acquisitions:

- (a) Real estate acquisitions shall be mission essential; effectively, economically, and efficiently managed and utilized; and disposed of promptly, when not needed;
- (b) Acquisitions shall be justified, with documentation which describes the need for the acquisitions, general requirements, cost, acquisition method to be used, site investigation reports, site recommended for selection, and property appraisal reports; and
- (c) Acquisition by lease, in addition to the requirements in paragraphs (a) and (b) of this section:
  - (1) Shall not exceed a one-year term if funded by one-year appropriations.
  - (2) May exceed a one-year term, when the lease is for special purpose space funded by no-year appropriations and approved by the Department.
  - (3) Shall contain an appropriate cancellation clause which limits the Government's obligation to no more than the amount of rent to the earliest cancellation date plus a reasonable cancellation payment.
  - (4) Shall be consistent with Government laws and regulations applicable to real estate management. [61 FR 41707, August 9, 1996]

#### 917.7403 -- APPLICATION

The clause at 48 CFR 952.217-70 will be included in contracts or modifications where Contractor acquisitions are expected to be made. [61 FR 41708, August 9, 1996]

4. SEMI-ANNUAL SUMMARY REPORT OF DOE-OWNED PLANT AND CAPITAL EQUIPMENT

This section includes the Department of Energy Form DOE F 4300.3 and the instructions for completion of that form. Also included here are forms and instructions for reporting Contractor-held real property to NETL.

The reports are to be completed as of February 28 and August 31 of each year. The Contractor will not be notified in advance that reports are due. It is the Contractor's responsibility to submit the required reports. This requirement has been omitted from post 1998 awards and replaced with the annual report (see page 118).

The real property information is provided for contracts that incorporate DEAR 952.217-70, "Acquisition of Real Property," as required by DEAR 917.7403 and includes:

1. NETL Form 136 to be used to report any real or related personal property to NETL.
2. Explanations on what is required for each section.
3. Tables to be used in conjunction with the form.

The DOE Facility Information Management System (FIMS) is a method of identifying and reporting any Government-owned or leased property in the control of Contractors which can be considered "real property" or "related personal property." The definitions below are the basis by which this determination is made.

1. Real Property. Real Property includes land, improvements on the land, or both, including interests therein. The chief characteristics of real property (real estate) are its immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by the hand of man. By nature it means trees, the products of the land, and natural resources; by the hand of man means those objects, buildings, fences, and bridges which he erects upon the land. All equipment or fixtures such as plumbing, electrical, heating, built-in cabinets, and elevators which are installed in a building in a more or less permanent manner usually are held to be part of the real estate.
2. Related Personal Property. Related personal property means any personal property which is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property or the related personal property, itself. Normally, common use items including, but not limited to, general-purpose furniture, utensils, office machines, office supplies, or general purpose vehicles, are not considered to be related personal property. For accounting purposes, related personal property must be included in an appropriate asset code for real property (Asset Codes 401 through 699 and 800).

3. Personal Property. Any property that is not real or related personal property. Generally, movable items; that is, those not permanently affixed to and part of the real estate. Generally, but with exceptions, items remain personal property if they can be removed without serious damage to or diminished functional value of either the real estate or the items themselves.

While it is not always a simple matter to differentiate between what is real and what is personal property, most plant and equipment which falls within the asset types listed in Table 6 on Page 53 of a fixed or permanent nature are reportable as real property.

If you determine that any Government property currently in your possession meets the criteria set forth in this section and is, in fact, real or related personal property, please complete the applicable parts of the NETL 136 and return it with the DOE F 4300.3.

Reports are required for each period even if there is no change in the property value from the previous period or if there is no property accountable under that contract.

The submission of the NETL 136 does not exclude that information from being reported on DOE F 4300.3.





**U.S Department of Energy**

**Semi-Annual Summary Report of DOE-Owned Plant and Capital Equipment**

Contractor Name \_\_\_\_\_ Contract No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 Location of Property (City, State) \_\_\_\_\_  
 Contracting Office \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Asset Type Code	Beginning Balance As of _____		Acquisitions		Dispositions		Ending Balance As of _____	
	No. of Items	\$	No. of Items	\$	No. of Items	\$	No. of Items	\$
<b>Total Plant and Capital Equipment</b>								

Prepared By \_\_\_\_\_  
 name (printed), title, telephone number signature

Date of Last Physical Inventory of Capital Equipment \_\_\_\_\_  
 Contracting Officer Representative Signature \_\_\_\_\_  
 (Attach results of latest Physical Inventory if conducted since last reporting period)

**Summary of Acquisitions & Dispositions by Type of Transactions**

**Acquisitions from Column (5) Above**

- 1. Purchases:
  - a. P&CE Budgeted Items ..... \$ \_\_\_\_\_
  - b. Operating Expense Budgeted Items ..... \$ \_\_\_\_\_
- 2. Fabrications:
  - a. Beginning Balance ..... \$ \_\_\_\_\_
  - b. Additions - P&CE Budgeted ..... \$ \_\_\_\_\_
  - c. Additions - Operating Expense Budgeted ..... \$ \_\_\_\_\_
  - d. Completions ..... (\$ \_\_\_\_\_ )
  - e. Ending Balance ..... \$ \_\_\_\_\_
- 3. No-Charge-Transfers from Other DOE Offices or Contractors ..... \$ \_\_\_\_\_
- 4. No-Charge-Transfers from Other Federal Agencies ..... \$ \_\_\_\_\_
- 5. Other (Explain) ..... \$ \_\_\_\_\_
- 6. Total Acquisitions ..... \$ \_\_\_\_\_

**Disposition from Column (7) Above**

- 7. Sales (Salvage Credit of \$ \_\_\_\_\_ ) ..... \$ \_\_\_\_\_
- 8. Trade-ins (Salvage Credit of \$ \_\_\_\_\_ ) ..... \$ \_\_\_\_\_
- 9. No-Charge-Transfers to Other DOE Offices or Contractors ..... \$ \_\_\_\_\_
- 10. No-Charge-Transfers to Other Federal Agencies ..... \$ \_\_\_\_\_
- 11. Other (Explain) ..... \$ \_\_\_\_\_
- 12. Total Dispositions ..... \$ \_\_\_\_\_

Note: Detail lines 1 through 12 above in accordance with the following columnar headings. Attach extra sheets if necessary.



## General Instructions

This report provides DOE with financial data on Government-furnished or Contractor-acquired property in which title is vested with the

Government and facilitates the reporting of changes to property accounts, and the reconciliation of physical inventories to property accounts. Preparation of the report requires a breakdown of the total number of items and total dollar value by asset type code (columns 1 through 9 of the form). Please note the requirement for the name, title, telephone number, and signature of the person responsible for the preparation of the report. Dollar amounts shown shall be rounded to the nearest dollar. The report is designed to account for all DOE-owned P&CE purchased by or furnished to your organization under DOE contracts awarded to your organization.

This report will be completed as of February 28 and August 31 of each year, and as of the final date of the contract. These completion dates apply only to this report. The reports will be submitted to the property administrator, and are due not later than 45 days after the end of the reporting period.

The original and two copies of this report should be sent to the property administrator, who in turn will provide copies to the Contracting Officer and to the servicing financial organization.

Negative reports are required.

### Plant and Capital Equipment Definition

Plant and Capital Equipment includes land, land rights, depletable resources, improvements to land, buildings and structures, utilities, and equipment. The reporting criteria are as follows:

*Plant* - Real property which includes land, buildings, related personal property, and other structures and facilities (Asset Codes 401 through 699 and 800). General Services Administration (GSA) regulations require the reporting of this property regardless of value.

*Capital Equipment* - Personal property items (Asset Codes 710 through 799) with a unit acquisition cost of \$5,000 or more, and a service life of more than two years per unit should be reported.

Generally, DOE Appropriation Acts differentiate between costs budgeted for plant and capital equipment and costs budgeted for operating expenses. Items meeting the P&CE criteria should be budgeted as such and reported on line 1a. Capital items purchased from operating funds should be reported on line 1b.

### Instructions - Summary of Acquisitions and Dispositions by Type of Transactions

#### *Acquisition*

1. Purchases - The cost of equipment acquired by purchase includes net invoice cost less discount, plus transportation charges and installation costs.

The cost of land and land rights includes the purchase price, other acquisition costs, and net costs of demolition of facilities acquired with the land.

The cost of completed facilities purchased from non-Government sources includes the purchase price, other cost incident to the purchase, the net cost incident to the purchase, and the net cost of converting the facilities to make them useful to DOE.

Equipment acquired by the lease may qualify as DOE-owned plant and capital equipment. Contact the DOE Contracting Officer for specific reporting guidance on all equipment acquired by lease.

The cost of facilities constructed under contract includes all payments made to the construction contractor, the cost of items furnished by DOE and the payments made for architect-engineering contractor's services related to the construction work if not otherwise provided by DOE, the operating contractor, or the construction contractor.

2. Fabrications - Include equipment items fabricated by your shop, scientific personnel, or subcontractors. Fabrications costed with the Capital Equipment obligations (Program 35) that are incomplete should be identified separately from completed fabrications. Costs incurred for fabrication projects that are in progress at the end of the reporting period should be reported on lines 2b and 2c. For projects completed during a reporting period, the total project cost should be reported on line 2d.
3. No-Charge-Transfers from Other DOE Offices or Contractors - Record transferred P&CE at the original acquisition cost. All costs of normal packing, handling, etc., and any costs of removal, including dismantling of items transferred, shall be borne by the transferor. All costs of transportation shall be borne by the transferee. Where purchasing and warehousing activities are centralized with one DOE Contractor at a given location to provide routinely for the needs of other DOE Contractors at that location, a pro rata share of the cost of such activities shall be borne by the transferee. Under no circumstances will such costs be recorded by the transferee in an inventory account, or will such costs be transferred for incidental transactions with a DOE Contractor at another location.
4. No-Charge-Transfers from Other Federal Agencies - such transfers are treated in the same manner as transfers from another DOE organization as in 3 above.
5. Other - Include a brief explanation of the transaction such as physical inventory adjustments or any other additions not included in items 1 through 4 above.
6. Total Acquisitions - Total of lines 1 through 5.

#### **Dispositions**

7. Sales - Includes P&CE sold as scrap or as a reusable item. Cash collections from the sale of P&CE shall be handled as reductions to Contractor's immediate cash requirements, and are to be credited to the operating activity or as salvage credits if credited to the P&CE budget activity. When the sale is to be made by the General Services Administration (GSA), no entries shall be made until the sale has been completed.
8. Trade-Ins - Includes P&CE traded-in for purchased P&CE which were included on line 1, Purchases.
9. No-Charge-Transfers to Other DOE Offices or Contractors - Remove transferred P&CE at the original acquisition cost. See line 3, No-Charge-Transfers from Other DOE Offices or Contractors for transfer or responsibilities.
10. No-Charge-Transfers to Other Federal Agencies - Such transfers are treated in the same manner as transfers to another DOE organization as in 9 above.
11. Other - Include a brief explanation of the transaction such as extraordinary obsolescence, physical inventory adjustment, transfer to title etc., not included in 7 through 10 above. If property was lost, damaged, or destroyed, give date relief of accountability was granted.
12. Total Dispositions - Total of lines 7 through 11.

Additional instructions for the management of Government property in the possession of off-site contractors are in FAR 45.5 and DEAR 945.5. Contracts issued prior to April 1, 1984, will continue to reference DOE-PMR 109-60.

## DOE ASSET CODES

Asset Code	Code Description
402	Land
460	Site Preparation, Grading and Landscaping
470	Roads, Walks, and Paved Areas
480	Fences and Guard Towers
490	Other Improvements to Land
501	Buildings
550	Other Structures
610	Communication Systems
615	Electrical Generation, Transmission and Distr
620	Fire Alarm System
625	Gas Production, Transmission and Distribution Sy
630	Irrigation Systems
635	Railroad Systems
640	Sewage Systems
645	Steam Generation, Distribution and Trans. Sys
650	Water Supply, Plumbing, Treatment and Distrib
655	Nuclear Steam and Electric Generation
670	Process System
710	Heavy Mobile Equipment
715	Hospital and Medical Equipment
720	Laboratory Equipment
725	Motor Vehicles and Aircraft
730	Office Furniture and Equipment
735	Process Equipment
750	Security and Protection Equipment
755	Shop Equipment
760	Reserve Construction Equipment - Pool
765	Machine Tools in Standby
770	Automatic Data Processing Equipment
775	Automatic Data Processing Software
780	Portable Communications Electronic Equipment
799	Miscellaneous Equipment
800	Improvements to Property of Others
900	Unclassified Plant and Equipment
999	Unknown

## DOE REAL PROPERTY INVENTORY SYSTEM NATIONAL ENERGY TECHNOLOGY LABORATORY

### I. Site and Area Fields to be Completed

1. PRIMARY OPERATING CONTRACTOR: \_\_\_\_\_
2. PRIMARY SUPPORTING CONTRACTOR: \_\_\_\_\_
3. TOTAL ACREAGE: \_\_\_\_\_
4. LOCATION — STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### II. Owned Building Fields to be Completed

1. BUILDING NAME: \_\_\_\_\_
2. BUILDING NO. : \_\_\_\_\_
3. YEAR CONSTRUCTION COMPLETED: \_\_\_\_\_
4. YEAR ACQUIRED: \_\_\_\_\_
5. CONSTRUCTION TYPE CODE: \_\_\_\_\_
6. DESIGNED USE CODE: \_\_\_\_\_
7. CURRENT USE CODE: \_\_\_\_\_
8. ACQUISITION COST: \_\_\_\_\_
9. CONDITION ADEQUACY CODE: \_\_\_\_\_
10. SPONSOR CODE: \_\_\_\_\_
11. NUMBER OF FLOORS: \_\_\_\_\_
12. CURRENT USE OCCUPIED: % \_\_\_\_\_
13. GROSS FLOOR AREA: \_\_\_\_\_
14. UNDERLYING LAND CONTROL: \_\_\_\_\_

### III. Other Structures and Facilities Fields to be Completed

1. OTHER STRUCTURES/FACILITIES CODE: \_\_\_\_\_
2. IDENTIFIER NAME: \_\_\_\_\_
3. SIZE/CAPACITY: \_\_\_\_\_
4. CONSTRUCTION TYPE CODE: \_\_\_\_\_
5. CONDITION/ADEQUACY CODE: \_\_\_\_\_
6. FIS ASSET TYPE: \_\_\_\_\_
7. FIS STATUS: \_\_\_\_\_
8. ORIGINAL COST: \_\_\_\_\_
9. IMPROVEMENT COSTS: \_\_\_\_\_
10. UNDERLYING LAND CONTROL: \_\_\_\_\_

### IV. Leased Land Fields to be Completed

1. PRIMARY LAND USE: \_\_\_\_\_
2. ACREAGE: URBAN/RURAL: \_\_\_\_\_
3. LESSOR ADDRESS/NAME: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_
4. LESSEE NAME: \_\_\_\_\_
5. ANNUAL RENTAL RATE: \_\_\_\_\_
6. EFFECTIVE DATE OF LEASE: \_\_\_\_/\_\_\_\_/\_\_\_\_
7. EXPIRATION DATE OF LEASE: \_\_\_\_/\_\_\_\_/\_\_\_\_
8. DATE OF ORIGINAL OCCUPANCY: \_\_\_\_/\_\_\_\_/\_\_\_\_
9. LESSOR CANCELLATION RIGHTS: YES \_\_\_\_\_ NO \_\_\_\_\_
10. LESSOR CANCELLATION RIGHTS:  
DAYS NOTICE: \_\_\_\_\_

### V. Leased Building Fields to be Completed

1. BUILDING NUMBER: \_\_\_\_\_
2. BUILDING NAME: \_\_\_\_\_
3. CONSTRUCTION TYPE: \_\_\_\_\_
4. DESIGNED USE CODE: \_\_\_\_\_
5. CURRENT USE CODE: \_\_\_\_\_
6. CONDITION ADEQUACY CODE: \_\_\_\_\_
7. SPONSOR CODE: \_\_\_\_\_
8. UNDERLYING LAND CONTROL: \_\_\_\_\_
9. NUMBER OF FLOORS: \_\_\_\_\_
10. CURRENT USE OCCUPIED: % \_\_\_\_\_
11. LESSOR ADDRESS/NAME: \_\_\_\_\_  
STREET: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_
12. LESSEE NAME: \_\_\_\_\_
13. GROSS FLOOR AREA: \_\_\_\_\_
14. EFFECTIVE DATE OF LEASE: \_\_\_\_/\_\_\_\_/\_\_\_\_
15. EXPIRATION DATE OF LEASE: \_\_\_\_/\_\_\_\_/\_\_\_\_
16. ESCALATION PER YEAR: YES \_\_\_\_\_ NO \_\_\_\_\_
17. LESSOR CANCELLATION RIGHTS:  
YES \_\_\_\_\_ NO \_\_\_\_\_ NO. OF DAYS \_\_\_\_\_
18. GOVERNMENT CANCELLATION RIGHTS:  
YES \_\_\_\_\_ NO \_\_\_\_\_ NO. OF DAYS \_\_\_\_\_
19. ANNUAL RENTAL RATE: \_\_\_\_\_
20. DATE OF ORIGINAL OCCUPANCY: \_\_\_\_/\_\_\_\_/\_\_\_\_
21. SERVICES:  
GOVERNMENT \_\_\_\_\_ LESSOR \_\_\_\_\_
22. GROSS FLOOR AREA: \_\_\_\_\_

DOE REAL PROPERTY INVENTORY SYSTEM  
 NATIONAL ENERGY TECHNOLOGY LABORATORY  
 SITE AND AREA FIELDS

Item	Identification	Completion
1	Primary Operating Contractor	The full name of the operating contractor of an area.
2	Primary Supporting Contractor	The full name of the supporting contractor of an area (if any).
3	Total Acreage	The total acreage of an area to the nearest tenth.
4	Location	The legal address of the site: street name, city, county, state, and zip code; or section, township, and range as appropriate. A post office box number cannot be used.



