

PROPERTY MANAGEMENT POLICY and PROCEDURES

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

MANAGED BY

Jefferson Science Associates, LLC

for

THE US DEPARTMENT OF ENERGY

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Part 1 PERSONAL PROPERTY SYSTEM

1.1 General

The Jefferson Science Associates (JSA) is contractually responsible for establishing and maintaining an effective, safe and efficient personal property management system for the Thomas Jefferson National Accelerator Facility (Jefferson Lab). Accordingly, JSA has developed and implemented policies and procedures to ensure compliance with the Department of Energy (DOE)/JSA operating contract.

1.1.1 Applicability –

- a. This document applies to all Jefferson Lab employees and contractors performing on-site in Jefferson Lab or Jefferson Lab leased property.
- b. This document also applies to institutions loaning or borrowing equipment to or from Jefferson Lab.
- c. All Jefferson Lab personnel are responsible for the proper and efficient acquisition, use, maintenance, and disposal of Jefferson Lab property used in the performance of their duties.
- d. Jefferson Lab employees are authorized to use Government property. Users may upon completing a request, borrow tools from the Tool Crib managed by the Technical Stockroom. If temporary employees (contracted staff or subcontractors) need to use Government they may also borrow the items from the Tool Crib provided the following:
 - Provisions for borrowing Government property are included in their contract that details responsibility for lost or damaged items, and
 - The borrower signs a loan agreement.

All borrowed tools and equipment shall be returned before the borrower leaves the site for more than five business days.

- e. Loss or misuse of Government property will be addressed in the individual's annual performance evaluation and shall impact the assigned level of performance.

1.1.2 Use of Government Property

- a. Facilities, tools, supplies, material and equipment used by the Laboratory are state and Federal Government-owned property. As such, their use on or off the Laboratory site for any purpose other than official Laboratory business is prohibited. Individuals guilty of such improper activity will be subject to corrective action by Jefferson Lab and/or prosecution under applicable laws.
- b. No property shall be removed from the Jefferson Lab site for use, loan, trade-in, or repair without prior written approval of the Property Officer. Documentation to support the removal of property is in the form of loan agreements, subcontract documents, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA, or Letters of Agreement.

Such documentation shall be presented to the Property Officer prior to their approval. Exception: Custodians may take their assigned cell phones, PDAs, and pagers off site without additional documentation.

- c. No laptops, computers, or other tagged property may be hand-carried or shipped out of the United States without prior written authorization of the Property Officer, and written release by the Export Control Officer.

1.1.3 Property Control

Appropriate control techniques must be used to minimize waste and to prevent loss, theft, unauthorized removal, and abuse. The level of controls imposed over property should be consistent with its useful life, cost, and sensitivity: Jefferson Lab uses one or a combination of several of the below strategies to control property:

- a. Administrative controls:
 - 1. Independent authorization for purchase
 - 2. Independent verification of receipt
 - 3. Independent authorization for payment
 - 4. Calibration and maintenance schedules
 - 5. Tool crib check controls
 - 6. Loss and theft reports
 - 7. Check-out procedures for transferring or terminating employees
 - 8. Corrective actions for the misappropriation of property
 - 9. Loan agreement or shipping document for removal of property
- b. Property marking.
- c. Property number tagging and recordkeeping.
- d. Sensitive property determination.
- e. Physical control.

1.2 Types of Property

1.2.1 Personal Property All property other than real property such as buildings and their associated infrastructure such as roads, parking lots, water mains etc. Below are listed various types of personal property. Definitions are provided in Appendix A.

- a. Administratively Controlled Items
- b. Capital Property
- c. Consumable Property
- d. Equipment
- e. Excess Property

- f. Government Furnished Property
- g. High Risk Property
- h. Motor Equipment
- i. Motor Vehicles
- j. Non-Consumable Property
- k. Precious Metals
- l. Related Real Property
- m. Salvage Property
- n. Scrap Property
- o. Sensitive Property
- p. Stores and Spare Parts
- q. Controlled Substances, Hypodermic Needles, Syringes and Potable Alcohol

1.2.2 Real Property

Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including any fixtures permanently installed therein. Real property is tangible property other than moveable property or tangible intellectual property. Real property improvements include upgrades and/or enhancements to existing facility characteristics.

1.3 Responsibilities

Lab Director The Jefferson Science Associates, LLC through the Lab Director, is responsible for the efficient and economical management of all property in the custody of the Laboratory. Areas of responsibility include proper acquisition, receiving, identification, storage, use, excess, salvage, and disposal of supplies, materials, and property.

Line Management Responsible for the general management, proper use, and protection of property entrusted to their personnel. Line management from each Laboratory division is responsible for planning its own personal property requirements and for allocating, using, and maintaining its personal property resources in the most effective manner. All property custodians shall have a performance expectation to properly maintain and protect all assigned property. Decisions regarding acquisition, need, and storage of property items as well as the management of storage and operating areas will be in compliance with Laboratory policies. In addition, a custodian's line management is responsible for taking the necessary actions to prevent theft,

misuse, damage or other improper activity involving Jefferson Lab property. They shall also ensure that any equipment to be warehoused or shipped is prepared (no residual electrical charges or gas pressure), properly lubricated, and serviced.

Property Management Organization Property Management led by the **Property Officer** is responsible for serving as a focal point for developing policy and procedures, and oversight of property management activities and record keeping. Property Management maintains the Property Database, establishes Laboratory Property Management standards and criteria, and ensures that property is effectively managed. Property Management is responsible for establishing and implementing procedures that address the acquisition, control, use, disposition, and required inventory of property at the Laboratory. Each Division is responsible for property accountability through its Line Management.

Property Administrator On-site DOE Federal employee assigned property management responsibilities and charged with providing contractual monitoring and surveillance of the Jefferson Lab property management system.

Precious Metals Control Officer (PMCO) Jefferson Lab's primary point of contact for precious metals control and management, responsible for administering the Laboratory's program according to the Federal Property Management Regulations. The PMCO manages operation of the Lab's central precious metal repository.

Property Custodians Any employee, subcontractor, or user who is accountable for assigned personal property. All property should be assigned to the individual using it. For property held for use by a group, line management shall establish a system to track use of the property and safeguard the property when not in use. This may include establishment of a local tool crib (See Section 3.9). Custodians are responsible for the protection, control, and proper use of property under their stewardship. Custodians shall verify the location and condition of all assigned property on an annual basis or when requested by Property Office. Custodians are responsible for locating their property during any inventory and will be held accountable for the loss of any property not located. Accountability will be handled through the performance assessment process. Loss of property due to gross negligence or willful misconduct may lead to dismissal for staff or removal from the site for Users. Subcontractors are financially responsible for loss and damage from improper use.

Procurement ("P") Credit Card Holders - Employees that "pick-up" property directly from local vendors must bring the property to Jefferson Lab Shipping and Receiving within 24-hours after pick-up. The property staff will inspect, identify, tag, and enter receipt information into property and financial systems.

Motor Equipment Fleet Manage & Vehicle Control Officer Manages the Government motor equipment and vehicle program to ensure equipment is acquired, maintained, and utilized in support of Jefferson Lab programs in the minimum quantity required and in the most efficient manner consistent with program requirements, safety considerations, and fuel economy. This includes establishing local vehicle utilization

targets, managing “pool” of shared general-purpose passenger vehicles, and collecting data and preparing Federal Automotive Statistical Tool (FAST) and Commonwealth vehicle reports.

Subcontracting Officer Persons within the Jefferson Lab Procurement Services Department who have the authority to enter into, administer, and/or terminate contracts, and make related determinations and findings. Responsible for coordinating closely with the Property Officer to ensure: (1) subcontractors properly safeguard and manage Government personal property in their possession, (2) property available for reutilization is considered before new property is acquired and (3) Property Officer is alerted to subcontracts that involve “drop” shipments to other sites or acquisition of “high risk” property.