DOE REAL PROPERTY INVENTORY SYSTEM  
 NATIONAL ENERGY TECHNOLOGY LABORATORY  
 OWNED BUILDING FIELDS

Item	Identification	Completion
1	Building Name	The building name, as used locally, for identification purposes. If there is no name at present, provide one (i.e., Test Building, Administration Building, etc.).
2	Building Number	Use the locally derived building numbering system. If there is no number, provide one.
3	Year Construction Completed	The date the building was occupied or accepted by the Government.
4	Year Acquired	Identifies when a building was acquired (rather than built) by DOE.
5	Construction Type Code	Code that identifies the composition or construction of a facility or other structure. If more than one construction type is encountered, use the predominant one. See Table 1, Page 44.
6	Designed Use Code	Code that indicates the use for which the building was constructed. See Table 2, Page 45.
7	Current Use Code	Code that indicates the use for which the building was constructed. See Table 2, Page 45.
8	Acquisition Cost	The original cost of a building including the cost of fixtures, elevators, and air-conditioning systems. If the building is acquired after construction, the cost should be the amount the Government paid for the property.
9	Condition Adequacy Code	The cost that indicates the condition or adequacy of the building. See Table 3, Page 46.
10	Sponsor Code	The code associated with the program utilizing the building. See Table 4, Pages 47-49.
11	Number of Floors	The number of floors in a given building, including any below-ground floors.
12	Current Use Occupied	The percentage of the building currently occupied (generally 100 percent).

DOE REAL PROPERTY INVENTORY SYSTEM  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
OWNED BUILDING FIELDS

Item	Identification	Completion
13	Gross Floor Area	The gross floor area in square feet for a building. Use the outer dimensions of the building for calculation.
14	Underlying Land Control	The type of ownership or means of control of the land on which an owned building is located. See Table 9, Page 57.

DOE REAL PROPERTY INVENTORY SYSTEM  
 NATIONAL ENERGY TECHNOLOGY LABORATORY  
 OTHER STRUCTURES AND FACILITIES FIELDS

Item	Identification	Completion
1	Other Structures/Facilities Code	Identifies the specific type of other structure or facility. See Table 5, Pages 50-55.
2	Identifier Name	Name, as assigned by the field for local identification purposes, of the structure or facility. If there is no name, provide one.
3	Size/Capacity	The size or capacity associated with a specific other structure or facility in units of measure identified in Table 5, Pages 50-55.
4	Construction Type Code	Code that identifies the composition of a facility or other structure. Use only the predominant value. See Table 1, Page 44.
5	Condition/Adequacy Code	The code that indicates the condition or adequacy of another structure or facility. See Table 3, Page 46.
6	FIS Asset Type	The Financial Information Standards code that identifies the asset type of the real property being reported. See Table 6, Page 56.
7	FIS Status	The status of the other structure or facility being reported. See Table 7, Page 56.
8	Original Cost	The cost reflected in the accounting records.
9	Improvement Costs	The cumulative total of capital improvements to the structure or facility (improvements over \$1,000).
10	Underlying Land Control	The type of ownership or means of control of the land on which the structure is located. See Table 9, Page 57.

DOE REAL PROPERTY INVENTORY SYSTEM  
 NATIONAL ENERGY TECHNOLOGY LABORATORY  
 LEASED LAND FIELDS

Item	Identification	Completion
1	Primary Land Use	Code that identifies the use of a site's land. See Table 8, Page 57.
2	Acreage	<p>Urban/Rural -- Report urban and/or rural acreage to the nearest tenth of an acre. If the land parcel includes both rural and urban acreage, both should be reported as such.</p> <p>Land is classified as urban when located (1) in an incorporated place of 2,500 inhabitants or more, (2) in a densely settled incorporated place of 2,500 inhabitants or more, and (3) in a densely settled urban fringe area around cities of 50,000 inhabitants or more.</p>
3	Lessor Address	Include full name, street name, city, state, and zip code of lessor.
4	Lessee Name	If the party leasing the land is not DOE, this data should be provided.
5	Annual Rental Rate	The annual rental rate, rounded to the nearest whole dollar. When the rental period is less than one year, or on other than an annual basis, convert the rate to an annual basis.
6	Effective Date of Lease	The commencement date of the current lease.
7	Expiration Date of Lease	The expiration date of the current lease. If any option has been exercised, the expiration date of the extended period should be used.
8	Date of Original Occupancy	The date when the leased land was first occupied. It must be the same as or greater than the effective date.
9	Lessor Cancellation Rights	Indicator that shows that the lessor does or does not have the right to terminate a lease. This is a yes or no answer.

DOE REAL PROPERTY INVENTORY SYSTEM  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
LEASED LAND FIELDS

Item	Identification	Completion
10	Lessor Cancellation Rights Days Notice	When the lessor has the right to terminate a lease, this provides the number of days advance notice that must be given to the lessee.

DOE REAL PROPERTY INVENTORY SYSTEM  
 NATIONAL ENERGY TECHNOLOGY LABORATORY  
 LEASED BUILDING FIELDS

Item	Identification	Completion
1	Building Number	Use the locally derived building numbering system. If there is no number, provide one.
2	Building Name	The building name, as used locally, for identification purposes. If there is no name, provide one.
3	Construction Type	Code that identifies the composition or construction of a building. Use only the predominant value. See Table 1, Page 44.
4	Designed Use Code	Code that indicates the use for which the building was constructed. See Table 2, Page 45.
5	Current Use Code	Code that indicates the predominant current use of a building. See Table 2, Page 45.
6	Condition Adequacy Code	The code that indicates the condition or adequacy of a building. See Table 3, Page 46.
7	Sponsor Code	The code associated with the program utilizing the building. See Table 4, Pages 47-49.
8	Underlying Land Control	The type of ownership or means of control of the land on which a building is located. See Table 9, Page 57.
9	Number of Floors	The number of floors in a given building, including any below-ground floors.
10	Current Use Occupied	The percentage of the building currently being occupied (generally 100 percent).
11	Lessor Address	Include full name, street name, city, state, and zip code of lessor.
12	Lessee Name	If the party leasing the land is not DOE, this data should be provided.
13	Gross Floor Area	The gross square feet of the building, using the outer building dimensions.
14	Effective Date of Lease	The commencement date of the current lease.

DOE REAL PROPERTY INVENTORY SYSTEM  
 NATIONAL ENERGY TECHNOLOGY LABORATORY  
 LEASED BUILDING FIELDS

Item	Identification	Completion
15	Expiration Date of Lease	The expiration date of the current lease. If any option has been exercised, the expiration date of the extended period should be used.
16	Escalation Per Year	Whether an escalation in service charges, taxes, or other expenses to DOE is allowed during the life of the present lease. This is a yes or no answer.
17	Lessor Cancellation Rights	Whether the lessor has the right to cancel a lease. This is a yes or no answer. If yes, give number of days that the lessor is allowed to give notice of a lease cancellation.
18	Government Cancellation Rights	Whether the Government has the right to cancel a lease. This is a yes or no answer. If yes, give number of days that the Government is allowed to give notice of a lease cancellation.
19	Annual Rental Rate	The dollar amount that DOE is paying to rent the building for one year.
20	Date of Original Occupancy	The date on which the building was originally occupied.
21	Services	Who is responsible for the maintenance and utilities of the building. This is either the Government or the lessor.
22	Gross Floor Area	The gross floor area in square feet for a building. Use the outer dimensions of the building for calculation.

Table 1. Construction Type Table

Codes	Descriptions
01	Temporary
02	Prefabricated/Modular
03	Timber
04	Steel Framed
05	Masonry Exterior Walls
06	Reinforced Concrete
07	Asphalt
08	Rock
09	Earth
10	Gravel
11	Trailer (Personal Property)
12	Wood Frame, Siding, Asphalt or
13	Quonset
14	Unfinished Shell
15	Other Permanent Construction
16	Underground Trans (Elec)
17	Overhead Trans (Elec)
18	Steel Piping
19	Other Piping
20	Other



Table 2. Building Usage Code

Code	Classification
10	<u>Office</u> . Buildings used primarily for office space.
21	<u>Hospital</u> . Buildings used primarily for furnishing in-patient diagnosis and treatment under the supervision of physicians.
23	<u>School</u> . Buildings used primarily for formally organized instruction.
29	<u>Other Institutional Uses</u> . Buildings used for institutional purposes other than schools and hospitals. Include libraries, museums, outpatient clinics, etc.
30	<u>Housing</u> . Buildings used primarily for dwelling purposes.
40	<u>Storage</u> . Buildings used for storage purposes such as warehouses and garages used primarily for storage of vehicles or materials.
50	<u>Industrial</u> . Buildings specifically designed and used primarily for production or manufacturing.
60	<u>Service</u> . Buildings used in connection with service activities; such as maintenance and repair shops, laundry plants, and garages used primarily for vehicle maintenance and repair.
70	<u>Research and Development</u> . Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering. Include buildings used in the design, development, and testing of prototypes and processes such as chemistry, physics, and medical laboratories and observatories for meteorological research. Do not include medical or industrial laboratories used in routine testing which should be reported as Hospital and Industrial, respectively.
80	<u>All Other</u> . Buildings which cannot be classified elsewhere.

Table 3. Conditions/Adequacy Table for Buildings and Structures

Code	Data Base Description	Full Description
01	Adequate	Adequate
02	Overcrowded Off Func	Overcrowded Office Function
03	Overcrowded Opers	Overcrowded Operations
04	Mech Sys Inadeqte for Curr Use	Mechanical Systems Inadequate for Current Use
05	Elec Sys Inadqte for Curr Use	Electrical Systems Inadequate for Current Use
06	Fram/Layout Dsgn Inadqte	Framing or Layout Design Inadequate for Current Use
08	Mech Sys Deter	Mechanical Systems Deteriorated
09	Elec Sys Deter	Electrical Systems Deteriorated
10	Structural Sys Deter	Structural Systems Deteriorated
11	Roof Deter	Roof Deteriorated
12	Noncomp w/ Appl Regs	Noncompliance with Applicable Regulations
13	Loc Inadqte for Curr Use	Location Inadequate for Current Use
14	Unrel Due to DSGN	Unreliable Due to Design
15	Unrel Due to Deter	Unreliable Due to Deterioration
16	Redundant Sys Req	Redundant System Required
17	Distr Inapp for Curr Use	Distribution Inappropriate for Current Use
18	Capacity Inadqte for Curr Use	Capacity Inadequate for Current Use
19	Roadbed/Deck Deter	Deterioration of Roadbed or Deck
20	Geomet Dsgn Inadqte for Curr Use	Geometric Design Inadequate for Current Use
21	Roadbed Surf Inadqte for Curr Use	Roadbed Surface Inadequate for Current Use
22	Traffic Cntrl Dev Inadqte FC	Traffic Control Devices Inadequate for Current Use
23	Drainage Sys Inadqte	Drainage System Inadequate
24	Abandoned	Use to Indicate Abandoned Building
25	Abandoned-Contaminated	Indicates Abandoned Contaminated Building

Table 4. Sponsors Table

Code	Descriptions
@A	Nuclear Regulatory Comm Program(s)
@B	Dept. of Defense Program(s)
@C	DOE Field/Area Offices
@N	Other Non-DOE Program(s)
@O	Other DOE Program(s)
AA	Coal
AB	Gas
AC	Petroleum
AD	Fossil Energy Program Direction
AE	Advanced Nuclear Systems
AF	Breeder Reactor Systems
AG	Converter Reactor Systems
AH	Remedial Action Programs
AJ	Naval Reactors
AK	Electric Energy Systems
AL	Energy Storage Systems
AM	Geothermal
AN	Energy Tech Ctr Prog Direct
AP	Commercial Nuclear Waste
AR	Defense Waste Management
AS	Nuclear Fuel Cycle
AT	Magnetic Fusion
CA	Coal
CB	Naval Pet & Oil Shale Reserves
CC	Geothermal Resrce Devel Fund

Table 4. Sponsors Table

Code	Descriptions
CD	Uranium Enrichment
CE	Hydropower
CF	Power Marketing
CG	Multi-Resource
CH	Alternate Fuels Production
CP	Program Administration
CU	Shale Oil
CV	Oil & Gas Development Proj
DA	Nuclear Waste Disposal Act
DB	Nuclear Waste Fund
EA	Solar
EB	Solar Energy
EC	Bldgs & Community Systems
EC-11	Bldg & Commu Sys-Emer Bld Temp Rest
ED	Industrial
EE	Transportation
EF	State/Local Programs
EF-07	St/Local Prog (Emerg Energy Con)
EG	Multi-Sector
GB	Weapons Activities
GC	Verification & Control Tech
GD	Nuclear Mat Sec & Safeguards
GE	Materials Production
GH	Security Investigations
HA	Env Rsch & Devel Biol & ER

Table 4. Sponsors Table

Code	Descriptions
HA-01	Envir R&D Envir, Safety & Health
HB	Life Sci Rsch & Nuc Med Applic
HC	Light Water Reactor Facilities
KA	High-Energy Physics
KB	Nuclear Physics
KC	Basic Energy Sciences
KD	Energy Research & Analysis
KE	University Research Support
KF	Program Direction & Oversight
KH	General Science Program Direc
LB-03	Energy-Rel Inven Eval & Supt
PE-03	EPSEP
SA	Strategic Petroleum Reserve
UB-02	Utility Progs & Reg Interven -- PS & R
UE-04	Fuels Regulation-EPSEP
UF	Emergency Preparedness
UH	Standby Gasoline Rationing
35-LB07	Education & Training

Table 5. Other Structures and Facilities

Code	Descriptions	Unit of Measure
121	Airfield, Runway	Square Yards
122	Airfield, Helicopter Landing Pad	Square Yards
123	Airfield, Taxiways	Square Yards
124	Airfield, Aprons	Square Yards
125	Airfield, Other	No. of Units
131	Harbors & Ports, Docks	Linear Feet
132	Harbors & Ports, Piers	Linear Feet
133	Harbors & Ports, Jetties	Linear Feet
134	Harbors & Ports, Breakwaters	Linear Feet
135	Harbors & Ports, Other	No. of Units
151	Power Dev., Dams	Height (Feet)
1521	Powerhouse, Hydroelectric	kW
1522	Powerhouse, Coal	kW
1523	Powerhouse, Nuclear	kW
1524	Powerhouse, Oil	kW
1525	Powerhouse, Other	kW
153	Power Dev., Transmission Lines	Linear Miles
161	Reclamation, Canals	Linear Feet
162	Reclamation, Laterals	Linear Feet
163	Reclamation, Pumping Stations	GPM
164	Reclamation, Storage/Diversion Dams	Height (Feet)
165	Reclamation, Other	No. of Units
181	Flood Control, Dams	Acres
182	Flood Control, Levees/Dikes	Linear Miles
183	Flood Control, Navigable Channels	Linear Miles

Table 5. Other Structures and Facilities

Code	Descriptions	Unit of Measure
184	Flood Control, Other	No. of Units
401	Storage, Water Tanks	Gallons
402	Storage, Oil Tanks	Gallons
403	Storage, Gas Tanks	Cubic Feet
404	Storage, Underground Vaults/Bunkers	Cubic Feet
405	Storage, Igloos	Cubic Feet
406	Storage, Open	Square Yards
407	Storage, Radioactive/Hazardous Waste	Cubic Feet
408	Storage, Caverns	Barrels
409	Storage, Other	No. of Units
501	Industr-Prod-Mfg., Shipways	Linear Feet
502	Industr-Prod-Mfg., Pipelines	Linear Feet
503	Industr-Prod-Mfg., Oil Wells	None
504	Industr-Prod-Mfg., Gas Wells	None
505	Industr-Prod-Mfg., Geothermal Wells	None
506	Industr-Prod-Mfg., Pumping Stations	None
507	Industr-Prod-Mfg., Other	No. of Units
601	Service, Vehicular Structures	Square Feet
602	Service, Vehicular Pavings	Square Yards
603	Service, Other Structures	Square Feet
604	Service, Other Pavings	Square Yards
605	Service, Other	No. of Units
701	Research, Accelerator Rings/Tunnels	Square Feet
702	Research, Others	No. of Units
7111	Elec., Substations	KVA

Table 5. Other Structures and Facilities

Code	Descriptions	Unit of Measure
7112	Elec., Onsite Trans. Lns: 115 KV	Linear Miles
7113	Elec., Primy Dist Lns: 2.4 to 114 K	Linear Miles
7114	Elec., Secondary Dist Lns: < 2.4 KV	Linear Miles
7115	Elec., Generators	KVA
7116	Elec., Power Transformers (MGPF)	KVA
7117	Elec., Dist Transformers (MCPF)	KVA
7118	Elec., Photovoltaic Systems	kW
7119	Elec., Other	No. of Units
71211	Heating Sys. Boiler, Gas	Btu/hr
71212	Heating Sys. Boiler, Oil	Btu/hr
71213	Heating Sys. Boiler, Coal	Btu/hr
71214	Heating Sys. Boiler, Other	Btu/hr
7122	Heating Sys., Solar	Btu/hr
7123	Heating Sys., Geothermal	Btu/hr
7124	Heating Sys., Other	Btu/hr
71251	Supply Lns., Steam	Linear Feet
71252	Supply Lns., High-Temp Hot Water	Linear Feet
71261	Return Lns., Condensate	Linear Feet
71262	Return Lns., High-Temp, Hot Water	Linear Feet
7131	Water Sys., Potable Distrib	Linear Feet
7132	Water Sys., Other Water Lines	Linear Feet
7133	Water Sys., Treatment Plants	GPD
7134	Water Sys., Potable Water Wells	GPM
7135	Water Sys., Other Wells	GPM
7136	Water Sys., Potable Pumping Stations	GPM



Table 5. Other Structures and Facilities

Code	Descriptions	Unit of Measure
7137	Water Sys., Other Pumping Stations	GPM
7141	Gas Dist. Sys., Metering Stations	None
7142	Gas Dist. Sys., Distrib. Lines	Linear Feet
7143	Gas Dist. Sys., Pumping Stations	CFM
7144	Gas Dist. Sys., Other	No. of Units
7151	Sewage & Storm, Prim Treatment Plant	GPD
7152	Sewage & Storm, Secndy Treatment Pln	GPD
7153	Sewage & Storm, Tertiary Trtmnt Pln	GPD
71541	Sewage Collection Sys., Gravity	Linear Feet
71542	Storm Water Collect. Sys., Gravity	Linear Feet
71551	Sewage Collection Sys., Pumped	Linear Feet
71552	Storm Water Collec. Sys., Pumped	Linear Feet
7156	Sewage & Storm, Septic Tanks	Gallons of Storage
7157	Sewage & Storm, Other	No. of Units
7161	A/C Plant	Tons
7162	Cooling Towers	Tons
7163	Chilled Water Distrib. Lines	Linear Feet
7164	Cooling Ponds & Reservoirs	Sq Ft (Surface Area)
7165	Evaporative Cooling Sys	Tons
7171	Indust Hazard Waste Treatmnt Facil	GPD
7172	Indust/Hazard Waste Distrib. Lines	Linear Feet
7181	Industrial/Process Gas, Plants	None
7182	Industrial/Process Gas, Distrib. Ln	Linear Feet
721	Commun. Sys., Lines	Linear Miles
722	Commun. Sys., Radio Microwave Tower	Height (in Feet)

Table 5. Other Structures and Facilities

Code	Descriptions	Unit of Measure
723	Commun. Sys., Energy Monit. Cnt. Sy	No. of Points
724	Commun. Sys., Other	No. of Units
731	Naviga. Aids, Shipping Traffic Aids	None
732	Naviga. Aids, Air Traffic Aids	None
733	Naviga. Aids, Other	None
761	Roads & Bridges, Paved	Linear Miles
762	Roads & Bridges, Unpaved & Improved	Linear Miles
763	Roads & Bridges, Unimproved	Linear Feet
764	Roads & Bridges, Vehicular Bridges	Linear Feet
765	Roads & Bridges, Pedestrian Bridges	Linear Feet
766	Roads & Bridges, Weigh Facil	None
767	Roads & Bridges, Other	No. of Units
771	Railroads, Tracks	Linear Miles
772	Railroads, Bridges	Linear Feet
773	Railroads, Other	No. of Units
781	Monuments & Memorials, Structures	None
782	Monuments & Memorials, Other	No. of Units
801	All Other, Sidewalks	Square Yards
802	All Other, Fences	Linear Miles
803	All Other, Parking Areas	Square Yards
804	All Other, Guard Towers	Height (in Feet)
805	All Other, Security Systems	None
806	All Other, Monitoring Systems	None
807	All Other, Incinerator Plants	None
808	All Other, Street Lighting	Linear Feet

Table 5. Other Structures and Facilities

Code	Descriptions	Unit of Measure
809	All Other, Security Lighting	Linear Feet
810	All Other, Rifle/Pistol Ranges	Range Length (in Ft)
811	All Other	No. of Units

Table 6. FIS Asset Types for Real Property

	Name	Asset Type
1	Land	401
2	Site Preparation and Landscaping	460
3	Roads, Walks, Bridges and Paved Areas	470
4	Fences and Guard Towers	480
5	Other Improvements to Land	490
6	Buildings	501
7	Other Structures (includes R&D Structures Used in Research)	550
8	Communication Systems	610
9	Electric Generation, Transmission and Distribution Systems	615
10	Fire Alarm Systems	620
11	Gas Production and Distribution Systems	625
12	Irrigation Systems	630
13	Railroad Systems	635
14	Sewerage Systems	640
15	Steam Generation and Distribution Systems	645
16	Water Supply Pumping, Treatment and Distribution Systems	650
17	Nuclear Steam and Generation Systems	655
18	SPR Crude Oil Piping Systems	660
19	NPR Crude Oil Piping & Extraction Systems	665
20	Process Systems	670
21	Reactors and Accelerators	680

Table 7. FIS Status Codes Table

Codes	Descriptions
02	In Service
03	In Standby
04	Excess
08	Leased

Table 8. Land Usage Codes Table

Codes	Description
01	Agricultural
04	Grazing
07	Forest and Wildlife
08	Parks and Historic Sites
10	Office Building Locations
11	Military
12	Airfields
13	Harbors and Port Terminals
15	Power Development and Distribution
16	Reclamation and Irrigation
18	Flood Control and Navigation
19	Vacant
20	Institutional
30	Housing
40	Storage
50	Industrial
70	Research and Development
80	Other Land
90	Trust Land

Table 9. Underlying Land Control Table

Codes	Description
1	Owned by DOE
2	Permit Land
3	Contractor Controlled
4	Withdrawn from Public Domain
5	Leased by DOE
6	Other

5. TERMINATION OR COMPLETION INVENTORIES

Final inventories for the National Energy Technology Laboratory must be received by the Reports Receipt Coordinator at the contract expiration date regardless of whether or not the contract will be extended. If there is a deviation from this policy, the Contracting Officer will notify the Contractor.

All Government-owned property must be reported. This includes all plant and capital equipment, non-capital equipment, and any residual materials and supplies. The Contractor shall submit the final inventory to this office by using the SF 1428 as a summary cover sheet for the SF 120.

If any property is purchased after the final inventory is submitted, the Contractor shall update the final inventory listings. If the Contractor has an interest in purchasing or retaining any residual property, that request should be submitted in writing along with the final inventory.

After **review and acceptance** of the final inventory, the NETL Organizational Property Management Officer will provide the Contractor with disposal instructions using the prioritized methods listed below.

- a. Purchase or retention by the Prime Contractor or subcontractor of Contractor-acquired property at acquisition cost.
- b. Return of Contractor-acquired property to suppliers.
- c. Utilization within the Government (through application of prescribed screening procedures -- first within NETL, second through DOE, and third through all Federal agencies).
- d. Donations to eligible donees.
- e. Sale (including purchase or retention at less than acquisition cost by the Prime Contractor or subcontractor).
- f. Donation to public bodies in lieu of abandonment.
- g. Abandonment or destruction.

This section includes:

1. Forms to be completed for submission of the final inventory.
2. Examples and instructions for the use of the forms.
3. Tables to be used in conjunction with the forms.

<b>INVENTORY SCHEDULE B</b> <small>(See SF 1425 for Instructions)</small> <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	TYPE <input type="checkbox"/> TERMINATION <input type="checkbox"/> NONTERMINATION	TYPE OF CONTRACT	DATE	FORM APPROVED OMB NO.  <b>3090-0120</b>
TYPE OF INVENTORY <input type="checkbox"/> RAW MATERIALS <input type="checkbox"/> PURCHASED PARTS <input type="checkbox"/>  FINISHED <i>(Other than metals)</i>  COMPONENTS <input type="checkbox"/> FINISHED PRODUCT <input type="checkbox"/> PLANT EQUIPMENT <input type="checkbox"/>  MISCELLANEOUS	PROPERTY CLASSIFICATION		PAGE NO.	NO. OF PAGES
THIS SCHEDULE APPLIES TO <i>(Check one)</i> <input type="checkbox"/> A PRIME CONTRACT WITH THE GOVERNMENT <input type="checkbox"/> SUBCONTRACT OR  PURCHASE ORDER		COMPANY PREPARING AND SUBMITTING SCHEDULE		
GOVERNMENT PRIME CONTRACT NO.		SUBCONTRACT OR P.O. NO.	REFERENCE NO.	STREET ADDRESS

CONTRACTOR WHO SENT NOTICE OF TERMINATION	CITY AND STATE <i>(Include ZIP Code)</i>
NAME	
ADDRESS <i>(Include ZIP Code)</i>	LOCATION OF MATERIAL
PRODUCT COVERED BY CONTRACT OR ORDER	

FOR USE OF CONTRACTING AGENCY ONLY	ITEM NO.	DESCRIPTION			CONDITION <i>(Use Code)</i>	QUANTITY	UNIT OF MEASURE	COST <i>(For finished product, show contract price instead of cost)</i>		CONTRACTOR'S OFFER	FOR USE OF CONTRACTING AGENCY ONLY
		ITEM DESCRIPTION	GOVERNMENT PART OR DRAWING NUMBER AND REVISION NUMBER	TYPE OF PACKING <i>(Bulk, bbls., crates, etc.)</i>				UNIT	TOTAL		
(a)	(b)	(b1)	(b2)	(c)	(d)	(d1)	(e)	(f)	(g)		

**INVENTORY SCHEDULE CERTIFICATE**

The undersigned, personally and as representative of the Contractor, certifies that this Inventory Schedule consisting of page numbers \_\_\_ to \_\_\_ inclusive, dated \_\_\_\_\_ has been examined, and that in the exercise of the signer's best judgment and to the best of the signer's knowledge, based upon information believed by the signer to be reliable, said Schedule has been prepared in accordance with applicable instructions; that the inventory described is allocable to the designated contract and is located at the places specified; if the property reported is termination inventory, that the quantities are not in excess of the reasonable quantitative requirements of the terminated portion of the contract; that this

Schedule does not include any items reasonably usable, without loss to the Contractor, on its other work; and that the costs shown on this Schedule are in accordance with the Contractor's records and books of account.

The Contractor agrees to inform the Contracting Officer of any substantial change in the status of the inventory shown in this Schedule between the date hereof and the final disposition of such inventory.

Subject to any authorized prior disposition, title to the inventory listed in this Schedule is hereby tendered to the Government and is warranted to be free and clear of all liens and encumbrances.

NAME OF CONTRACTOR	BY <i>(Signature of Authorized Official)</i>	TITLE	DATE
NAME OF SUPERVISORY ACCOUNTING OFFICIAL		TITLE	

STANDARD FORM 120# REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311	<b>REPORT OF                  EXCESS                  PERSONAL                  PROPERTY</b>	1. REPORT NO.	2. DATE MAILED	3. TOTAL COST
--	--	---------------	----------------	---------------

4. TYPE OF REPORT	(Check one only of "a," "b," "c," or "d.")	<input type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)	<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV
-------------------	--	---	--	--	---

5. TO (Name and Address of Agency to which report is made) THRU	6. APPROP. OR FUND TO BE REIMBURSED (if any)
---	--

7. FROM (Name and Address of reporting agency)	8. REPORT APPROVED BY (Name and Title)
--	--

9. FOR FURTHER INFORMATION, CONTACT (Title, Address and Telephone No.)	10. AGENCY APPROVAL (if applicable)
--	-------------------------------------

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)	12. GSA CONTROL NO.
---	---------------------

13. FSC GROUP NO.	14. LOCATION OF PROPERTY (if location is to be abandoned, give)	15. REIM/REQD <input type="checkbox"/> YES <input type="checkbox"/> NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
-------------------	---	---	------------------------	--------------------------

18. EXCESS PROPERTY LIST		COND (c)	UNIT (d)	NUMBE R OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)	



**CONTINUATION SHEET**  
**(Report of Excess Personal Property)**

Page \_\_\_\_\_

FROM (Name and Address of Reporting Agency)

REPORT NO.

AGENCY CONTROL  
NO.