1.4 Training and Communication The Property Officer is responsible for property related training for Jefferson Lab property managers and custodians and elevating general property awareness among the entire Lab population. The following elements are included in this training/awareness program:

Professional Certification - Coordinating training required for professional certification of the Property Officer, Property Administrator and the Stockroom Manager.

Custodian Responsibilities - Personal Property Custodian Responsibilities Form was signed by current employees as part of transition to the JSA Contract and reviewed annually as part of annual custodian property validation. Form signed by new employees upon arrival. Property Manual change overview presentations and discussions will be made available to work groups.

Property Awareness - Keeping Jefferson Lab staff advised of property issues (by memo, e-mail, newsletters, etc.)

Part 2 Acquiring Personal Property Property for Jefferson Lab can be obtained by borrowing from another institution, transfer from DOE, purchasing, fabrication, gift, or trade. Unjustified acquisitions may be referred by the Property Officer to the Chief Operating Officer. No property shall be obtained without an identified specific use. Property that does not have a specific identified use shall be made available for transfer to other groups at Jefferson Lab or other agencies through the Property Office.

All hazardous materials used at Jefferson Lab require preapproval before arriving at the facility --- this includes material brought to the lab by visiting users from other institutions. Contact Jefferson Lab Environmental, Health, Safety & Quality Division for pre-approval on specific chemical and radiological material.

2.1 Acquiring Excess Property

Excess Government personal property shall be used to the maximum extent possible to reduce operational costs. Property that has been designated excess by the General

Services Administration, the Department of Energy, the Department of Defense, or other Federal agency, is considered the first source of supply to the Laboratory. Excess material available at Jefferson Lab is listed on the Property Management website. Excess property from DOE Labs or other Federal sites may be available usually for the cost of shipment.

Transfer of excess property from another facility or agency must be submitted for approval through the Property Officer prior to shipment to Jefferson Lab. The Jefferson Lab staff member interested in the property must determine if it is cost effective to bring it to the Lab. Factors to consider include: the technical risk and overhead costs, age, condition, usefulness, contamination, storage requirements, needed repairs, and shipping. Shipping costs need to consider crane & rigging services; special carriage and road permit cost for very large items. This determination is documented and submitted using the Property Management website. All available documentation should be obtained and reviewed including repair history, parts lists, photographs, owner's manuals, calibration records, blueprints, and schematics from the prior owner and the manufacturer. Travel to inspect the property may be funded by the employee's division if the suitability of the item cannot be determined by telephone and correspondence. Alternately, the division may subcontract for a technical survey. In either case, the inspector must be technically capable of evaluating the condition and potential usefulness of the items.

Any personal property transferred from another DOE or Federal agency is subject to the same labeling and reporting requirements as purchased property and reported to the Property Office.

Acquisition of High Risk excess property shall also be approved by the DOE Site Office.

2.1.1 Central Tool Crib and Free Stock - The Stockroom manages two programs to assist those at the Lab by providing use of tools and materials already on site. The first is a Central Tool Crib that has common use and specialty tools for loan to Lab departments. This program is designed to reduce duplication of expensive tools that are used only occasionally. The second is the Free Stock program which makes materials already on-site available for use to all groups. This program is designed to ensure items currently on hand are used prior to purchasing additional material. See sections 3.8 and 3.9.

2.2 Borrowing of Property From Other Institutions

Using idle property from DOE and other Federal or state agencies is advantageous to the taxpayer and is encouraged when the following conditions apply:

- It is practical and economical.
- The property is required for short periods of time (typically 1 year or less; longer period when justified by DOE program officials).

- The terms of the borrowing arrangement are included in a written agreement and controls are established to ensure the prompt return of the property to the lender.

Request to borrow property from DOE or other agencies shall be submitted and approved by the Property Officer as a loan agreement prior to shipment of the property to Jefferson Lab.

2.3 Purchasing Property

Property can be purchased by submitting a purchase request through Procurement, authorized "P" credit card program, E-Commerce, or the stockroom.

The Chief Operating Officer has assigned an additional level of managers beyond the normal signatory levels within a specific department or division to approve the purchase of the below listed material and equipment to ensure systematic application of safety requirements, configuration management, and budget constraints.

Audio Visual and Conferencing Equipment	Computer Center Infrastructure Manager
Bikes & Helmets	Material Management Manager
Books	Library
Hazardous Chemicals	Lab Industrial Hygienists
Computers	Chief Information Officer
Deuterium Gas	Deuterium Custodian
Furniture	Director, Facilities & Logistics
Hand and Power Tools	Material Management Manager
Hypodermic Needles, Syringes	Medical Equipment Custodian
Lasers	Laser Safety Officer
Lead	Material Management Manager
Material Handling Equipment	Material Handling SME
Potable Alcohol	Potable Alcohol Custodian
Vehicles & Motor Equipment	Director, Facilities Management & Logistics
Precious Metals	Material Management Manager
Radiological Sealed Sources	RADCON Source Custodian

To limit handling, storage and disposal cost and Commodity Managers for toxic or hazardous material should strive to minimize order quantity or direct employee to environmentally preferable alternative.

Administratively controlled, equipment, and sensitive items and equipment shall not be procured using a "P" credit card except by Procurement.

Each individual piece of personal property shall be procured under a single funds code. Split funding of acquisition of a single property item is not allowed.

2.4 Trading-In Property

Trading-in one piece of property for a new or upgraded item can be a cost effective option. Trade-ins must be for a similar item and shall be coordinated with both the Property Officer and Procurement by using the fillable form available on the Property webpage.

2.5 In-house Fabrications

In-house fabrications are subject to the same labeling and reporting requirements as purchased property and shall be reported to the Property Office.

Part 3 Control and Utilization of Personal Property The goal of the property program is to assure proper control and utilization of personal property within practical economic and administrative burdens. The following procedures for receipt and inspection, marking, protection, accountability, physical inventory and disposal of property accomplish this goal at Jefferson Lab.

3.1 Shipping & Delivery Addresses All property delivered or brought to Jefferson Lab must be delivered through the Laboratory's central Shipping and Receiving function. This includes property on loan from other research facilities, new purchases, property acquired via transfer from other agencies, and property returned from being repaired. The only exceptions are the tanker truck delivery of helium, nitrogen, and fuel oil, material delivered as part of a construction subcontract, and books. These items are received separately under the supervision of the Subcontracting Officer's Technical Representative (SOTR).

The shipping address for all purchases other than books is

Jefferson Lab
Shipping & Receiving, Bldg 90
12000 Jefferson Ave
Newport News, VA 23606

Ref: Purchase Order Number

All books are delivered directly to the Library for cataloging and marking. The shipping address is:

Jefferson Lab

Library, Suite 1xx
12050 Jefferson Ave
Newport News, VA 23606

3.2 Drop Shipments to Other than Jefferson Lab

When there is an operational need to drop ship an item of Jefferson Lab property to an alternate location such drop shipments shall be coordinated with Procurement and Property Management. Procurement documents and MOA/MOU shall clearly specify the drop location and specific instructions for the recipient. Subcontracting Officer will direct vendors making drop shipments to forward a copy of the drop shipment delivery documents to Property Office.

Laboratory property delivered to off-site locations must always be promptly identified and meet the terms and conditions of use as stated in the contract. Property Management will tag the item in its location and enter the identifying information into the Property database.

3.3 Receipt of Incoming Shipments

Property delivered to Jefferson Lab must be cleared through Shipping and Receiving where it will be classified (equipment, sensitive, administrative etc.), tagged and entered in the Jefferson Lab property tracking system. This includes property on loan from other research facilities, new purchases, property acquired via transfer from other agencies, and property returned for repair.