EXCESS PROPERTY LIST (Continued)

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBE R OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	

**REPORT OF EXCESS  
 REAL PROPERTY**

1. HOLDING AGENCY NO.	DATE RECEIVED (GSA use only)
2. DATE OF REPORT	GSA CONTROL NO. (GSA use only)

3. TO (Furnish address of GSA regional office)	4. FROM (Name and address of holding agency)
5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED	6. NAME AND ADDRESS OF CUSTODIAN
7. PROPERTY IDENTIFICATION	8. PROPERTY ADDRESS (Give full location)

9. SPACE DATA						10. LAND	
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (Sq. ft.) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	(From SF 118-B)	ACRE OR SQUARE FEET
A. OFFICE						A. FEE	
B. STORAGE						B. LEASED	
C. OTHER (See 9 F)						C. OTHER	
D. TOTAL (From SF 118-A)						D. TOTAL	
E. GOV'T INTEREST: (1) OWNER			F. SPECIFY "OTHER" USE ENTERED IN C ABOVE				
(2) TENANT							

11. COST TO GOVERNMENT			12. LEASEHOLD(S) DATA (Use separate sheet if necessary)	
ITEM	SCHEDULE	COST	A. TOTAL ANNUAL RENTAL	\$
A. BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES	A (Col. d)	\$	B. ANNUAL RENT PER SQ. FT. OR ACRE	\$
B. LAND	B (Col. f)		C. DATE LEASE EXPIRES	
C. RELATED PERSONAL PROPERTY	C (Col. h)		D. NOTICE REQUIRED FOR RENEWAL	
D. TOTAL (Sum of 11A, 11B, and 11C)		\$	E. TERMINAL DATE OF RENEWAL RIGHTS	
E. ANNUAL PROTECTION AND MAINTENANCE COST (Government-owned or leased)			F. ANNUAL RENEWAL RENT PER SQ. FT. OR ACRE	\$
			G. TERMINATION RIGHTS (in days) LESSOR GOVERNMENT	

13. DISPOSITION OF PROCEEDS	14. TYPE OF CONSTRUCTION
15. HOLDING AGENCY USE	16. RANGE OF POSSIBLE USES

17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES

18. REMARKS

19. REPORT AUTHORIZED BY	NAME	SIGNATURE
	TITLE	

STANDARD FORM 118-A  
 DECEMBER 1953  
 PRESCRIBED BY GENERAL  
 SERVICES ADMINISTRATION  
 FPMR (41 CFR) 101-47.202

## BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES

### SCHEDULE A — SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

1. HOLDING AGENCY NO.

2. PAGE OF PAGES  
 OF THIS SCHEDULE

GSA CONTROL NO. (GSA use  
 only)

3. ANNUAL RENTAL

LINE NO.	HOLDING AGENCY BUILDING NO.	DESCRIPTION	COST	OUTSIDE DIMENSIONS	FLOOR AREA (Sq. ft.)	NO. OF FLOORS	CLEAR HEAD-ROOM	FLOOR LOAD RANGE	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST
(a)	(b)	(c)	(d)	(e)	(f)*	(g)*	(h)*	(i)*	(j)
1									
2									
3									
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27									
28									
29									
30									
31									
32									
TOTAL									

\* Prefix figures with symbols to denote type of space, as follows: (a) for office; (b) for storage; (c) for other.

# LAND

## SCHEDULE B — SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

1. HOLDING AGENCY NO.

2. PAGE OF PAGES  
OF THIS SCHEDULE

3. GOVERNMENT INTEREST

- LEASE       LICENSE  
 PERMIT     EASEMENT  
 FEE         INFORMAL  
    AGREEMENT

GSA CONTROL NO. (GSA use only)

LINE NO. (a)	TRACT NO. (b)	NAME OF FORMER OWNER OR LESSOR AND ADDRESS (c)	TRACT ACQUIRED (Acres or sq. ft.) (d)	EXCESS REAL PROPERTY			TYPE OF ACQUISITION (h)	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST (i)
				ACRES OR SQUARE FEET (e)	COST (f)	ANNUAL RENTAL (g)		
1								
2								
3								
4								
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28								
29								
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31								
32								
<b>TOTAL</b>								

STANDARD FORM 118-C  
 DECEMBER 1953  
 PRESCRIBED BY GENERAL  
 SERVICES ADMINISTRATION  
 FPMR (41 CFR) 101-47.202

**RELATED PERSONAL PROPERTY**

**SCHEDULE C — SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY**

1. HOLDING AGENCY NO.

2. PAGE OF PAGES  
OF THIS SCHEDULE

3. SCC GROUP (2 digits)

GSA CONTROL NO. (GSA use  
only)

ITEM NO. (a)	DESCRIPTION (b)	STANDARD COMMODITY CLASSIFICATION (c)	CON- DITION (d)	UNIT (e)	NUMBER OF UNITS (f)	UNIT COST (g)	TOTAL COST (h)	DO NOT USE THIS SPACE (i)	
<b>TOTAL</b>									

<b>INVENTORY SCHEDULE B</b> <i>(See SF 1425 for Instructions)</i> <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL		TYPE <input type="checkbox"/> TERMINATION <input checked="" type="checkbox"/> NONTERMINATION	TYPE OF CONTRACT Self-explanatory	DATE Date mailed	FORM APPROVED OMB NO.  <b>3090-0120</b>	
TYPE OF INVENTORY <input type="checkbox"/> RAW MATERIALS <input type="checkbox"/> PURCHASED PARTS <input type="checkbox"/> FINISHED COMPONENTS <i>(Other than metals)</i> <input type="checkbox"/> PLANT EQUIPMENT <input type="checkbox"/> MISCELLANEOUS <input type="checkbox"/> FINISHED PRODUCT			PROPERTY CLASSIFICATION		PAGE NO.	NO. OF PAGES
THIS SCHEDULE APPLIES TO <i>(Check one)</i> <input type="checkbox"/> A PRIME CONTRACT WITH THE GOVERNMENT <input type="checkbox"/> SUBCONTRACT OR PURCHASE ORDER			COMPANY PREPARING AND SUBMITTING SCHEDULE Self-explanatory			
GOVERNMENT PRIME CONTRACT NO. Self-explanatory			SUBCONTRACT OR P.O. NO.	REFERENCE NO.	STREET ADDRESS Self-explanatory	
CONTRACTOR WHO SENT NOTICE OF TERMINATION NAME			CITY AND STATE <i>(Include ZIP Code)</i> Self-explanatory			
ADDRESS <i>(Include ZIP Code)</i>			LOCATION OF MATERIAL Self-explanatory			
PRODUCT COVERED BY CONTRACT OR ORDER						

FOR USE OF CONTRACTING AGENCY ONLY	ITEM NO. (a)	DESCRIPTION (b)	GOVERNMENT PART OR DRAWING NUMBER AND REVISION NUMBER (b1)	TYPE OF PACKING <i>(Bulk, bbls., crates, etc.)</i> (b2)	CONDITION <i>(Use Code)</i> (c)	QUANTITY (d)	UNIT OF MEASURE (d1)	COST <i>(For finished product, show contract price instead of cost)</i>		CONTRACTOR'S OFFER (g)	FOR USE OF CONTRACTING AGENCY ONLY
								UNIT (e)	TOTAL (f)		
	1	See SF 120	--	--	--	1	--	--	3284.21		

**INVENTORY SCHEDULE CERTIFICATE**

The undersigned, personally and as representative of the Contractor, certifies that this Inventory Schedule consisting of page numbers \_\_\_ to \_\_\_ inclusive, dated \_\_\_\_\_ has been examined, and that in the exercise of the signer's best judgment and to the best of the signer's knowledge, based upon information believed by the signer to be reliable, said Schedule has been prepared in accordance with applicable instructions; that the inventory described is allocable to the designated contract and is located at the places specified; if the property reported is termination inventory, that the quantities are not in excess of the reasonable quantitative requirements of the terminated portion of the contract; that this

Schedule does not include any items reasonably usable, without loss to the Contractor, on its other work; and that the costs shown on this Schedule are in accordance with the Contractor's records and books of account.

The Contractor agrees to inform the Contracting Officer of any substantial change in the status of the inventory shown in this Schedule between the date hereof and the final disposition of such inventory.

Subject to any authorized prior disposition, title to the inventory listed in this Schedule is hereby tendered to the Government and is warranted to be free and clear of all liens and encumbrances.

NAME OF CONTRACTOR	BY <i>(Signature of Authorized Official)</i>	TITLE	DATE
NAME OF SUPERVISORY ACCOUNTING OFFICIAL		TITLE	

STANDARD FORM 120# REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311	<b>REPORT OF EXCESS PERSONAL PROPERTY</b>	1. REPORT NO.  To be assigned by DOE/NETL	2. DATE MAILED  Self-explanatory	3. TOTAL COST  Self-explanatory
--	---	--	--	---------------------------------------

4. TYPE OF REPORT	(Check one only of "a," "b," "c," or "d.")	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)	<input type="checkbox"/> e. OVERSEAS <input checked="" type="checkbox"/> f. CONTRACTORS INV
-------------------	--	--	--	--	--

5. TO (Name and Address of Agency to which report is made) THRU  Leave blank	6. APPROP. OR FUND TO BE REIMBURSED (if any)  None
--	--

7. FROM (Name and Address of reporting agency) U.S. DOE , National Energy Technology Laboratory  P.O. Box 880 Morgantown, WV 26507-0880	8. REPORT APPROVED BY (Name and Title)  To be approved by NETL Property Manager
---	---

9. FOR FURTHER INFORMATION, CONTACT (Title, Address and Telephone No.)  Contractor Name, Address, and Telephone Number	10. AGENCY APPROVAL (if applicable)
--	-------------------------------------

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)  Cognizant Property Administrator	12. GSA CONTROL NO.  Leave blank
---	--

13. FSC GROUP NO.	14. LOCATION OF PROPERTY (if location is to be abandoned, give)	15. REIM/REQD	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
See Chart, p. 81	Self-explanatory	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Leave blank	Leave blank

18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
1	EXAMPLE: (2) Screw Feeder (char) MFG: K-Tron Acquisition Date: *Model Number: *Serial Number: *Property Number: *Style: *Volts: *Watts: *Amperage: *Load Range: *Dimensions: *Approximate Weight: *List any restrictions, contaminates, special features, capacities, and capabilities.  * If Applicable. (1) "P" represents Government-owned equipment, "L" represents leased equipment, "3" represents numeric value assigned as the appropriate conditions, see chart for condition codes on page 98. (2) LIST ONLY ONE ITEM PER PAGE.	(1) P 3	ea	1	3284.21	\$3284.21	





Instructions for Preparing Standard Form 120

Item	Identification	Completion
1	Report No.	To be assigned by DOE/NETL.
2	Date Mailed	Enter date the report is mailed (not date on which prepared).
3	Total Cost	Enter the total of all amounts shown in Column 18(g) for all pages of the report.
4	Type of Report	Blocks a and f should be marked.
5	To	Leave blank.
6	Appropriation or Fund to be Reimbursed	Enter none.
7	From	Enter the name and address of the Federal Agency or department and bureau making the report.
8	Report Approved	Name and title of person authorized to approve the report.
9	For Further Information Contact	Enter title, address, and telephone number of the person who may be contacted.
10	Agency Approval	When responsibility for approval is vested in other than the reporting activity, the signature and title of the person authorized to approve shall be shown here.
11	Send P.O.'s or Disposal Instructions To	Enter title, address, and telephone number.
12	GSA Control No.	Not to be used by reporting activity.
13	FSC Group No.	Enter one of the codes listed in the chart on Pages 81-96.
14	Location of Property	Give the warehouse, building, or other specific location.
15	Reim/Required	Enter an (x) in No.
16	Agency Control No.	Not to be used by reporting activity.
17	Surplus Release Date	Not to be used by reporting activity.
18a	Item No.	Enter consecutive numbers for all line items beginning with "1." Enter only one item per page.

Instructions for Preparing Standard Form 120

Item	Identification	Completion
18b	Description	Describe each item in commercial terms and in sufficient detail to permit transfer or sale without further reference to holding agency.
18c	Condition	To obtain effective use, it is extremely important that the code designation entered in this column reflect the true condition of the property as of the date it is reported as excess. See Page 97 for disposal condition codes.
18d	Unit	Unit of measure.
18e	Number of Units	Quantity of each line item.
18f	Acquisition Cost Per Unit	Enter the recorded acquisition cost per unit. If acquisition cost is not known, enter the estimated cost per unit, excluding transportation and handling charges incurred after purchase. Identify an estimated cost by the prefix (E).
18g	Acquisition Cost Total	Computed total cost of each line item.
18h	Fair Value	Leave blank.

**REPORT OF EXCESS  
 REAL PROPERTY**

1. HOLDING AGENCY NO.  
 Leave blank

DATE RECEIVED (GSA use  
 only)

2. DATE OF REPORT  
 09/11/84

GSA CONTROL NO. (GSA use  
 only)

3. TO (Furnish address of GSA regional office)

General Services Administration

4. FROM (Name and address of holding agency)

Leave blank

5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED

Leave blank

6. NAME AND ADDRESS OF CUSTODIAN

Leave blank

7. PROPERTY IDENTIFICATION

Coal Gasifier Structure with Control Building

8. PROPERTY ADDRESS (Give full location)

New Wheel Industries, Inc.  
 144 West Harper Street  
 Bradley, IL 60915

9. SPACE DATA						10. LAND	
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (Sq. ft.) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	(From SF 118-B)	ACRE OR SQUARE FEET
A. OFFICE						A. FEE	
B. STORAGE						B. LEASED	
C. OTHER (See 9 F)	1	800	1	50 lb/sq. ft.	8'	C. OTHER	
D. TOTAL (From SF 118-A)	1	800				D. TOTAL	
E. GOV'T INTEREST: (1) OWNER	X	All	F. SPECIFY "OTHER" USE ENTERED IN C ABOVE Main control building for gasifier				
(2) TENANT							

11. COST TO GOVERNMENT			12. LEASEHOLD(S) DATA (Use separate sheet if necessary)	
ITEM	SCHEDULE	COST	A. TOTAL ANNUAL RENTAL	\$ 8,000
A. BUILDINGS, STRUCTURES, UTILITIES, AND MISCELLANEOUS FACILITIES	A (Col. d)	\$ 358,500	B. ANNUAL RENT PER SQ. FT. OR ACRE	\$ 8,000
B. LAND	B (Col. f)		C. DATE LEASE EXPIRES	03/31/85
C. RELATED PERSONAL PROPERTY	C (Col. h)	\$ 217,560	D. NOTICE REQUIRED FOR RENEWAL	60
D. TOTAL (Sum of 11A, 11B, and 11C)		\$ 576,060	E. TERMINAL DATE OF RENEWAL RIGHTS	01/31/85
E. ANNUAL PROTECTION AND MAINTENANCE COST (Government-owned or leased)			F. ANNUAL RENEWAL RENT PER SQ. FT. OR ACRE	\$ 8,000
			G. TERMINATION RIGHTS (in days) LESSOR 180 GOVERNMENT 180	

13. DISPOSITION OF PROCEEDS Leave blank	14. TYPE OF CONSTRUCTION Gasifier - Steel beam construction with concrete pad. Control Building - Frame construction with concrete floor.
--	---

15. HOLDING AGENCY USE Leave blank	16. RANGE OF POSSIBLE USES Leave blank
---------------------------------------	---

17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES  
 No known parties

18. REMARKS  
 Structure and building on privately owned, Government-leased property.

19. REPORT AUTHORIZED BY	NAME Phil Dirt	SIGNATURE
	TITLE Property Manager	

**BUILDINGS, STRUCTURES, UTILITIES, AND  
 MISCELLANEOUS FACILITIES**

**SCHEDULE A — SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY**

1. HOLDING AGENCY NO.  
 Leave blank

2. PAGE 1 OF 1 PAGES  
 OF THIS SCHEDULE

GSA CONTROL NO. (GSA use  
 only)

3. ANNUAL RENTAL  
 N/A

LINE NO.	HOLDING AGENCY BUILDING NO.	DESCRIPTION	COST	OUTSIDE DIMENSIONS	FLOOR AREA (Sq. ft.)	NO. OF FLOORS	CLEAR HEAD-ROOM	FLOOR LOAD RANGE	RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST
(a)	(b)	(c)	(d)	(e)	(f)*	(g)*	(h)*	(i)*	(j)
1	1	Main Control Building	28,500	20' x 40'	c 800	1	8'	50 lb/s	
2		Frame Construction With Concrete Floor.							Building and gasifier
3		Acquired 12-76							structure are located
4		Gasifier Structure	330,000	30' x 30'	N/A	8	N/A	N/A	on leased land.
5		Steel Structure With Concrete Pad.							
6		Acquired 12-76							
7									
8									
9									
10									
11									
12									
13									
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28									
29									
30									
31									
32									
TOTAL			358,500		c 800				

\* Prefix figures with symbols to denote type of space, as follows: (a) for office; (b) for storage; (c) for other.