The receiving process is not complete until the shipment is inspected for discrepancies, entered into accounting system, delivered to user (with the packing slip and/or purchase order) and signature obtained, any accountable property documented, and copies of all documentation filed in correct location.

It is the responsibility of the Jefferson Lab "P" credit card holders to ensure all non-consumable property "picked-up" directly from local vendors using "P" credit card purchases is brought to Shipping & Receiving for classification within 1 workday of purchase. All "P" credit card purchases shall be reviewed at least weekly by Property Management to ensure this classification is timely completed.

3.3.1 Property Management is responsible for the following actions related to incoming property:

- a. Each day review both hardcopy and electronic acquisition files to identify incoming accountable property. Such files include purchase orders, BPA's, E- Commerce, "P" credit card records, loan and transfer files.
- b. Property Management annotates a copy of the acquisition record for any incoming accountable property with the property classification. The copy

is placed in the “open order” Shipping and Receiving file pending arrival of the property.

- c. **Receipt Verification** Within 7 working days after receipt of property (sensitive or equipment), that is assigned a serialized numbered property tag; a physical inspection is conducted to verify the following:
 - Property is properly identified in the property database.
 - Physical location of the property is correctly identified.
 - Custodian of the property is correctly identified.
 - Property is properly tagged.

3.3.2 Shipping and Receiving is responsible for the following functions to document receipt of property:

- a. All arriving shipments (except for “P” credit cards, loans, excess) shall be entered into the Jefferson Lab automated accounting system daily to ensure prompt payment of vendor invoices.
- b. All shipments and delivery of “P” credit card purchases shall be entered into the Property Management database daily to ensure accurate tracking of property.
- c. Pull the copy of the annotated acquisition document from the “open order” file and tag the property per the Property Management instructions.
- d. Complete the entry into the Property Database.
- e. Open each package and verify the contents with the vendor’s packing slip and the appropriate Jefferson Lab acquisition document.
- f. Report any discrepancies (under shipment, over shipment, damage etc.) as well as other major problems to the vendor and the Jefferson Lab Procurement Department within two business days. Status updates shall be maintained and shared with the Procurement Department until the issue is resolved.
- g. Shipments with obvious external damage (crushed, punctured etc.) shall not be accepted.
- h. All accountable property must be identified and tagged as noted below.
- i. Notify the requestor on the procurement document of shipment arrival, request identification of custodian and arrange for delivery.

- j. Custodians shall sign receipt of all property. The end user accomplishes final inspection and acceptance.
- k. All signed receiving reports are to be filed in the open or closed "Shipping and Receiving" file.
- l. All invoices forwarded to Shipping & Receiving by the Finance Department for verification must be returned in two (2) business days.
- m. The Shipping and Receiving staff with assistance from the user will process claims for freight damaged during transit.
- n. Shipping documents must be marked "FROM: Jefferson Science Associates on behalf of the U.S. Department of Energy"

3.3.3 Shipping & Receiving Hazardous Materials - Shipping & Receiving staff will process all hazardous material as soon as the shipment arrives. Hazardous materials are identified by the warning placards required by Department of Transportation rules, 49 CFR 172. Shipping & Receiving staff must ensure that the proper Material Safety Data Sheet (MSDS) is available for each hazardous item received at Jefferson Lab. If a MSDS sheet is not with the shipment, Shipping & Receiving staff must contact the vendor, the Jefferson Lab requester or EH&S personnel to obtain a copy. The MSDS must be provided to the user for each type of hazardous material in the shipment. The requirement for an MSDS shall be noted on the acquisition document by the Procurement staff. The processor will contact the Environmental, Health and Safety (EH&S) group by phone including sending them a hard copy of the MSDS concerning the arrival of hazardous material on the Shipping and Receiving dock. A copy of each MSDS is placed in the "Shipping and Receiving" file and a copy is also forwarded to Jefferson Lab EH&S staff.

Outgoing shipments will be packaged and transported in accordance with 49 CFR. Shipping documents will include the Jefferson Lab Facility Manager Emergency Response number 757-876-1750. A copy of the shipping documents and the MSDS sheet(s) will be provided to the Facility Manager prior to releasing the shipment.

3.3.4 Time Sensitive Shipments – If delivery of specific material once received at the Lab is time sensitive, then the requestor shall contact Shipping & Receiving to make special delivery arrangements.

3.3.5 Direct On-Site Delivery - The Shipping & Receiving staff must arrange direct delivery of large shipments to locations on site. Included in this function are escorting delivery vehicles in the "controlled" section of the accelerator site. If a vendor improperly delivers a shipment directly to a Jefferson Lab user, the Shipping & Receiving staff must ensure the shipment is properly processed once they are aware of the mistaken shipment.

3.3.6 Suspect Shipments - At any time if mail/packages have a large amount of over postage, misspelling, unreadable return address, unusual smells, oil stains or a wire hanging out, staff shall treat the package as suspicious. Staff shall evacuate the area; sound the alarm by calling 911 and then 4444 and brief on the details of the suspicious object; direct responding units to the location of the object and assist officials until the area is declared safe.

3.4 Outgoing Shipments - The Shipping & Receiving staff will coordinate and document all Jefferson Lab shipments including obtaining the lowest price for shipments. The Jefferson Lab user must complete an Authorization for Shipment Form on the Property Management website. The completed form is submitted to the Shipping & Receiving staff with the appropriate authorization document (loan agreement, transfer order, etc.). The Shipping & Receiving staff will provide required copies of documents to the Finance Department and the Property Management staff. All outgoing shipments are to be processed within two (2) working days unless directed otherwise.

Dimensions (size and weight) of an item and time constraints determine appropriate mode of transportation. Unless specified by the user, shipment will be made by the most economical means. Over-shipments, damaged or incorrect material will be returned at the vendor's expense. The mode of transportation for this returned material will be coordinated with the vendor. The Shipping & Receiving staff shall ensure that no magnetized material is shipped using airfreight.

3.4.1 Property Sent Out For Repair For accountable property sent off site for repair the custodian completes Authorization for Shipment form, and Shipping and Receiving forwards a copy to the Property Management. The Property Management staff updates the Property database. When repaired property returns, Shipping and Receiving forwards a copy of the Authorization for Shipment Form annotated to show the property has returned. The Property Management staff updates the Property database.

3.4.2 International shipments must include a Proforma Invoice found on the Property Management website describing contents, manufacturer, destination, reason for shipment, a return date if appropriate, and value for customs purposes. **No** international shipments are to be shipped until the commodity is reviewed and the shipment is released by signature of the Jefferson Lab Export Control Officer.

3.4.3 Hazardous Material – Pre-shipment activity and shipments of hazardous materials shall strictly follow the Department of Transportation regulations contained in 49 Code of Regulations Parts 100 to 185. All hazardous material shipments including “radwaste” and “hazwaste” shipments will be tracked using the Shipping & Receiving automated tracking log. A 24 hour emergency phone number, specifically related to the type of shipment, is included on the shipping manifest. Additional DOE shipping requirements for fissile material, Type A and B quantities of radioactive material, explosive material and plutonium are specified below:

- DOE Order 460.2A Contract Requirements Document sections 3(a) and 3(b)

- DOE Order 460.1B Contract Requirements Document sections 2, 3(a), 3(b), 3(c) and 3(d)
- Explosive Substances – material defined by 49 CFR as explosive will not be transported or offered for transportation by Jefferson Lab.

Any hazardous material shipment requiring military air transportation or special train services shall be arranged using the procedures contained in DOE Order 460.2A.