**LAND**

**SCHEDULE B — SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY**

1. HOLDING AGENCY NO.  
 Leave blank

2. PAGE 1 OF 1 PAGES  
 OF THIS SCHEDULE

3. GOVERNMENT INTEREST

- LEASE
- PERMIT
- FEE
- LICENSE
- EASEMENT
- INFORMAL AGREEMENT

GSA CONTROL NO. (GSA use only)

LINE NO.	TRACT NO.	NAME OF FORMER OWNER OR LESSOR AND ADDRESS	TRACT ACQUIRED (Acres or sq. ft.)	EXCESS REAL PROPERTY				RESTRICTIONS ON USE OR TRANSFER OF GOVERNMENT INTEREST
				ACRES OR SQUARE FEET	COST	ANNUAL RENTAL	TYPE OF ACQUISITION	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1		Real property submitted on SF 118 is				8,000	Lease	
2		contractor owned and leased to the						
3		Government.						
4								
5								
6								
7								
8								
9								
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11								
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19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
TOTAL						8,000		

### RELATED PERSONAL PROPERTY

#### SCHEDULE C — SUPPLEMENT TO REPORT OF EXCESS REAL PROPERTY

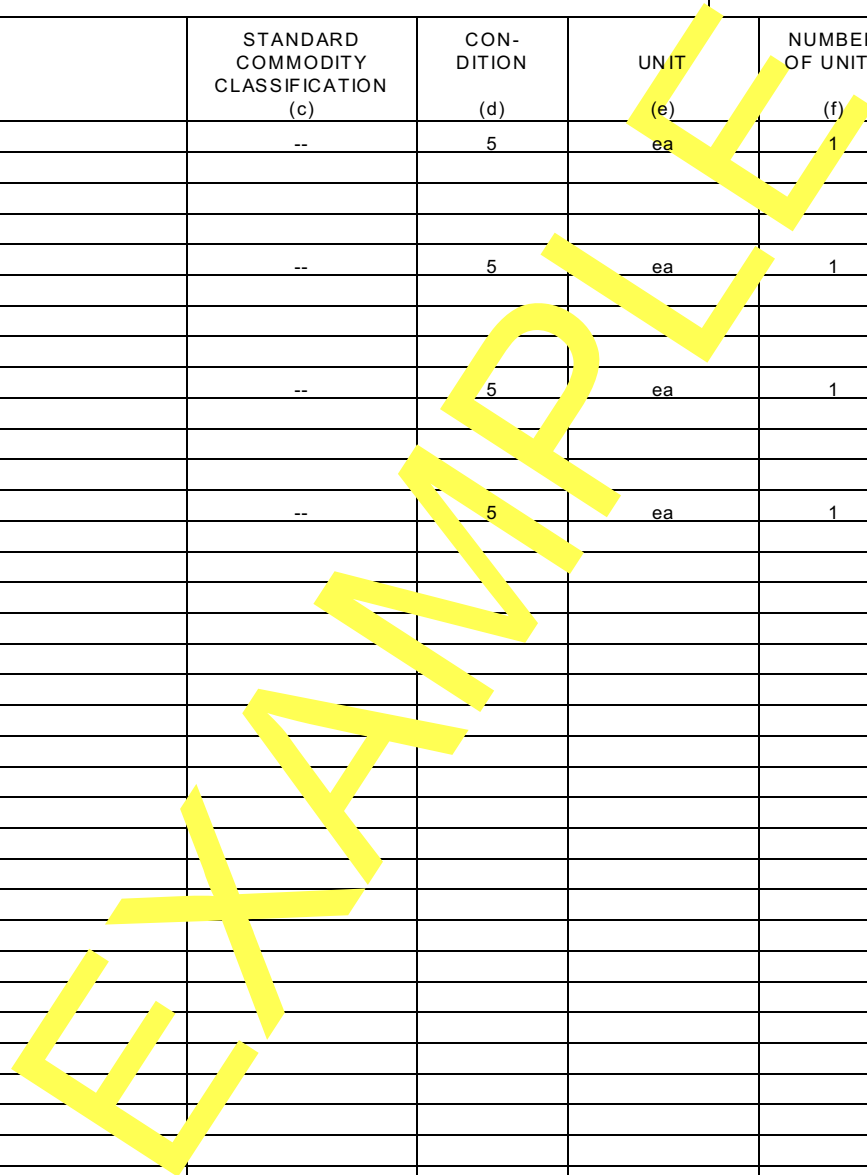
1. HOLDING AGENCY NO.  
Leave blank

2. PAGE 1 OF 1 PAGES  
OF THIS SCHEDULE

3. SCC GROUP (2 digits)  
Leave blank

GSA CONTROL NO. (GSA use  
only)

ITEM NO. (a)	DESCRIPTION (b)	STANDARD COMMODITY CLASSIFICATION (c)	CON- DITION (d)	UNIT (e)	NUMBER OF UNITS (f)	UNIT COST (g)	TOTAL COST (h)	DO NOT USE THIS SPACE (i)	
1	Generator, Gas, Mfr. Midland Ross. Cat # 34567 Acq. Date: 12-76 600,000 Btu/hr. 25' high.	--	5	ea	1	115,310	115,310		
2	Storage Tank, 20.00 gal. capacity Steel, Acq. Date: 12-76 Mfr: Paul Proteus Mfr., Inc.	--	5	ea	1	65,000	65,000		
3	Control Panel, with attached instruments Mfr: Pilfer Engineering, Inc. Acq. Date: 01-77	--	5	ea	1	17,250	17,250		
4	Line, Oxygen, Stainless Steel Below Ground, Acq. Date: 12-76 100 linear feet.	--	5	ea	1	20,000	20,000		
TOTAL								217,560.00	



Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
Standard Form 118: Report of Excess Real Property (Summary)		
1	Holding Agency Number	Leave blank.
2	Date of Report	Date completed.
3	GSA Office	Leave blank.
4	Holding Agency	Leave blank.
5	Representatives to be Contacted	Leave blank.
6	Name and Address of Custodian	Leave blank.
7	Property Identification	Give a brief description of the property.
8	Property Address	Full address of property location.
9	Space Data	For buildings only.
A	Office	Enter those buildings which predominantly consist of office space.
B	Storage	Enter those buildings which are used predominantly for storage.
C	Other (see 9F)	Enter those buildings which do not fall in either of the above categories.
(1)	Number of Buildings	Self explanatory.
(2)	Floor Area	Total floor area in square feet of reported buildings.
(3)	Number of Floors	Total number of floors of all buildings.
(4)	Floor Load Capacity	Pounds per square foot of floor load capacity.
(5)	Clear Headroom	Ceiling height in feet.
D	Total	Total number of buildings, Column (1) and total floor area, Column (2).
E	Government Interest	Indicate Government interest, either owned or leased.
F	Specify Other Use (9C and 10C)	Brief explanation of use of building, other than office or storage.
10	Land Data	For excess-owned or leased land only (from SF 118-B).

Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
A	Fee	Total acres or square feet of owned land.
B	Leased	Total acres or square feet of leased land.
C	Other	Total acres or square feet, not owned or leased.
D	Total	Total of A, B, and C.
11	Cost to Government	Breakdown of total cost to the Government.
A	Buildings, Structures, Utilities, and Miscellaneous Facilities	Original cost including installation, betterment, and improvements. If the cost is not available, estimate. Total of Column (d) of SF 118-A.
B	Land	Total of Column (f) of SF 118-B.
C	Related Personal Property	Total of Column (h) of SF 118-C.
D	Total	Total of Items A, B, and C above.
E	Annual Protection and Maintenance Cost	Total cost to the Government of protecting and maintaining the property. Includes the cost of personnel and utilities.
12	Leasehold Data	Applicable when the Government's interest is that of a lessee.
A	Total Annual Rent	Total amount of rent paid to the lessor annually. This figure is equal to the sum of Block 3 on SF 118-A and the total of Column (8) on SF 118-B.
B	Annual Rent Per Square Foot or Acre	Indicate unit of measure used.
C	Expiration Date	Date lease expires.
D	Renewal Notice	Number of days required for renewal notice.
E	Termination Date	Date termination rights expire.
F	Annual Renewal Rent Per Square Foot or Acre	Self explanatory.



Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
G	Termination Rights	Number of days within which the Government and lessor have to execute cancellation rights.
<p>Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for Items B and F. Use separate sheet, if necessary, when more than one lease is reported, to indicate data for Items C, D, E, and G above, with respect to each lease.</p>		
13	Disposition of Proceeds	Leave blank.
14	Type of Construction	Give brief description of the construction of the buildings, structures, utilities, and miscellaneous facilities listed.
15	Holding Agency Use	Leave blank.
16	Range of Possible Uses	Leave blank.
17	Interested Parties	Specify names and addresses of any Governmental agencies or other parties interested in the excess property.
18	Remarks	Give any remarks to further describe the property, or any other data which may be relevant for disposition purposes.
19	Report Authorized by	Name of person completing forms.

Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
Standard Form 118-A: Buildings, Structures, Utilities, and Miscellaneous Facilities		
1	Holding Agency Number	Leave blank.
2	Page	Self explanatory.
3	Annual Rental	Where the Government is a tenant, enter the actual rental cost to Government of the buildings, structures, utilities, and miscellaneous facilities.
(a)	Line	Self explanatory.
(b)	Holding Agency Number	Enter the number assigned to the building or structure.
(c)	Description	Describe the property indicating:
	1. Type of building or structure.	Storage, service, R&D, etc. Attach, where applicable, a general building layout plan.
	2. Type of construction.	Describe the type of construction (i.e., brick, steel, frame, etc.).
	3. Date of construction.	Date structure was completed.
	4. Remarks.	Provide any additional data useful in describing the structure.
(d)	Cost	Where the Government is the owner, enter the actual cost to the Government, if known. Estimate the cost, if not known. The total of this column shall be reported in Item A, Block 11, on SF 118.
(e)	Outside Dimensions	Enter the outside dimensions of the building or structure.
(f)	Floor Area	Enter separate gross floor area for each building or structure, in square feet. The total of this column shall be shown in Item D, Block 9 of SF 118.
(g)	Number of Floors	Indicate the number of floors in the building or structure, excluding the basement. If there is a basement, enter a "B" also.
(h)	Clear Headroom	Enter the ceiling height.

Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
(i)	Floor Load Range	Enter if data is available.
(j)	Restrictions on Use or Transfer	Describe any known restrictions on the use or transfer of Government interests (zoning, legal or other restrictions).
<p>Note: For Columns (f), (g), (h), and (i) prefix figures with symbols to denote type of space: (a) office; (b) storage, and (c) other.</p>		

Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
Standard Form 118-B: Land		
1	Holding Agency Number	Leave blank.
2	Page	Self explanatory.
3	Government Interest	Check the appropriate box to indicate the Government's interest in the land.
(a)	Line	Self explanatory.
(b)	Tract Number	Enter the tract number of the land under which the tract was acquired, if any.
(c)	Name of Former Owner or Lessor or Address	Self explanatory.
(d)	Tract Acquired	Total amount of land in which Government has an interest, in square feet or acres.
(e)	Acres or Square Feet	Total number of acres or square feet of excess land. The total of this column will be reported on Item B, Block 10, on SF 118.
(f)	Cost	Enter the total cost to the Government. The total of this column will be reported on Item B, Block 11, on SF 118.
(g)	Annual Rental Rate	Where the Government is a tenant, enter annual rental cost of excess land.
(h)	Type of Acquisition	Describe the method by which the land was acquired (i.e., lease, purchase, condemnation, etc.).
(i)	Restrictions	Describe any restrictions on the use or transfer of the right-of-way, roads, etc. Attach a report on the Government's legal title to the property.

Instructions for Completing Standard Forms 118, 118-A, 118-B, 118-C

Report of Excess Real Property

Item	Identification	Completion
Standard Form 118-C: Related Personal Property		
1	Holding Agency Number	Leave blank.
2	Page	Self explanatory.
3	SCC Group	Leave blank.
(a)	Item Number	Self explanatory.
(b)	Description	Describe the property in enough detail to furnish an adequate basis for utilization and disposal, including the manufacture's part number, catalogue number, etc.
(c)	Standard Commodity Class	Leave blank.
(d)	Condition	Indicate condition of property using Disposal Conditions Codes found in the tables on Page 97.
(e)	Unit	Indicate the unit of measure applicable to the item of property.
(f)	Number of Units	Specify number of units being listed.
(g)	Unit Cost	Insert the recorded procurement cost per unit. If not known, supply an accurate estimate.
(h)	Total Cost	Multiply number of units by the unit cost. The total of Column (h) shall be reported in Item C, Block 11, on SF 118.
(i)	Do Not Use This Space	Leave blank.

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Note:

1. All FSC Groups are listed;
2. Only FSC Classes most common to DOE Contractor facilities are listed;
3. Final inventories require a 4-digit FSC class number. If a 4-digit class number is not available in this list, use the most accurate 2-digit group number.

Group	Class	Description
10		Weapons
11		Nuclear Ordnance
12		Fire Control Equipment
	1210	Fire Control Directors
	1230	Fire Control Systems, Complete
	1290	Miscellaneous Fire Control Equipment
13		Ammunition and Explosives
	1370	Pyrotechnics
	1375	Demolition Materials
14		Guided Missiles
15		Aircraft; and Airframe Structural Components
16		Aircraft Components and Accessories
17		Aircraft Launching, Landing, and Ground Handling Equipment
18		Space Vehicles
19		Ships, Small Craft, Pontoons, and Floating Docks
20		Ship and Marine Equipment
22		Railway Equipment

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
23		Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
	2305	Ground Effect Vehicles
	2310	Passenger Motor Vehicles
	2320	Trucks and Truck Tractors, Wheeled
	2330	Trailers
	2340	Motorcycles, Motor Scooters, and Bicycles
24		Tractors, Excludes Truck Tractors
25		Vehicular Equipment Components
	2510	Vehicular Cab, Body, and Frame Structural Components
	2520	Vehicular Power Transmission Components
	2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components
	2540	Vehicular Furniture and Accessories
	2590	Miscellaneous Vehicular Components
26		Tires and Tubes
	2610	Tires and Tubes, Pneumatic, Except Aircraft
	2630	Tires, Solid and Cushion
	2640	Tire Rebuilding and Tire and Tube Repair Materials
28		Engines, Turbines, and Components
	2805	Gasoline Reciprocating Engines, Except Aircraft; and Components
	2815	Diesel Engines and Components
	2820	Steam Engines, Reciprocating; and Components
	2825	Steam Turbines and Components
	2830	Water Turbines and Water Wheels; and Components
	2835	Gas Turbines and Jet Engines, Except Aircraft; and Components
	2850	Gasoline Rotary Engines and Components
	2895	Miscellaneous Engines and Components

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
29		Engine Accessories
	2910	Engine Fuel System Components, Nonaircraft
	2920	Engine Electrical System Components, Nonaircraft
	2930	Engine Cooling System Components, Nonaircraft
	2940	Engine Air and Oil Filters, Strainers, and Cleaners, Nonaircraft
	2990	Miscellaneous Engine Accessories, Nonaircraft
30		Mechanical Power Transmission Equipment
	3010	Torque Converters and Speed Changers
	3020	Gears, Pulleys, Sprockets, and Transmission Chain
	3030	Belting, Drive Belts, Fan Belts, and Accessories
	3040	Miscellaneous Power Transmission Equipment
31		Bearings
	3110	Bearings, Antifriction, Unmounted
	3120	Bearings, Plain, Unmounted
	3130	Bearings, Mounted
32		Woodworking Machinery and Equipment
	3220	Woodworking Machines
	3230	Tools and Attachments for Woodworking Machinery
34		Metalworking Machinery
	3405	Saws and Filing Machines
	3408	Machining Centers and Way-Type Machines
	3410	Electrical and Ultrasonic Erosion Machines
	3411	Boring Machines
	3412	Broaching Machines
	3413	Drilling and Tapping Machines
	3414	Gear Cutting and Finishing Machines
	3415	Grinding Machines
	3416	Lathes



FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	3417	Milling Machines
	3418	Planers and Shapers
	3419	Miscellaneous Machine Tools
	3422	Rolling Mills and Drawing Machines
	3424	Metal Heat Treating and Non-Thermal Treating Equipment
	3426	Metal Finishing Equipment
	3431	Electric Arc Welding Equipment
	3432	Electric Resistance Welding Equipment
	3433	Gas Welding, Heat Cutting, and Metalizing Equipment
	3436	Welding Positioners and Manipulators
	3438	Miscellaneous Welding Equipment
	3439	Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
	3441	Bending and Forming Machines
	3442	Hydraulic and Pneumatic Presses, Power Driven
	3443	Mechanical Presses, Power Driven
	3444	Manual Presses
	3445	Punching and Shearing Machines
	3446	Forging Machinery and Hammers
	3447	Wire and Metal Ribbon Forming Machines
	3448	Riveting Machines
	3449	Miscellaneous Secondary Metal Forming and Cutting Machines
	3450	Machine Tools, Portable
	3455	Cutting Tools for Machine Tools
	3456	Cutting and Forming Tools for Secondary Metalworking Machinery
	3460	Machine Tool Accessories
	3461	Accessories for Secondary Metalworking Machinery
	3465	Production Jigs, Fixtures, and Templates

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	3470	Machine Shop Sets, Kits, and Outfits
35		Service and Trade Equipment
	3550	Vending and Coin-Operated Machines
	3590	Miscellaneous Service and Trade Equipment
36		Special Industry Machinery
	3605	Food Products Machinery and Equipment
	3610	Printing, Duplicating, and Bookbinding Equipment
	3630	Clay and Concrete Products Industries Machinery
	3650	Chemical and Pharmaceutical Products Manufacturing Machinery
	3655	Gas Generating and Dispensing Systems, Fixed or Mobile
	3670	Specialized Semiconductor, Microcircuit, and Printed Circuit Board Manufacturing Machinery  Includes Substrate Preparation Equipment; Circuit Pattern Forming Equipment; Interconnecting and Packaging Equipment.
	3680	Foundry Machinery, Related Equipment and Supplies
	3694	Clean Work Stations, Controlled Environment, and Related Equipment
	3695	Miscellaneous Special Industry Machinery
37		Agricultural Machinery and Equipment
38		Construction, Mining, Excavating, and Highway Maintenance Equipment
	3805	Earth Moving and Excavating Equipment
	3810	Cranes and Crane-Shovels
	3815	Crane and Crane-Shovel Attachments
	3820	Mining, Rock Drilling, Earth Boring, and Related Equipment
	3825	Road Clearing and Cleaning Equipment
	3830	Truck and Tractor Attachments
	3835	Petroleum Production and Distribution Equipment
	3895	Miscellaneous Construction Equipment

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
39		Materials Handling Equipment
	3910	Conveyors
	3915	Materials Feeders
	3920	Materials Handling Equipment, Nonself-Propelled
	3930	Warehouse Trucks and Tractors, Self-Propelled
	3940	Blocks, Tackle, Rigging, and Slings
	3950	Winches, Hoists, Cranes, and Derricks
	3960	Elevators and Escalators
	3990	Miscellaneous Materials Handling Equipment Includes Skids; Pallets
40		Rope, Cable, Chain, and Fittings
	4010	Chain and Wire Rope
	4020	Fiber Rope, Cordage, and Twine
	4030	Fittings for Rope, Cable, and Chain
41		Refrigeration, Air Conditioning, and Air Circulating Equipment
	4110	Refrigeration Equipment
	4120	Air Conditioning Equipment
	4130	Refrigeration and Air Conditioning Components
	4140	Fans, Air Circulators, and Blower Equipment
42		Fire Fighting, Rescue, and Safety Equipment
	4210	Fire Fighting Equipment
	4240	Safety and Rescue Equipment Includes Portable Fire Escapes

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
43		Pumps and Compressors
	4310	Compressors and Vacuum Pumps
	4320	Power and Hand Pumps
	4330	Centrifugals, Separators, and Pressure and Vacuum Filters
44		Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors
	4410	Industrial Boilers
	4420	Heat Exchangers and Steam Condensers
	4430	Industrial Furnaces, Kilns, Lehrs, and Ovens
	4440	Driers, Dehydrators, and Anhydrators
	4460	Air Purification Equipment
45		Plumbing, Heating, and Sanitation Equipment
	4510	Plumbing Fixtures and Accessories
	4520	Space Heating Equipment and Domestic Water Heaters
	4530	Fuel Burning Equipment Units
	4540	Miscellaneous Plumbing, Heating, and Sanitation Equipment
46		Water Purification and Sewage Treatment Equipment
47		Pipe, Tubing, Hose, and Fittings
	4710	Pipe and Tube
	4720	Hose and Tubing, Flexible
	4730	Fittings and Specialties; Hose, Pipe, and Tube
48		Valves
	4810	Valves, Powered
	4820	Valves, Nonpowered
49		Maintenance and Repair Shop Equipment
	4910	Motor Vehicle Maintenance and Repair Shop Specialized Equipment
	4930	Lubrication and Fuel Dispensing Equipment
	4940	Miscellaneous Maintenance and Repair Shop Specialized Equipment
51		Hand Tools

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	5110	Hand Tools, Edged, Nonpowered
	5120	Hand Tools, Nonedged, Nonpowered
	5130	Hand Tools, Power Driven
	5133	Drill Bits, Counterbores, and Countersinks: Hand and Machine
	5136	Taps, Dies, and Collets: Hand and Machine
	5140	Tool and Hardware Boxes
	5180	Sets, Kits, and Outfits of Hand Tools
52		Measuring Tools
	5210	Measuring Tools, Craftsmen's
	5220	Inspection Gages and Precision Layout Tools
53		Hardware and Abrasives
	5305	Screws
	5306	Bolts
	5307	Studs
	5310	Nuts and Washers
	5315	Nails, Keys, and Pins
	5320	Rivets
	5325	Fastening Devices
	5330	Packing and Gasket Materials
	5335	Metal Screening
	5340	Miscellaneous Hardware
	5345	Disks and Stones, Abrasive
	5350	Abrasive Materials
	5355	Knobs and Pointers
	5360	Coil, Flat, and Wire Springs
	5365	Rings, Shims, and Spacers
54		Prefabricated Structures and Scaffolding

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	5410	Prefabricated and Portable Buildings
	5411	Rigid Wall Shelters
	5420	Bridges, Fixed and Floating
	5430	Storage Tanks
	5440	Scaffolding Equipment and Concrete Forms
	5445	Prefabricated Tower Structures
	5450	Miscellaneous Prefabricated Structures
55		Lumber, Millwork, Plywood, and Veneer
	5510	Lumber and Related Basic Wood Materials
	5520	Millwork
	5530	Plywood and Veneer
56		Construction and Building Materials
	5610	Mineral Construction Materials, Bulk
	5620	Building Glass, Tile, Brick, and Block
	5630	Pipe and Conduit, Nonmetallic
	5640	Wallboard, Building Paper, and Thermal Insulation Materials
	5650	Roofing and Siding Materials
	5660	Fencing, Fences, and Gates
	5670	Architectural and Related Metal Products
	5680	Miscellaneous Construction Materials
58		Communication, Detection, and Coherent Radiation Equipment
	5805	Telephone and Telegraph Equipment
	5810	Communications Security Equipment and Components
	5811	Other Cryptologic Equipment and Components
	5815	Teletype and Facsimile Equipment
	5820	Radio and Television Communication Equipment, Except Airborne
	5830	Intercommunication and Public Address Systems, Except Airborne

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	5835	Sound Recording and Reproducing Equipment
	5895	Miscellaneous Communication Equipment
59		Electrical and Electronic Equipment Components
	5905	Resistors
	5910	Capacitors
	5915	Filters and Networks
	5920	Fuses and Lightning Arresters
	5925	Circuit Breakers
	5930	Switches
	5935	Connectors, Electrical
	5940	Lugs, Terminals, and Terminal Strips
	5945	Relays and Solenoids
	5050	Coils and Transformers
	5955	Piezoelectric Crystals
	5960	Electron Tubes and Associated Hardware
	5961	Semiconductor Devices and Associated Hardware
	5962	Microcircuits, Electronic
	5963	Electronic Modules
	5965	Headsets, Handsets, Microphones, and Speakers
	5970	Electrical Insulators and Insulating Materials
	5975	Electrical Hardware and Supplies
	5977	Electrical Contact Brushes and Electrodes
	5985	Antennas, Waveguide, and Related Equipment
	5990	Synchros and Resolvers
	5995	Cable, Cord, and Wire Assemblies: Communication Equipment
	5999	Miscellaneous Electrical and Electronic Components
60		Fiber Optics Materials, Components, Assemblies, and Accessories

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	6010	Fiber Optic Conductors
	6015	Fiber Optic Cables
	6020	Fiber Optic Cable Assemblies and Harnesses
	6030	Fiber Optic Devices
	6060	Fiber Optic Interconnectors
	6070	Fiber Optic Accessories and Supplies
	6080	Fiber Optic Kits and Sets
61		Electric Wire, and Power and Distribution Equipment
	6105	Motors, Electrical
	6110	Electrical Control Equipment
	6115	Generators and Generator Sets, Electrical
	6116	Fuel Cell Power Units, Components, and Accessories
	6120	Transformers: Distribution and Power Station
	6125	Converters, Electrical, Rotating
	6130	Converters, Electrical, Nonrotating
	6135	Batteries, Primary
	6140	Batteries, Secondary
	6145	Wire and Cable, Electrical
	6150	Miscellaneous Electric Power and Distribution Equipment
62		Lighting Fixtures and Lamps
	6210	Indoor and Outdoor Electric Lighting Fixtures
	6220	Electric Vehicular Lights and Fixtures
	6230	Electric Portable and Hand Lighting Equipment
	6240	Electric Lamps
	6250	Ballasts, Lampholders, and Starters
	6260	Nonelectrical Lighting Fixtures
63		Alarm, Signal, and Security Detection Systems



FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	6310	Traffic and Transit Signal Systems
	6350	Miscellaneous Alarm, Signal, and Security Detection Systems
65		Medical, Dental, and Veterinary Equipment and Supplies
	6545	Medical Sets, Kits, and Outfits
66		Instruments and Laboratory Equipment
	6620	Engine Instruments
	6625	Electrical and Electronic Properties Measuring and Testing Instruments
	6630	Chemical Analysis Instruments
	6635	Physical Properties Testing Equipment
	6636	Environmental Chambers and Related Equipment
	6640	Laboratory Equipment and Supplies
	6645	Time Measuring Instruments
	6650	Optical Instruments
	6655	Geophysical and Astronomical Instruments
	6660	Meteorological Instruments and Apparatus
	6665	Hazard-Detecting Instruments and Apparatus
	6670	Scales and Balances
	6675	Drafting, Surveying, and Mapping Instruments
	6680	Liquid and Gas Flow, Liquid Level, and Mechanical Motion Measuring Instruments
	6685	Pressure, Temperature, and Humidity Measuring and Controlling Instruments
	6695	Combination and Miscellaneous Instruments
67		Photographic Equipment
	6710	Cameras, Motion Picture
	6720	Cameras, Still Picture
	6730	Photographic Projection Equipment

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
	6740	Photographic Developing and Finishing Equipment
	6750	Photographic Supplies
	6760	Photographic Equipment and Accessories
	6770	Film, Processed
	6780	Photographic Sets, Kits, and Outfits
68		Chemicals and Chemical Products
	6810	Chemicals
	6820	Dyes
	6830	Gases: Compressed and Liquefied
	6840	Pest Control Agents and Disinfectants
	6850	Miscellaneous Chemical Specialties
69		Training Aids and Devices
	6910	Training Aids  Includes Mockups; Cutaway Models; Scale Models; Training Films; Training Aid Maps
	6940	Communication Training Devices
70		General Purpose Automatic Data Processing Equipment, Software, Supplies, and Support Equipment
	7010	ADPE Configuration
	7020	ADP Central Processing Unit, Analog
	7021	ADP Central Processing Unit, Digital
	7022	ADP Central Processing Unit, Hybrid
	7025	ADP Input/Output and Storage Devices
	7030	ADP Software
	7035	ADP Accessorial Equipment
	7040	Punched Card Equipment
	7045	ADP Supplies and Support Equipment
	7050	ADP Components

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
71		Furniture
	7105	Household Furniture
	7110	Office Furniture
	7125	Cabinets, Lockers, Bins, and Shelving
	7195	Miscellaneous Furniture and Fixtures
72		Household and Commercial Furnishings and Appliances
	7230	Draperies, Awnings, and Shades
	7240	Household and Commercial Utility Containers
	7290	Miscellaneous Household and Commercial Furnishings and Appliances
73		Food Preparation and Serving Equipment
74		Office Machines and Visible Record Equipment
	7420	Accounting and Calculating Machines
	7430	Typewriters and Office-Type Composing Machines
	7450	Office-Type Sound Recording and Reproducing Machines
	7460	Visible Record Equipment
	7490	Miscellaneous Office Machines
75		Office Supplies and Devices
	7510	Office Supplies
	7520	Office Devices and Accessories
	7530	Stationery and Record Forms
	7540	Standard Forms
76		Books, Maps, and Other Publications
	7610	Books and Pamphlets
	7670	Microfilm, Processed
	7690	Miscellaneous Printed Matter
77		Musical Instruments, Phonographs, and Home-Type Radios
78		Recreational and Athletic Equipment

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
79		Cleaning Equipment and Supplies
80		Brushes, Paints, Sealers, and Adhesives
81		Containers, Packaging, and Packing Supplies
	8110	Drums and Cans
	8120	Commercial and Industrial Gas Cylinders
83		Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags
84		Clothing, Individual Equipment, and Insignia
85		Toiletries
87		Agricultural Supplies
88		Live Animals
89		Subsistence
91		Fuels, Lubricants, Oils, and Waxes
93		Nonmetallic Fabricated Materials
94		Nonmetallic Crude Materials
95		Metal Bars, Sheets, and Shapes
	9505	Wire, Nonelectrical, Iron and Steel
	9510	Bars and Rods, Iron and Steel
	9515	Plate, Sheet, Strip and Foil; Iron and Steel
	9520	Structural Shapes, Iron and Steel
	9525	Wire, Nonelectrical, Nonferrous Base Metal
	9530	Bars and Rods, Nonferrous Base Metal
	9535	Plate, Sheet, Strip, and Foil: Nonferrous Base Metal
	9540	Structural Shapes, Nonferrous Base Metal
	9545	Plate, Sheet, Strip, Foil and Wire: Precious Metal

FEDERAL SUPPLY CLASSIFICATION  
GROUPS AND CLASSES

Group	Class	Description
96		Ores, Minerals, and Their Primary Products
	9610	Ores
	9620	Minerals, Natural and Synthetic
	9630	Additive Metal Materials and Master Alloys
	9640	Iron and Steel Primary Semifinished Products
	9650	Nonferrous Base Metal Refinery and Intermediate Forms
	9660	Precious Metals Primary Forms
	9670	Iron and Steel Scrap
	9680	Nonferrous Metal Scrap
99		Miscellaneous
	9999	Miscellaneous Items

## DISPOSAL CONDITION CODES

<u>DISPOSAL CONDITION CODE</u>	<u>BRIEF DEFINITION</u>	<u>EXPANDED DEFINITION</u>
1	Excellent	Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable	Property which shows some wear but can be used without significant repair.
7	Repairable	Property which is unusable in its current condition but can be economically repaired.
X	Salvage	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap	Property which has no value except for its basic material content.