3.5 Identification and Marking of Property Property tags are used to designate ownership, classification and type of property. The tags assure that various property items that may be commingled are distinctively marked to indicate ownership. The unique assigned property identification numbers are recorded on all applicable acquisition and disposal documents. All DOE personal property must be identified and marked as “DOE Property” except for items such as bench stock and other similar consumables that by their nature cannot be marked. Non-DOE property brought on site shall be clearly marked with ownership to prevent commingling of property. For any property permanently transferred from another agency that has a property tag, the old tag is removed and replaced with a new Jefferson Lab property tag.

Equipment, High Risk and Sensitive items, shall be numbered for control purposes and must be marked legibly, conspicuously, and securely, using media such as bar code labels.

Portable computers, personal digital assistants, and portable projection equipment typically used at conferences and workshops should be inconspicuously tagged with Government marking on the underside of the equipment. This is to make it more difficult for others to easily identify U.S. Government employees and contractors at international conferences.

All other personal property other than furniture, bench stock stores and consumables shall be marked “DOE Property” or “DOE” either by vendors prior to delivery or Shipping & Receiving upon delivery..

When a Division or Chief Financial Officer (CFO) office notifies Property Management that a fabrication has been completed and the account has been closed, Property Management will tag and record the item in its location.

The following property shall have numbered property tags

- a. Equipment - Serially numbered and bar coded.
- b. Sensitive Equipment - Serially numbered and bar coded.
- c. Administrative - Serially numbered and bar coded.
- d. Non-Administrative - Tag to identify ownership.

Each item of property tag shall be assigned an alphanumeric number as shown in the below example.

Tag Number F4-50326

- e. The first position designates whether the property was acquired with Federal funds (F).
- f. The second position designates the type of property as follows:
 - 1. Office Equipment
 - 2. Shop or Laboratory Equipment
 - 3. Reserved for future use
 - 4. Computers and Related Hardware
- g. The third and following positions are the unique assigned serial number.

Metals and metal products shall be identified and marked in accordance with applicable Federal standards. Additional markings not covered by Federal standards shall be used to show special properties, corrosion data, or test data as required. While it is preferred that the marking be done during the manufacturing process, it may be applied by suppliers, when circumstances warrant, or waived when

- h. It is necessary to procure small quantities from suppliers not equipped to do the marking,
- i. Marking would delay the delivery of emergency orders, or
- j. Procurement is from DOE or other Federal agency excess.

3.6 Tracking Internal Property Movement

The Jefferson Lab Property Movement/Transfer webpage shall be used when:

- a. Property is relocated on site for more than 30 days.
- b. Property is transferred between Jefferson Lab custodians.

All property movements are reviewed by the Property Management staff who updates the property database.

After both the old and new custodians verify the transfer request, the Property Management staff updates the property record. Once the transfer is completed, email confirmation is sent to both the previous and new custodian.

3.7 Departure of Custodian from Lab and Out-Processing

The Human Resources checkout process shall be used for any custodian resigning, retiring, or removed from Jefferson Lab. Part of this checkout process includes the transfer of all assigned property to someone else designated the supervisor or to the supervisor themselves. Property includes assigned property as indicated in the Property database as well as assigned keys and ID badges. Property management shall transfer property not transferred prior to custodian departure to the departing

custodian's supervisor. Property Management and the supervisor shall perform an inventory of these transferred items within 3 workdays. Property Management shall report any discrepancies to Human Resources and line management

3.8 Storage

To move property into storage, the custodian shall submit a Storage Request Form found on the Property website.

Property Management staff determines the appropriate storage site; ensure no hazardous material is stored off site and updates property location in the Property database. The completed Storage Request Form is filed after approval from the Jefferson Lab Property Officer in the "Storage File".

Line Management shall review stored items once a year to ensure their stored items are properly protected, preserved, maintained and verify continuation of storage.

Property Management shall periodically inspect all stored property to prevent loss, damage and deterioration.

3.8.1 Equipment Held for Future Projects

The Equipment Held for Future Projects (EHFFP) program enables management to:

- Retain property that is not currently in use but that has a known use in future Laboratory programs.
- Identify the types and amounts of property EHFFP through reviews and reporting procedures.

The intent of the EHFFP program is that property will be

- Retained when economically justified.
- Made available for use by others.

On the basis of approved economic justification for retention, requesting groups shall place in storage such property for a known future use or a potential use in either planned projects or future experiments. The EHFFP program is used for property that has a specific future use but not for at least one year.

The EHFFP program excludes the following:

- a. Spare equipment that is a backup for equipment in service.
- b. Spare equipment and equipment that is defined as standby.

- c. Excess plant equipment.
- d. Original crating material held for reuse.

Property Management will mark and track in a database all EHFFP.

3.8.2 Reviews and Approvals

The Line Manager reviews and approves the initial request for retaining all stored items including EHFFP. The responsible Division Director or designee must formally review and sign the re-justification.

Property Management will review the re-justifications and will check for the approvals described above.

A division, through its custodian, retains stewardship of any property it places in storage.

To meet DOE requirement for re-justification, Property Management annually submits reports to divisions of stored items and EHFFP for signature then forwards to the Chief Operating Officer for approval. Subsequent review of EHFFP is submitted to DOE.

During annual reviews of stored items and EHFFP, the Division Director or designee will indicate, item by item, property that is available for reassignment to other Laboratory groups. Some items may not be suitable for reassignment if they are costly or include a unique instrument that requires special skills for operation. A listing of items eligible for reassignment is made available throughout the Laboratory.

3.8.3 Storage of Lead All lead not actively installed in the tunnel or experimental areas shall be stored in the on-site lead storage building. The Stockroom is the custodian for all stored lead. Those needing lead for shielding shall submit a request through the Stockroom. Those groups no longer needing installed lead shall make arrangement for storage directly with the Stockroom.

3.9 Central Tool Crib - The Central Tool Crib manages common use and specialty tools for loan to Lab departments. This program is designed to reduce unnecessary duplication of infrequently used tools. Tools can be checked out for up to two weeks for use at the Lab. The requestor is assigned custodian of the loaned property and is responsible for returning the borrowed tools in the same condition as received. The Stockroom is responsible for assuring all loaned tools are in proper working condition. Departments may establish local tool cribs by submission and approval of a management plan to the Property Officer routed through their line management.

3.10 Free Stock This program make unused materials already on-site available for use to all groups. This program is designed to ensure items currently on hand are used prior to purchasing additional material. Materials identified during the Utilization Walk-Through Program (See Section 3.13) that do not have a planned use within 12 months

are put into inventory in the Free Stock Program. Free Stock is designated the first source for obtaining these materials prior to purchasing additional. Property Management will coordinate with Procurement to integrate this process with the online Maximo Requisition System.

3.11 Records

Individual property records are prepared and maintained for all property requiring a serially numbered, bar coded property tag. The property record contains the following information:

- Acquisition Document Reference and Date (Contract, Purchase Order Number, etc.)
- Asset Classification (A number assigned to each type of property, see Section 2.3.2)
- Description of item
- Property Tag Number (for tagged items)
- Manufacturer's Name, Model and Serial Number
- Property ownership (Federal or State)
- Unit of measure (stockroom items)
- Quantity received, fabricated, issued, or on hand (stockroom items)
- Unit Cost - Includes transportation and installation cost
- Jefferson Lab Custodian and property location
- Cost Account
- Use status (active, storage, excess, etc.)
- Disposition document reference and date
- Condition code
- High Risk Designation, if appropriate

3.11.1 Capital Property Reconciliation Property Management will reconcile acquisitions of personal and real property acquired with capital funds with the CFO on a monthly basis. Capital property reconciliations are reported monthly to DOE by the CFO.