6. HIGH RISK PERSONAL PROPERTY INVENTORY

This report is required by the D.O.E. for the control (acquisition, management, and disposal) of high risk property to ensure that such disposition does not adversely affect public safety and/or the environment, national security, or nuclear nonproliferation objectives of the United States. Refer to Personal Property Letter, at "<http://www.oakridge.doe.gov/property/970-3>" for additional information.

Types of high risk property are as follows:

- a. Specially designed or prepared property.
- b. Export controlled property
- c. Export controlled information.
- d. Hazardous property
- e. Nuclear Weapon components
- f. Proliferation Sensitive property
- g. Radioactive property
- h. Unclassified controlled Nuclear Information.

U.S. DEPARTMENT OF ENERGY  
**HIGH RISK PERSONAL PROPERTY  
INVENTORY**

In accordance with DOE Property Management Regulation, Subpart 109-1.53, I certify that, I do/do not have any high risk personal property in my possession, or in the possession of my subawardee in connection with this award.

Award No. \_\_\_\_\_

If you or your subawardee has high risk personal property, it is recommended that the property be reported using the following format:

**EXAMPLE**

I have the following high risk personal property at my facility or at my subawardee's facility:

Item No.	Description	Unit	Quantity	Location

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



7. CAPITAL / SENSITIVE PROPERTY INVENTORY REPORTS

This report is required by the reporting requirements of the contract in accordance with FAR 45.508-2.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

SUBJECT: Capital Property Inventory; Contract No. \_\_\_\_\_

In accordance with the reporting requirements of the subject contract, the "Capital Inventory" was conducted on \_\_\_\_\_. The results of the inventory are as follows:

Total Items to be Inventoried: \_\_\_\_\_

Total Cost of Items to be Inventoried: \$\_\_\_\_\_

Total Items Found: \_\_\_\_\_

Total Cost of Items Found: \$\_\_\_\_\_

Total Number of Items Not Inventoried: \_\_\_\_\_

Total Cost of Items Not Inventoried: \$\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

SUBJECT: Sensitive Property Inventory; Contract No. \_\_\_\_\_

In accordance with the reporting requirements of the subject contract, the "Sensitive Inventory" was conducted on \_\_\_\_\_. The results of the inventory are as follows:

Total Items to be Inventoried: \_\_\_\_\_

Total Cost of Items to be Inventoried: \$\_\_\_\_\_

Total Items Found: \_\_\_\_\_

Total Cost of Items Found: \$\_\_\_\_\_

Total Number of Items Not Inventoried: \_\_\_\_\_

Total Cost of Items Not Inventoried: \$\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. ANNUAL REPORTS OF PROPERTY IN THE CUSTODY OF CONTRACTORS

This section includes the NETL Form 580.1-8 and the instructions for completion of that form.

This report is to be completed by September 30th and submitted by October 15th of each year. The contractor shall not be notified in advance that this report is due.

This report includes **ALL** government owned, purchased and furnished property and materials. Instructions for the completion are found on the reverse side of the NETL Form 580.1-8.

# ANNUAL REPORT OF PROPERTY IN THE CUSTODY OF CONTRACTORS

1. TO <i>(Enter name and address of property administrator)</i>  ACQUISITION & ASSISTANCE DIVISION DOCUMENT CONTROL (M/S 921-143) US DEPARTMENT OF ENERGY FEDERAL ENERGY TECHNOLOGY CENTER PO BOX 10940 PITTSBURGH PA 15236-0940			2. FROM <i>(Enter full name and address of contractor)</i>			
3. IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT						
4. CONTRACT NO.	5. CONTRACT PURPOSE	6. BUSINESS TYPE <i>(L, S, or N)</i>	7. OFFICIAL NAME OF PARENT COMPANY			
8. PROPERTY LOCATION(S)			9. PLANT EQUIPMENT PACKAGE			
a. PROPERTY <i>(Type of Account)</i>	b. BALANCE BEGINNING OF PERIOD		c. ADDITIONS <i>(in dollars)</i>	d. DELETIONS <i>(in dollars)</i>	e. BALANCE END OF PERIOD	
	(1) Acquisition Cost <i>(in dollars)</i>	(2) Quantity <i>(in units or acres)</i>			(1) Acquisition Cost <i>(in dollars)</i>	(2) Quantity <i>(in units or acres)</i>
10. LAND						
11. OTHER REAL PROPERTY						
12. PLANT EQUIPMENT > \$25,000						
12.1 PLANT EQUIPMENT = TO OR > \$5,000 < \$24,999						
13. PLANT EQUIPMENT < \$5,000						
14. GOVERNMENT MATERIAL FURNISHED = TO OR > \$50,000						
15. GOVERNMENT MATERIAL ACQUIRED > \$50,000						
<b>CERTIFICATION</b> I certify that this report was prepared under FETC requirements from records maintained under FAR 45.5 and DEAR 945.5						
16. CONTRACTOR REPRESENTATIVE						
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		b. SIGNATURE		c. DATE SIGNED		
17. DOE PROPERTY REPRESENTATIVE						
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. SIGNATURE		d. DATE SIGNED		
b. TELEPHONE NUMBER						
Area Code (     )						

## REPORTING INSTRUCTIONS

**GENERAL.** The prime contractor shall report all DOE/FETC property (*as indicated*) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 15 of each year. Report zero balances on contracts accountable for DOE/FETC property when they close.

**REPORT AS OF 30 SEP 20** \_\_\_\_\_. Fill in the appropriate year (*or other date*).

**ITEM 1 - TO.** Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (*including City, State, and ZIP + 4*).

**ITEM 2 - FROM.** Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like ABC International Inc., for example.

**ITEM 3.** Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

**ITEM 4 - CONTRACT NO.** Enter the 15-digit contract number under which the Government property is accountable. Use format DE-XXXX-XXXXXXXXXX.

**ITEM 5 - CONTRACT PURPOSE.** Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

- a. Research and Development.
- b. Supplies and Equipment (deliverable end items)
- c. Facilities Contract
- d. Lease of facilities by the contractor
- e. Maintenance, Repair, Modification, or Rebuilding of Equipment
- f. Operation of a Government-Owned Plant or Facilities including test sites, ranges, installations
- g. Service contract performed primarily on Military Installations, test facilities, ranges or sites
- h. Contract for storage of Government Property
- i. Others

**ITEM 6 - TYPE OF BUSINESS.** Enter a 1-character alphabetic code indicating the type of business concern:

L = Large      S = Small      N = Non-profit

(See FAR Part 19 for definition of Small and FAR 31.701 for definition of Non-Profit.)

**ITEM 7.** Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is the one in which common stock has been issued irrespective of whether

**ITEM 8 - PROPERTY LOCATION(S).** Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontract property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

**ITEM 9 - PLANT EQUIPMENT UNIT/PROCESS.** Enter the Nomenclature and Use of a Plant Equipment Package if one exists on this contract. Leave blank otherwise. Example: ACME Proof-of-Concept.

**ITEM 10 - 15.b(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR).** Enter the acquisition cost for each type of property as defined in FAR 45.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

**ITEMS 10, 12-13.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR).** Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

**ITEMS 10 - 13.c. - ADDITIONS (*in dollars*).** For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material. NOTE: For Item 12, >\$25K, use attachment.

**ITEMS 10 - 13.d. - DELETIONS (*in dollars*).** For property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material. NOTE: For Items >\$25K, use attachment.

**ITEMS 10 - 15.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR).** Enter the acquisition cost for each type of property as defined in FAR 45.5.

**ITEMS 10, 12, 13.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR).** Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

**ITEM 16 - CONTRACTOR REPRESENTATIVE.** Type the name of the contractor representative authorized by the property control system to sign this report. This will be the person certifying the report was prepared under DOE/FETC reporting requirements from records maintained by the contractor under FAR 45.5. Date and signature of person indicated in Item 16.a.

**ITEM 17 - DOE PROPERTY REPRESENTATIVE.** Type the name of the DOE/FETC Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number. Sign and date.

**NOTE TO CONTRACTOR:** When reporting more than one







9. CONTRACTOR'S PROPERTY MANAGEMENT SYSTEM REPORTS

This report is required in accordance with FAR 45.104 and the Reporting Requirements of the award. The contractor shall submit this report within the first six months of the award. This system should include how all government owned property in their possession and with their subcontractors shall be controlled, protected , preserved, and maintained in accordance with FAR 45.5. (An example of a generic property management system may be found on the following five pages of this manual.)

## ***SAMPLE "GENERIC SYSTEM"***

### **GOVERNMENT PROPERTY CONTROL SYSTEM PROCEDURE (LIMITED)**

The following procedures will be followed to meet the minimum requirement of the Federal Acquisition Regulations (FAR) Part 45 as invoked by the Government Property Clause of current Government contracts. In the event changes are required to be made to these procedures, they will be submitted to the Organization Property Management Officer, U.S. Department of Energy, National Energy Technology Laboratory, PO Box 10940, Pittsburgh PA 15236, for review prior to implementation. Where the contract requires additional or other procedures than that prescribed herein, the contract requirement shall prevail. The undersigned or similarly designated individual will be responsible for implementing these procedures.

#### **I. ACQUISITION AND RECEIVING**

- a. All items are to be procured on Purchase Order (PO). The PO will be used as the acquisition document, as well as the receiving document.
- b. Upon receipt of Government property, it will be checked against the PO and annotated to reflect the date and condition received.
- c. The property will then be issued for its intended purpose. Items not immediately consumed will be marked with Government identification.
- d. All completed PO's will be filed in contract files as a matter of record.

#### **II. RECORDS**

- a. The receipt and issue method of property control will be utilized for all acquisitions of property that is immediately consumed. The completed copy of the purchase order will be the record.
- b. Items considered non-consumable that are required for test purposes or to support production will be posted to the property records data base, to include the following information:
  1. Contract number.
  2. Nomenclature/description of the item (including manufacture, model number, part number, and or serial number).
  3. Quantity received and unit of measure.
  4. Quantity on-hand and issued.
  5. Unit price.
  6. Location.
  7. End item on which used.
  8. Posting reference and date of transaction.
  9. Disposition.

### III. STORAGE AND IDENTIFICATION

- a. Government property will be segregated from contractor assets and clearly marked as to be identifiable as Government property, e.g., U.S. Government.
- b. Storage areas for Government property will be secured to limit access to only authorized personnel.
- c. Steps will be taken to protect items from harsh environment while in storage.

### IV. UTILIZATION

Government property will be used only for the purposes outlined under the terms of the accountable contract, unless **specific written approval** for alternated uses is obtained from the **Contracting Officer**.

### V. MOVEMENT

Movement of Government property from the contractors facility to any other location or return of Government property from an off-site location shall be recorded immediately in the property record data base.

### VI. PHYSICAL INVENTORY

- a. Government-owned material and equipment will be inventoried at least once annually on the anniversary of the subject contract. The inventory will consist of sighting, tagging and reconciling the results of the records.
- b. The results of the inventory will be posted to the records and the assigned contract Property Administrator will receive written notification, Sensitive Property (Attachment d) and Capital Property (Attachment d) of the results.

### VII. REPORTS

- a. If there are any damages, theft or loss of Government property, the assigned contract Property Administrator will be promptly notified and a written report in memorandum format containing all the factual data as to the circumstances surrounding the incident. Along with the report a NETL Form 4410.2 "Property Retirement Work Order Authorization" (Attachment d) will be sent.
- b. NETL Form 580.1-8, "Annual Report of Property in the Custody of Contractors" (Attachment d) will be submitted to the below address annually with period ending date of September 30 of each year.

- c. Any other report required by the contract terms and conditions.

Send reports to:

AAD DOCUMENT CONTROL  
U.S. DEPARTMENT OF ENERGY  
NATIONAL ENERGY TECHNOLOGY LABORATORY  
P.O. BOX 10940  
PITTSBURGH, PA 15236-0940

VIII. MAINTENANCE AND REPAIR

Government property will be properly cared for, maintained, used and provided the necessary maintenance to obtain a high quality of production and most useful life. A preventative maintenance schedule will be established in accordance with the manufacturer's recommendations.

IX. MOTOR VEHICLE MANAGEMENT (IF APPLICABLE)

Government-owned motor vehicles will be used for "OFFICIAL GOVERNMENT BUSINESS." No other use is authorized without written consent of the Contracting Officer.

X. SUBCONTRACTORS CONTROLS

Any subcontractor possessing or controlling Government property will be required to adequately care for and maintain the property and assure that it is used only as authorized in the contract.

XI. DISPOSITION

- a. Standard Form 120, "Report of Excess Personal Property" (Attachment d) shall be submitted to contract assigned Property Administrator or Contract Officer anytime Government property is determined to be "excess" or no longer needed during the contract.
- b. Standard Form 1428, "Inventory Schedule B" (Attachment d) along with Standard Form 120, "Report of Excess Personal Property" shall be submitted to contract assigned Property Administrator or Contract Officer upon completion of the contract for disposition instructions.

XII. CONTRACT COMPLETION

Upon completion of all work under the contract and disposition of all Government property, the contract assigned Property Administrator will be notified by letter and

furnished a NETL Form 580.1-7 Property Certificate (attached) or a 580.1-9 for Financial Assistance Awards (attached).

---

(Signature of Company President/Contract Manager)

---

(Date)

---

(Typed/Printed Name)

---

(Position Title)

THE FOLLOWING PAGES ARE THE REFERENCED  
NETL FORMS FOR THE REQUIREMENTS OF THE  
PROPERTY MANAGEMENT SYSTEM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

SUBJECT: Capital Property Inventory; Contract No. \_\_\_\_\_

In accordance with the reporting requirements of the subject contract, the "Capital Inventory" was conducted on \_\_\_\_\_. The results of the inventory are as follows:

Total Items to be Inventoried: \_\_\_\_\_  
Total Cost of Items to be Inventoried: \$ \_\_\_\_\_  
Total Items Found: \_\_\_\_\_  
Total Cost of Items Found: \$ \_\_\_\_\_  
Total Number of Items Not Inventoried: \_\_\_\_\_  
Total Cost of Items Not Inventoried: \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

SUBJECT: Sensitive Property Inventory; Contract No. \_\_\_\_\_

In accordance with the reporting requirements of the subject contract, the "Sensitive Inventory" was conducted on \_\_\_\_\_. The results of the inventory are as follows:

Total Items to be Inventoried: \_\_\_\_\_

Total Cost of Items to be Inventoried: \$\_\_\_\_\_

Total Items Found: \_\_\_\_\_

Total Cost of Items Found: \$\_\_\_\_\_

Total Number of Items Not Inventoried: \_\_\_\_\_

Total Cost of Items Not Inventoried: \$\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_



DATE:

REPORT NUMBER:

# PROPERTY RETIREMENT WORK ORDER AUTHORIZATION

**TO: PROPERTY MANAGEMENT UNIT**

**STATUS OF PROPERTY (\* Explain Below)**

- |                                 |   |
|---------------------------------|---|
| <input type="checkbox"/> Loss   | <input type="checkbox"/> Unserviceable      |
| <input type="checkbox"/> Theft  | <input type="checkbox"/> Inventory Shortage |
| <input type="checkbox"/> Damage | <input type="checkbox"/> Other _____        |

**RETIREMENT AUTHORIZATION FOR PROPERTY LISTED BELOW**

ITEM NO.	PROPERTY NUMBER	DESCRIPTION	UNIT	UNIT COST	QUANTIT Y	TOTAL COST
(If additional space is needed use additional sheets)					<b>TOTAL</b>	

**\* EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY**

*I certify that the foregoing statement is accurate and complete to the best of my knowledge.*

\_\_\_\_\_  
 (Signature of Responsible Party)

\_\_\_\_\_  
 (Date)

**ACCOUNTABLE PROPERTY OFFICER STATEMENT & RECOMMENDATIONS**

\_\_\_\_\_  
 (Signature of Accountable Property Officer)

\_\_\_\_\_  
 (Date)

**PROPERTY MANAGEMENT OFFICER**

- Retirement Authorization Approved
- Referred to Board of Survey
- Other

\_\_\_\_\_  
 (Signature of Property Management Officer)

\_\_\_\_\_  
 (Date)

**BOARD OF SURVEY (FINDINGS AND RECOMMENDATIONS)**

WE CERTIFY THAT WE HAVE PERSONALLY INSPECTED THE PROPERTY LISTED HEREON AND FIND ITS CONDITIONS TO BE AS SHOWN. THE FINDINGS AND RECOMMENDATIONS LISTED BELOW SUBSTANTIATE THE RECOMMENDED DISPOSITION.

WE CERTIFY THAT WE HAVE INVESTIGATED THE CIRCUMSTANCES SURROUNDING THE LOSS, THEFT OR DAMAGE OF THE PROPERTY LISTED HEREON AND OUR FINDINGS AND RECOMMENDATIONS ARE LISTED BELOW :

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

**PROPERTY MANAGEMENT**

Board of Survey Recommendations:

- Approved
- Disapproved

\_\_\_\_\_  
(Signature of Property Management Officer) (Date)

**REMARKS**

**FINAL ACTION TAKEN**

\_\_\_\_\_  
(Signature of Property Management Officer) (Date)

# ANNUAL REPORT OF PROPERTY IN THE CUSTODY OF CONTRACTORS

1. TO <i>(Enter name and address of property administrator)</i>  ACQUISITION & ASSISTANCE DIVISION DOCUMENT CONTROL (M/S 921-143) US DEPARTMENT OF ENERGY FEDERAL ENERGY TECHNOLOGY CENTER PO BOX 10940 PITTSBURGH PA 15236-0940			2. FROM <i>(Enter full name and address of contractor)</i>			
3. IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT						
4. CONTRACT NO.	5. CONTRACT PURPOSE	6. BUSINESS TYPE <i>(L, S, or N)</i>	7. OFFICIAL NAME OF PARENT COMPANY			
8. PROPERTY LOCATION(S)			9. PLANT EQUIPMENT PACKAGE			
a. PROPERTY <i>(Type of Account)</i>	b. BALANCE BEGINNING OF PERIOD		c. ADDITIONS <i>(in dollars)</i>	d. DELETIONS <i>(in dollars)</i>	e. BALANCE END OF PERIOD	
	(1) Acquisition Cost <i>(in dollars)</i>	(2) Quantity <i>(in units or acres)</i>			(1) Acquisition Cost <i>(in dollars)</i>	(2) Quantity <i>(in units or acres)</i>
10. LAND						
11. OTHER REAL PROPERTY						
12. PLANT EQUIPMENT > \$25,000						
12.1 PLANT EQUIPMENT = TO OR > \$5,000 < \$24,999						
13. PLANT EQUIPMENT < \$5,000						
14. GOVERNMENT MATERIAL FURNISHED = TO OR > \$50,000						
15. GOVERNMENT MATERIAL ACQUIRED > \$50,000						
<b>CERTIFICATION</b> I certify that this report was prepared under FETC requirements from records maintained under FAR 45.5 and DEAR 945.5						
16. CONTRACTOR REPRESENTATIVE						
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		b. SIGNATURE			c. DATE SIGNED	
17. DOE PROPERTY REPRESENTATIVE						
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		c. SIGNATURE			d. DATE SIGNED	
b. TELEPHONE NUMBER						
Area Code (     )						

## REPORTING INSTRUCTIONS

**GENERAL.** The prime contractor shall report all DOE/FETC property (*as indicated*) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 15 of each year. Report zero balances on contracts accountable for DOE/FETC property when they close.

**REPORT AS OF 30 SEP 20** \_\_\_\_\_. Fill in the appropriate year (*or other date*).

**ITEM 1 - TO.** Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (*including City, State, and ZIP + 4*).

**ITEM 2 - FROM.** Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like ABC International Inc., for example.

**ITEM 3.** Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

**ITEM 4 - CONTRACT NO.** Enter the 15-digit contract number under which the Government property is accountable. Use format DE-XXXX-XXXXXXXXXX.

**ITEM 5 - CONTRACT PURPOSE.** Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

- a. Research and Development.
- b. Supplies and Equipment (deliverable end items)
- c. Facilities Contract
- d. Lease of facilities by the contractor
- e. Maintenance, Repair, Modification, or Rebuilding of Equipment
- f. Operation of a Government-Owned Plant or Facilities including test sites, ranges, installations
- g. Service contract performed primarily on Military Installations, test facilities, ranges or sites
- h. Contract for storage of Government Property
- i. Others

**ITEM 6 - TYPE OF BUSINESS.** Enter a 1-character alphabetic code indicating the type of business concern:

L = Large      S = Small      N = Non-profit

(See FAR Part 19 for definition of Small and FAR 31.701 for definition of Non-Profit.)

**ITEM 7.** Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is the one in which common stock has been issued irrespective of whether the stock is publicly traded or not and which is not a subsidiary

**ITEM 8 - PROPERTY LOCATION(S).** Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontract property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

**ITEM 9 - PLANT EQUIPMENT UNIT/PROCESS.** Enter the Nomenclature and Use of a Plant Equipment Package if one exists on this contract. Leave blank otherwise. Example: ACME Proof-of-Concept.

**ITEM 10 - 15.b(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR).** Enter the acquisition cost for each type of property as defined in FAR 45.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

**ITEMS 10, 12-13.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR).** Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

**ITEMS 10 - 13.c. - ADDITIONS (*in dollars*).** For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material. NOTE: For Item 12, >\$25K, use attachment.

**ITEMS 10 - 13.d. - DELETIONS (*in dollars*).** For property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material. NOTE: For Items >\$25K, use attachment.

**ITEMS 10 - 15.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR).** Enter the acquisition cost for each type of property as defined in FAR 45.5.

**ITEMS 10, 12, 13.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR).** Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

**ITEM 16 - CONTRACTOR REPRESENTATIVE.** Type the name of the contractor representative authorized by the property control system to sign this report. This will be the person certifying the report was prepared under DOE/FETC reporting requirements from records maintained by the contractor under FAR 45.5. Date and signature of person indicated in Item 16.a.

**ITEM 17 - DOE PROPERTY REPRESENTATIVE.** Type the name of the DOE/FETC Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number. Sign and date.

**NOTE TO CONTRACTOR:** When reporting more than one contract from the same location and the same contractor, you

STANDARD FORM 120# REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311	<b>REPORT OF EXCESS PERSONAL PROPERTY</b>	1. REPORT NO.	2. DATE MAILED	3. TOTAL COST
--	---	---------------	----------------	---------------

4. TYPE OF REPORT	(Check one only of "a," "b," "c," or "d.")	<input type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)	<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV
-------------------	--	---	--	--	---

5. TO (Name and Address of Agency to which report is made) THRU	6. APPROP. OR FUND TO BE REIMBURSED (if any)
---	--

7. FROM (Name and Address of reporting agency)	8. REPORT APPROVED BY (Name and Title)
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9. FOR FURTHER INFORMATION, CONTACT (Title, Address and Telephone No.)	10. AGENCY APPROVAL (if applicable)
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11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)	12. GSA CONTROL NO.
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13. FSC GROUP NO.	14. LOCATION OF PROPERTY (if location is to be abandoned, give)	15. REIM/REQD <input type="checkbox"/> YES <input type="checkbox"/> NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
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18. EXCESS PROPERTY LIST		COND (c)	UNIT (d)	NUMBE R OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)	

<b>INVENTORY SCHEDULE B</b> (See FAR Section 45.606 for instructions) <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	TYPE <input type="checkbox"/> TERMINATION <input type="checkbox"/> NONTERMINATION	TYPE OF CONTRACT	DATE	OMB No.: <b>9000-0015</b> Expires: 05/31/98
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Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

TYPE OF INVENTORY <input type="checkbox"/> RAW MATERIALS (Other than metals) <input type="checkbox"/> PURCHASED PARTS <input type="checkbox"/> FINISHED COMPONENTS <input type="checkbox"/> FINISHED PRODUCT <input type="checkbox"/> PLANT EQUIPMENT <input type="checkbox"/> MISCELLANEOUS	PROPERTY CLASSIFICATION	PAGE NO.	NO. OF PAGES
COMPANY PREPARING AND SUBMITTING SCHEDULE			
THIS SCHEDULE APPLIES TO (Check one) <input type="checkbox"/> A PRIME CONTRACT WITH THE GOVERNMENT <input type="checkbox"/> SUBCONTRACT OR PURCHASE ORDER			
STREET ADDRESS			
GOVERNMENT PRIME CONTRACT NO.	SUBCONTRACT OR P.O. NO.	REFERENCE NO.	

<b>CONTRACTOR WHO SENT NOTICE OF TERMINATION</b>		CITY AND STATE (Include ZIP Code)
NAME		LOCATION OF MATERIAL
ADDRESS (Include ZIP Code)		
PRODUCT COVERED BY CONTRACT OR ORDER		

FOR USE OF CONTRACTING AGENCY ONLY	ITEM NO.	DESCRIPTION				CONDITION (Use code)	QUANTITY	UNIT OF MEASURE	COST (For finished product, show contract price instead of cost)		CONTRACTOR'S OFFER	FOR USE OF CONTRACTING AGENCY ONLY
		ITEM DESCRIPTION	GOVERNMENT PART OR DRAWING NUMBER AND REVISION NUMBER	TYPE OF PACKING (Bulk, bbls., crates, etc.)	UNIT				TOTAL			
										(a)		

**INVENTORY SCHEDULE**

This inventory Schedule has been examined, and in the exercise of the signer's best judgment and to the best of the signer's knowledge, based upon information believed by the signer to be reliable, said Schedule has been prepared in accordance with applicable instructions; the inventory described is allocable to the designated contract and is located at the places specified; if the property reported is termination inventory, the quantities are not in excess of the reasonable quantitative requirements of the terminated portion of the contract; this Schedule does not include any items reasonably usable, without loss to the Contractor, on its other work; and the costs shown on this Schedule are in accordance with the Contractor's records and books of account.

The Contractor agrees to inform the Contracting Officer of any substantial change in the status of the inventory shown in this Schedule between the date hereof and the final disposition of such inventory.

Subject to any authorized prior disposition, title to the inventory listed in this Schedule is hereby tendered to the Government and is warranted to be free and clear of all liens and encumbrances.

NAME OF CONTRACTOR	BY (Signature of Authorized Official)	TITLE	DATE
NAME OF SUPERVISORY ACCOUNTING OFFICIAL		TITLE	

# PROPERTY CERTIFICATE

1. Contractor	3. Contract No.
2. Address	
4. Item I or II as applicable:  I. There was no residual Government-owned property of any description remaining at the completion of this contract. Therefore, this constitutes a negative reply to the Government request for a final inventory of residual Government-owned property on the subject contract.  _____ Signature and Title _____ Date _____  II. A final inventory of residual <u>GOVERNMENT-OWNED PROPERTY ONLY</u> is enclosed for the category (or categories) checked:  <input type="checkbox"/> Equipment <input type="checkbox"/> Materials and Supplies  Except for the category (or categories) checked above, no other residual Government-owned property of any description remains on this contract, at its completion:  _____ Signature and Title _____ Date _____  All Government-owned property (whether acquired with contract funds or Government furnished) is required to be disposed of at the completion of this contract. Since this agreement is in the process of being closed out, it is required that named contractor furnish an inventory of such residual Government-owned property in its possession relating to this contract. Items of equipment acquired with contract funds, title to which is vested in the Contractor, should <u>not</u> be included.  The inventory should be in two (2) parts:  (a) <u>Equipment</u> - Items having a value of \$5000 and having a life expectancy of two (2) or more years.  (b) <u>Noncapital Equipment</u> - Minor equipment, materials and supplies, residuals from production, scrap, and other special materials (such as platinum), etc.  The inventory should show for each item the following:  1. Complete description. 2. Tag numbers for capital equipment. 3. Unit cost. 4. Condition and date acquired. 5. Quantity or weights for other special materials.  Type and level of radioactive contamination should be provided on items reported, when appropriate, or a general statement included that none is contaminated.	
<p style="text-align: center;"><i>Contractor: Send completed original to NETL Contracting Officer, and one copy to Document Control identified in the contract.</i></p>	

## PROPERTY CERTIFICATE-GRANT

1. Grant Number	2. Grantee
Based on the records maintained by the Grantee in accordance with the Property Management standards set forth in the Grant, the following reflects the status of real and personal property provided by the Department of Energy (DOE), or partially or wholly funded by DOE, now in the custody in the Grantee.	
I. REAL PROPERTY: <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please complete A through C under I. where applicable)</i>	
A. <u>Federally Owned</u> : <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, please list below:</i>	
B. <u>Acquired With Project Funds</u> : <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please list below, and also complete item C)</i>	
C. <u>Mark one of the following only if answer to B is yes:</u> (1) <input type="checkbox"/> The property will continue to be used for the purposes authorized in the Grant. (2) <input type="checkbox"/> The property is no longer needed and disposition instructions are requested from DOE. (3) <input type="checkbox"/> The property is no longer needed for the purposes of the Grant, and approval is requested from DOE to use the property in other projects. <i>(Name the Specific Projects):</i>	
II. NONEXPENDABLE PERSONAL PROPERTY: <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please complete A through F under II. where applicable)</i>	
A. <u>Federally Owned</u> : <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> List attached <input type="checkbox"/> Listed as follows:	
B. <input type="checkbox"/> <u>Not acquired with Project Funds.</u>	
C. <input type="checkbox"/> <u>Acquired with Project Funds and exempt pursuant to Statutory Authority of:</u>	
D. <input type="checkbox"/> <u>Acquired with Project Funds and not exempt.</u> Property acquired at a unit acquisition cost of \$1000 or more? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Complete 1, 2, or 3)</i> (1) <input type="checkbox"/> The property will continue to be used for the purposes authorized in the Grant. (2) <input type="checkbox"/> The property is no longer needed for purposes of the Grant, and shall be used in the following federally sponsored activities. (3) <input type="checkbox"/> The property is no longer needed for purposes of the Grant or other federally sponsored activities and: <input type="checkbox"/> The Grantee wishes to retain the property <input type="checkbox"/> The Grantee requests disposition instructions from DOE	
E. <u>If the Grantee wishes to retain property, what is the fair market value?</u>	
F. <u>How was the fair market value determined?</u>	
III. EXPENDABLE PERSONAL PROPERTY: <input type="checkbox"/> No <input type="checkbox"/> Yes	
A. <i>If yes, does residual inventory exceed \$1000 in total aggregate fair market value?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	
B. <input type="checkbox"/> The property will be used on other federally sponsored.	
C. <input type="checkbox"/> The property will be retained for use on other nonfederally sponsored activities or sold. <i>(If checked, complete D. also)</i>	
D. <input style="width: 100px;" type="text"/> Total aggregate fair market value of the property. How was fair market value determined?	
Name	Signature
Title	Date