3.11.2 Real Property Reconciliation Property Management will reconcile acquisitions of real property valued at \$50,000 or over with the Facilities Information Management System (FIMS) Manager on an annual basis or as required by the FIMS schedule.

3.12 Annual Custodian Validation

At least once annually between January and the end of March, each custodian shall:

- a. Validate and update as necessary the location and condition of all assigned equipment, sensitive property, and administratively controlled property using the Property Management Validation webpage.

- b. Review the Personal Property Custodian Responsibilities
- c. Notify Property of discrepancies. Submit a Missing Item report for any item not located after a thorough search.

Property Management shall track and report progress of the validation during the above period and notify line management of those not completing the validation by 31 March of each year.

3.13 Physical Inventories

The process of performing an inventory of controlled assets is a vital part of the Jefferson Lab property control system. At a minimum, an inventory will validate the existence, location, and custodianship of property. The inventory may be a scheduled physical check of selected items or any similar verification conducted during the fiscal year such as calibration, repair, custodial transfer, routine building property scans, loan termination, etc. Inventories shall be independent of the property custodian. Inventory discrepancies (missing items, damaged property, etc.) must be investigated and corrective action taken to resolve the discrepancy and avoid future problems. Inventory results are documented and retained in the inventory record file.

The inventory procedure described here does not include Utilization Walk-Through Program or the review of Equipment Held for Future Projects (EHFFP); these subjects are covered in separate sections of this manual. Inventories of "Loans" and "Controls" are conducted as part of the loan extension process. An inventory consists of the following steps:

- a. Defining the inventory criteria.
- b. Conducting the inventory.
- c. Identifying, investigating, tagging, and recording untagged assets.
- d. Reconciling the inventory.
- e. Validating the inventory process.
- f. Retiring unaccounted-for property items.
- g. Reporting the results of the inventory to Laboratory Management and DOE.

Physical inventories of personal property must be performed at the following frequencies (or more frequently when determined necessary) for specific items or for effective accounting, utilization, or control for a group or at a given location.

Equipment -- 100% annual custodian validation with biennially verification by the property staff.

Sensitive items -- 100% annual custodian validation with random sample verification by the property staff.

Stores inventories -- 100% annual inventory (of items over \$1.00) by subcontract specialist.

High Risk – 100% annual verification by the property staff

Precious metals—annually, with the following authorized exception: Precious metals, by type, each valued at \$250 or less may be treated as consumed or expended.

Administratively controlled items not subject to High Risk and sensitive item controls are inventoried based on local management needs or as part of a wall-to-wall inventory.

Close Out Inventory – The Close Out inventory will be performed within 12 months prior to the completion of performance under the contract. However, the Close Out inventory may be waived by DOE if the property held by JLAB is to be used under a follow-on contract, or provided that the time between the Close Out inventory and the last wall-to-wall inventory has been less than 12 months.

3.13.1 Defining the Inventory Criteria

Property Management will determine the dates of the inventory and the criteria that will be used to document that a property item has been accounted for during the inventory. The inventory will be conducted in accordance with ASTM International standard E2132-01- Standard Practice for Physical Inventory of Durable, Moveable Property and will include with the following steps:

- a. Establish starting and ending dates for the inventory.
- b. Define the criteria for the inventory base (statistical sampling size). Sample size will be such that 100% of all accountable property is sampled at least once every five years. In some cases, especially based on a statistical sampling inventory, a division or individual with non-conforming inventory results may be required to perform a 100% inventory.
- c. Produce the list of items in the inventory base.
- d. Establish the criteria for determining that an item in the inventory base has been accounted for.
- e. Establish the reconciliation schedule.
- f. Define the method used to perform the audit of the physical inventory.
- g. Establish the inventory status-reporting schedule.
- h. Include a member of Chief Financial Officer (CFO) staff in the inventory population selection process, to ensure that all items of personal property are

subject to possible selection and to oversee the statistical sampling methodology used in the validation process.

3.13.2. Conducting the Inventory

Property Management will utilize barcode readers, online database transactions, or the Property Removal/ Inventory records to conduct the inventory according to the property selection criteria. The inventory process shall include the following steps:

- a. Account for property items in the inventory base consistent with the inventory criteria.
- b. Record the items that have been accounted for through a scheduled physical check of selected items or any similar verification conducted during the fiscal year such as calibration, repair, custodial transfer, routine building property scans, loan termination, etc.
- c. Untagged property items found on the worksite during a review will be appropriately tagged and recorded into the property database. Property Management shall include untagged property located during the fiscal year in the annual inventory report.
- d. Generate inventory progress reports for the institution.
- e. Include a member of CFO staff to ensure that the physical inventory is accurately reported.

3.13.3. Reconciling the Inventory

Required Due Diligence

Property Management will conduct a formal review for each unaccounted item to determine whether or not all due diligence has been applied to locate any unaccounted-for property. Items that remain unaccounted for are considered to be candidates for retirement.

The custodian's line management shall prepare documentation for each unaccounted property item and submit the documentation to Property Management. Property Management reviews the documentation and if it concurs, initiates retirement of the unaccounted-for items.

3.13.3.1 Overage Procedures When overages are encountered Property Management will review to see how it acquired the property or how the property was incorrectly deleted from the official records and to justify the continuing need for the property. Only after this review will found property be added to the records.

3.13.3.2 Shortage Procedures Attempts will be made to locate missing items. If property cannot be located, all circumstances will be documented, including the process

followed to find the property and this material will be provided to DOE Property Administrator. As part of this process, property Custodians will be asked to support this effort. Under appropriate circumstance JLAB may ask DOE for relief from accountability for lost, damaged or destroyed property. If it is determined that an item of property was stolen, a report shall be filed by the property Custodian with Lab Security who will notify the local police immediately upon confirmation of the loss.

3.13.4. Reporting the Inventory Results At the completion of the inventory and retirement of unaccounted-for property items, Property Management submits a report of inventory results to DOE, Laboratory Senior Management, and Lab Security. In accordance with ASTM International standard E2132-01- Standard Practice for Physical Inventory of Durable, Moveable Property, unaccounted for items of 1% or greater (based on acquisition cost) is considered unsatisfactory. Anything less than 100% for High Risk property is considered unsatisfactory.

3.13.5 High Risk Item Inventory In addition to the normal inventory procedures the inventory of High Risk property will include verifying location of the associated technical manuals and drawings. High Risk property installed as part of a larger property asset and therefore not entered in the Jefferson Lab personal property system as an individual item shall be validated between the Lab's subject matter expert identified in the Jefferson Lab Export Control Manual and the Property Officer.

3.13.6 Precious Metals Physical Inventory Annual inventory shall be conducted by the Precious Metals Control Officer and witnessed by an independent staff member. Precious metals in inventory shall be inspected and weighed on calibrated scales to the nearest gram. The inventoried weight and form shall be recorded on the physical inventory sheets by metal content and percent of metal. Metals in use in the experimental process or contaminated metals, neither of which can be weighed, shall be listed on the physical inventory sheet as observed and/or not observed as applicable. Any obviously idle metals should be noted during the physical inventory. Justification for further retention of idle materials shall be required from the custodian. Excess material will be returned to the DOE precious metals pool.

3.14 Utilization Walk-Through Program

The objective of the Utilization Walk-Through every two years is to ensure maximum use of all property. Property Management conducts the Walk-Through of non-administrative areas with the participation of the selected Division Representative and Senior Line Managers to identify property not being used or not part of a planned project. A representative from DOE is invited to participate.

Property Management validates Walk-Through actions and, if necessary, recommends any remedial action to the division management, who is responsible for developing a plan to correct the deficiencies or discrepancies within a specified time.

Untagged controlled and sensitive property items found on the work site during a Walk-Through will be appropriately tagged and recorded into the Property Database.

The goal of a Walk-Through is to ensure effective use of property by

- a. Ensuring appropriate application of policies and procedures.
- b. Assigning property to equipment pools.
- c. Placing property in the Equipment Held for Future Projects (EHFFP) program.
- d. Releasing unneeded property for reutilization.
- e. Ensuring that property outside is protected from the elements.

Property Management develops a plan for the Walk-Through activity that defines the areas to be covered and formalizes a schedule.

Property Management, with the Property Representative and senior Line Management, inspects the scientific, technical, or local storage areas within the division and identifies any property that is unused or unnecessary. Property identified as having no foreseeable use will be transferred to Property Management for appropriate disposition.

Property Management will collect any property found not properly safeguarded and will contact the custodian and their immediate supervisor for disposition.

3.15 Property Removal from Site

Jefferson Lab Property may only be removed from the Laboratory for official business only. This applies to both tagged and untagged items.

The following are required to move property offsite:

- a. The removal or shipping of any property requires prior approval of Property Management Office.
- b. If the property shipped is associated with a purchase order (warranty return, Lab property furnished to subcontractor, etc.) Shipping & Receiving and Property Management Office must coordinate with the Procurement Office.
- c. Property subject to the technology transfer rules found in Section 3.18, "Technology Transfer," also requires authorization by the Chief Financial Officer or his designee.
- d. An Employee Property Pass or loan agreement with another institution is required from the Jefferson Lab Property Office before property is removed from the Lab. While offsite the safe keeping of the property is the responsibility of the employee or institution having temporary custody.

3.15.1 Loaning Property

Jefferson Lab property cannot be provided to other research institutions, users, visitors or other non-staff individuals for use off site without an approved loan in place

3.15.1.1 Domestic Loans to Other Institutions or Individual Collaborators in the United States Jefferson Lab property can be loaned for use in joint research collaborations that benefit both the U.S. Government and the borrower. A Domestic Loan Agreement is required for all property being loaned to individual collaborators or other research institutions in the United States. The Loan Agreement specifies the terms and conditions of the loan and must include a description of the Jefferson Lab related work to be performed off site. The Domestic Loan Agreement is available on the Jefferson Lab Property website.

Idle Jefferson Lab property may be loaned to other Federal agencies or organizations that have a Federal contract, grant, or collaboration agreement --- even if Jefferson Lab is not involved in the research provided the loan does not interfere with the mission of the Lab. The applicable Jefferson Lab Division Director and the Lab Property Officer approve all domestic loans.

All domestic loans shall not exceed three years, but may be renewed following the same approval process.

3.15.1.2 International Loans of DOE Property A Memorandum of Understanding (MOU) is required between Jefferson Lab and the foreign collaborating institution that describes type of service and property to be provided. Once an MOU is established and approved by the appropriate Division or Office Director, a loan will be established with the collaborating institution and, if necessary, an export control review conducted. The DOE Property Administrator approves all international loans of government property. With the concurrence of the Associate Director and the DOE Property Administrator the loan will be renewed annually until the expiration of the MOU. Immediately upon completion of work under any loan, the loan sponsor will begin working with Property Management to recover the loaned equipment. The International Loan Agreement is available on the Jefferson Lab Property website.

3.15.2 Employee Property Passes

Employees may be authorized to take property off site for official business. Before property is removed an approved Jefferson Lab Property Pass Authorization Form is required. The Authorization Form specifies the terms and conditions to use the property offsite. The form shall include a brief description of the Jefferson Lab work the employee will be performing off site. The Jefferson Lab employee must accept the terms of the agreement. Once the Authorization Form is approved Property Office will issue a Property Pass to the employee. The Security Guards will ask to see the property pass for any lab equipment observed in personal vehicles. The Property Pass can be issued for any period of time not exceeding one year.

Note: The Property Pass requirement applies to laptops.

3.15.3 Exceptions

A Loan Agreement or Property Pass is not required for removal of the following items from the Laboratory:

- a. Cell Phones
- b. PDAs
- c. Pagers
- d. Reports
- e. Books
- f. Consumables (pencils, papers)
- g. Computer diskettes, memory sticks and thumb drives

(Note: Any portable storage devices susceptible to loss of data through theft or compromise. Such devices shall never contain individual's personal or business sensitive information.)

3.15.4 Tracking Loans and Property Passes

Loans - For outgoing property loans the custodian makes the request and completes the appropriate authorization form. The Property staff forwards the agreement form to the borrower for signature. The Jefferson Lab Property Officer signs the Loan Agreement, and the Property Office staff updates the Property database. Shipping and Receiving provides copies of the shipping documents to Property Office who shall file the loan agreement and copies of the shipping documents in the "loan file".

Loan numbers will begin with alpha or numeric characters in order to track the type of loan such as:

- a. Jefferson Lab - loan to an employee - example, JLab001
- b. SUBCON - loan to a subcontractor - example, Subcon001
- c. U - loaned to a domestic university or institution - example, U893318001.
- d. I - loaned to International University- example, I893318

Sequential numbering will follow each type of loan.

The process is reversed for incoming property on loan except Shipping and Receiving must generate a receiving report to document arrival of the property. The loaning institution's loan number is used on all documentation.

Property Passes – The Jefferson Lab Property Office will review property passes each month and contact holder of items if pass is expiring to confirm continued need to retain the property off site.

3.15.5 Subcontractor Held DOE Property Jefferson Lab’s contractual obligations for property extend to subcontractors through the applicable subcontract document. Property held by subcontractors will be tracked by the Property Officer using the subcontract number and will be verified and documented annually.

Subcontracting officers are responsible to ensure that subcontractors properly account for Government property furnished, acquired or produced during performance of the work. Subcontracting officers must advise the Property Officer of all property fabricated, acquired by or furnished to a Subcontractor and ensure the appropriate property protection clauses are included in the subcontract. Subcontractor held property will be added to the property database and tracked using the subcontract number. The Jefferson Lab property staff will annually verify subcontractor held property to ensure it is identified, properly safeguarded and used only for performance of work specified in the subcontract. The Subcontracting Officer will be advised of situations where the subcontractor is not complying with the terms of the subcontract. The Subcontracting Officer ensures that Government furnished, produced or acquired property is properly accounted for prior to closing out a subcontract. This includes informing the Property Officer about upcoming subcontract closeouts, obtaining lists of subcontract held property from Property Officer and assuring the Government property is returned to Jefferson Lab, or abandoned as directed by the Property Officer.

3.16 Missing, Loss, Damage, or Destruction (MLDD)

Custodians will report personal property MLDD, (including borrowed, user owned and property in the possession of subcontractors) to the Jefferson Lab Property Office as soon as it becomes known. Immediately following initial notification the custodian will initiate a Jefferson Lab Missing Item Report available on the Property Management website and route through their Division Management.

Division Management shall investigate the loss and include the following elements in the report:

Why property cannot be located

Actions taken to locate property

Actions to prevent recurrence of loss

Attempts to locate missing property shall be an ongoing endeavor and may include the following:

- a. Issuing a facility-wide “missing item” notification

- b. Initiating a Security Incident Investigation with Jefferson Lab Security
- c. Interviewing employees, subcontractors, and users
- d. Reporting suspected thefts to the DOE Site Office and Newport News Police Department

(If theft or deliberate misuse of property is suspected, inform the Jefferson Lab Property Officer promptly. The Property Officer will report incidents of suspected thefts and misuse to Jefferson Lab Security Officer and the DOE Property Administrator via JSA line management within 24 hours of the initial notification.)

The Property Office will issue an informal monthly summary of all missing, loss, damaged or destroyed property reported in the previous month to the Director, Facility Management and Logistics.

If property is not located in 90 days it will be retired from the active property records following the procedure described in Section 5.1

Property Program. Property custodians shall report excess items using the Jefferson Lab Excess Property webpage. After receiving the item along with required documentation, Property Management records the item as excess and accepts accountability.

3.17 Control of User Property at Jefferson Lab Because Jefferson lab is a “user” facility, users supply many pieces of experimental equipment, much of it built specifically for use at Jefferson Lab. Jefferson Lab shall ensure that user property is provided reasonable safekeeping in accordance with the applicable Memorandum of Understanding (MOU), Cooperative Research and Development Agreement (CRADA) or Work for Others Agreement (WFO). In addition, Jefferson Lab must assure that the equipment does not constitute a hazard to staff or users.

Responsibilities:

Property Manager – coordinates receipt, return or disposal of user owned property

Chairman, Technology Review Committee – coordinates CRADA and WFO agreements. These agreements must clearly specify ownership and responsibility for long term storage cost, transportation cost, and final disposition of equipment including disposal cost, release conditions for equipment radiologically activated and liability limits for damage, loss or misuse of equipment.

Principal Investigator - is responsible for addressing property issues in the MOU, safekeeping of equipment while on site, coordinating receipt, return, storage or

disposal with Jefferson Lab Property Manager and ensuring that the equipment meets Lab safety standards.

Users – shall ensure that all their equipment is clearly marked to show ownership.

The Jefferson Lab Property Manager shall receive a copy of all MOU, CRADA or WFO agreements that will result in user equipment being brought onto the Jefferson Lab site.

Transportation, installation and use of user equipment will be in strict accordance with requirements contained in the Jefferson Lab Environmental, Health and Safety Manual including but not limited to pre-installation safety inspection as described in Chapter 3120 of the manual.

User equipment shall remain part of the apparatus for which is intended until that research project or experiment is completed and the apparatus decommissioned in accordance with the applicable research agreement.

Property records or physical inventories of user equipment will be maintained as defined in the MOU, CRADA or WFO agreements. If not specified in the agreement none will be provided.

Jefferson Lab shall not lend user equipment without written consent of the owner.

While Jefferson lab will attempt to provide security of user equipment, the Lab shall be financially liable for its loss, damage, destruction or unauthorized use only to the extent agreed in the relevant MOU, CRADA or WFO agreement.

3.18 Technology Transfer

Property developed by the Laboratory that advances the national technology base may be provided to outside researchers or to commercial firms capable of marketing the technology. The property will be loaned, not granted, to recipients in every case in which the use is consistent with the nature of the property and the technology development strategy. However, property may be transferred as part of a licensing agreement.

Each employee who possesses Laboratory-developed property that advances the national technology base must obtain prior approval from the Chief Financial Officer before requesting removal or shipment to an outside researcher or commercial firm. For tagged property, the approval of Property Management is also required.

Property Management is responsible for formalizing loan agreements between the Laboratory and outside organizations. Property Management will process any loans or shipments that involve Laboratory-developed property that advances the national technology base provided the Chief Financial Officer has approved the transfer.

Part 4.0 Disposal of Excess Property (Including Scrap and Salvage)

When property no longer meets the needs of the Laboratory, it will be made available for reutilization by other Federal and state agencies, sold or scrapped.

Note: Disposal or reutilization of all property (tagged, untagged, scrap and unneeded stores) must be arranged through the Jefferson Lab Property Office.

4.1 Notification of Availability for Reutilization

Excess items are made available to groups within the Laboratory as soon as they are received by Property Management based on:

- a. Acquisition Value
- b. Federal Supply Classification (FSC) Code
- c. Condition Code (See Appendix A)

and are documented as follows:

Reportable

Non-reportable

Automatic Data Processing Equipment (ADPE) reportable.

Property is screened for reutilization by other Government agencies through the DOE/GSA Excess Property System.

4.2 Reutilization of Property

The Laboratory encourages the reutilization of property within and between Divisions, and to other Government agencies.

Upon redeployment within the Laboratory Property Management assigns the asset to the new division and custodian.

If the transfer is to another Government agency, the property item is retired from the Property Database.

If a property item completes the reutilization cycle without being re-deployed within the Laboratory or transferred to another Government agency, the item will be disposed of through donations to nonprofit schools and organizations or sold through public sale by the Property Officer (See Section 5.5.5 below).

High Risk property can be reutilized only within DOE. High Risk property shall not be transferred or sold to non-DOE organizations.

4.3 Disposal Through the Federal Excess Property System

All disposal of property must be processed through Property Management. The requesting organization may be a normal packaging, crating, handling, and transportation costs.

4.4 Cleaning and Sanitizing of Hard Drives

The Computer Center will sanitize any computer that is being released for reutilization outside the control of Jefferson Lab. The Property Office will remove and destroy hard drives from computers and printers recycled as scrap.

Part 5. Disposition of Property – The DOE Site Office Property Administrator is the only individuals authorized to retire property. This policy applies to all Government property and is not limited to tagged property. Some of the criteria for retirement of property include:

- a. Lost, destroyed, or damaged.
- b. Dismantled.
- c. Stolen.
- d. Unaccounted-for as a result of inventory.
- e. Abandonment.
- f. Traded in/replaced.
- g. Transferred outside the Laboratory.
- h. Donated.
- i. Sold.

Identification markings must be removed, to the extent practical, before disposal of property outside of DOE. If removal of the markings is impractical, additional permanent markings must be added to the property to indicate its disposal.

Hazardous or suspected hazardous personal property must be checked for contamination by environmental, safety, and health officials.

The custodian's department will retain control of contaminated personal property while the property is being processed for appropriate disposal.

5.1 Retiring Lost, Destroyed, Missing or Damaged Property from Inventory

Property that has been documented as missing, lost, destroyed, or damaged as described in Section 3.16 shall be retired from the active inventory as follows:

The Property Manager prepares a DOE Retirement Work Order (RWO) for all property losses reported by each Division in the previous fiscal quarter. Division Managers shall review and sign the RWO providing comments on circumstances surrounding the losses or actions taken to prevent further losses. The completed RWO is submitted by

Jefferson Lab Property Manager to the DOE Property Administrator. If DOE accepts the findings and actions noted on the RWO the items will be retired from the active property data base and removed from the custodians property list.

5.2 Dismantlement of Property

The Property Custodian reports by email to Property Office the intent to dismantle (cannibalize) the item. When the item has been dismantled, Property Management verifies the action and submits an RWO. Upon completion the DOE Property Administrator authorizes retirement of the item in the Property Database. The residual property is then forwarded to Property Office for salvaging as scrap.

5.3 Stolen Property

The property custodian completes a "Missing item Report" and notifies the Security Office that an item may have been stolen. Security reviews the circumstances to establish whether the item was stolen. The custodian may be advised to file a police report with the Newport News Police Department (NNPD). If a police report is filed, the Security Officer will promptly notify the Property Officer, JSA line management and the DOE Site Office for follow-on DOE Site Office reporting. The Security Office will provide the Property Office with a NNPD police report receipt to attach to the Missing Item Report, which enables Property Management to retire the item from the Property Database.

5.4 Disposal Options

5.4.1 Abandonment of Property

Property is considered to be abandoned when it is determined to have no commercial value, or if the value of the property is so low that the cost of its care and handling would exceed the estimated proceeds from its sale.

The Property Custodian may initiate a request to abandon property. The request, along with supporting documentation is then forwarded via line management to Property Management for final Laboratory approval and authorization of retirement. The request is reviewed and if approved then forwarded to DOE for final approval. Property Management coordinates the abandonment of the property, which may be scrapped or salvaged. If salvaged, the recipient of the salvaged property must accept title to it. Upon completion of all required documentation, the DOE Property Administrator authorizes retirement of the item in the Property Database.

5.4.2 Trade-Ins/Replaced Property

Property Management may authorize exchange sale (trade-in) for like items. This includes property replaced under warranty where the vendor has a policy of replacement rather than repair. Property Management adjusts the property records after

the item has been exchanged and authorizes retirement of the original item and records the replacement item in the Property Database.

The requester declares to Procurement its intent to trade in, upgrade, or exchange a property item. Procurement enters trade-ins into the Cost Point database and provides a copy of the subcontract to the Property Officer following award. The requester or Procurement buyer prepares a shipping document (if required) indicating the property number of the asset being traded in. If the vendor will pick up the item, the requestor and vendor shall coordinate the removal of the property item with the Property Office. The bar-coded property number is removed from the equipment and placed on the shipping document.

The acquisition value of replacement assets is recorded based on the purchase order dollar value.

5.4.3 Property Transferred Outside the Laboratory

Property may be transferred to DOE or other Federal, state, or local Government agencies. These types of transfers include Excess and Administrative Transfers.

An Excess Transfer transfers both title and accountability to another Federal agency. Such items must be screened appropriately within Federal Excess Property System before transfer.

In an Administrative Transfer of accountability to a DOE agency, the title remains with DOE. Transfers to non-DOE agencies are non-reconciling Administrative Transfers.

Property Management must be contacted for preparation and processing of an administrative transfer of property, either in or out of the Laboratory. The transfer is not authorized until the Laboratory receives a signed copy of the Standard Form 122.

Property Management must review and approve all transfer agreements. When the transfer documentation is complete, Property Management authorizes retirement of the item in the Property Database.

5.4.4 Donations of Property

Research equipment no longer needed by the Laboratory and screened through the Federal Excess Property System may be donated to an educational institution or nonprofit organization for use in conducting their scientific research activities.

DOE offers a unique donation program called Energy-Related Laboratory Equipment (ERLE), wherein educational institutions may request a grant for excess assets. Approval to provide this property must be from DOE and the organization receiving the grant must pay for all crating and freight charges.

The Property Officer maintains a list of assets available for donation. Nonprofit institutions or organizations may submit written requests for specific types and

quantities of items, along with a copy of their tax-exempt statement. The Property Officer will review the request, and if approved, a shipping document will be prepared for signature.

The donated assets are noted in the record and retired from the Property Database.

5.4.5 Sale of Property

Public sales or scrap and salvage sales to vendors are additional allowable dispositions of surplus items and may be sold only after completion of the excess screening process. Surplus items are retired from the Property Database at the time of sale, and all Government markings are removed.

5.4.5.1 Sales and Internet Auctions

The Property Officer establishes Sale lists and distributes them to established bidders and posts on the Property website. The submittal deadline is included with the lists and after that date no other bids are accepted. Bids are compared by lot and the high bidder is notified. A shipping document is prepared, the successful bidder signs for acceptance of the property, and provides payment in the form of a company check, cashier's check or money order. The receiving party is responsible for all shipping costs. These funds are then processed through the Chief Financial Officer.

Internet sales are conducted using the guidelines contained in the Jefferson Lab Internet Auctions Procedure Guide.

Laboratory employees or subcontractors, who were either prior custodians of the property or assisted in establishing the condition code of the property, or method of disposal may not bid.

Property Management retires the assets from the Property Database based on the shipping document documentation.

5.4.5.2 Scrapping

Sales of surplus scrap materials will be conducted using the competitive bid process unless it is more advantageous to not do so. These sales will be conducted using traditional and non-traditional means, including on-line asset sales auctions.

5.4.5.3 Managing Sale Receipts and Records

Sale proceeds will be submitted to Finance Department with a copy of the auction results or the scrap metal weight ticket. These funds will be credited to an single account established specifically for receipt of funds generated from disposal of federal excess property.

Property Office will maintain a copy of the Terms & Conditions (signed by the purchaser) for each sale.

Proceeds from sale maybe used to offset the cost of the Jefferson Lab Property Disposal Program. Any other use of the funds must be approved by the Jefferson Lab Chief Financial Officer.

5.5 High Risk Property Review

Prior to disposal any property that has the potential to be classified as high risk will be reviewed to confirm if it does or does not meet the International Atomic Energy Agency's criteria for High Risk property.

5.6 Recycling

The recycling program will be coordinated by the Property Management Office and shall include: non-moratorium metals, computers and related peripherals, paper and cardboard, wood, non-carbon batteries, florescent lights, toner cartridges. Recycling numbers shall be reported quarterly and posted online.

Part 6.0 Vehicles & Motor Equipment

Vehicles must be managed in accordance with the Department of Energy Property Management Regulation (41 CFR 109).

Accidents involving Government owned or leased motor vehicle will be reported and investigated as outlined in Chapter 5200 of the Jefferson Lab EH&S Manual.

6.1 Vehicles

Facilities Management Department manages all Laboratory vehicles, including Commonwealth-owned and Government-leased (GSA) vehicles. Various types of vehicles, e.g., trucks (4x4s and 4x2s), vans and sedans are part of a motor pool or are assigned to Laboratory Divisions/Offices.

All vehicles are available for official Jefferson Lab business only --- personal use of Lab vehicles (including home to work use) is not permitted. Authorized drivers should reserve vehicles directly with vehicle custodians and present their valid U.S. drivers license on demand. Passengers in Laboratory vehicles are to be directly associated with the official JSA/JLab business to which the vehicle is assigned or with other official business of the Laboratory.

The vehicle driver is responsible for the safe operation of the vehicle including use of safety belts by all passengers and the responsible use of electronic devices. Specifically, the driver must use a cell phone hands-free device to receive or make a call if the vehicle is moving. Text messaging, emailing, making written notes, entering GPS addresses or electronic searching by the driver is allowed only if the vehicle is at a complete stop and safely off the road way.

The described policy and procedures also applies to the use of other vehicles that may be leased or rented from other sources for special transport purposes or to supplement the customary JLab fleet.

6.1.1 Use of Laboratory Vehicles

6.1.1.1 Operator Qualifications

- a. **Minimum Age** - Operators of JSA/JLab vehicles driven off-site shall be at least 21 years of age. Operators of vehicles on-site may be 18-20 years of age if they meet all other qualifications and written approval by their supervisor is provided to Facilities Management.
- b. **Experience/Ability** - The supervisor of a prospective vehicle operator shall personally verify that the operator has the skill and experience to safely operate JSA/JLab vehicles other than sedans, pick-up trucks, and passenger vans. As appropriate, this may include a pre-use familiarization session and demonstrated proficiency operating larger trucks, powered lift gates, lift booms, trailers, and other special vehicle features.

6.1.1.2 License Requirements

All individuals whose duties require them to drive Government-owned or leased (Commonwealth of Virginia or GSA) vehicles must possess a valid state driver's license issued from within the United States. They shall produce their license when so requested by their supervisor or by the Facilities Management staff member who is issuing a vehicle.

If an employee whose duties involve operation of an official vehicle has his/her state driver's license revoked, suspended, or a court or the Department of Motor Vehicles has imposed use restrictions, the employee shall immediately notify his/her supervisor.

Drivers may be required to provide a current copy of their motor vehicle driving record as issued by the Virginia Department of Motor Vehicles. JLab shall reimburse the standard costs for obtaining this record.

6.1.1.3 Unauthorized Uses of Vehicles

- a. **Personal Use** Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Misuse includes the following specific examples:
 - Trips to service stations or repair shops in connection with the servicing or repair of an individual's private car.

- While on special assignment or official travel, side trips for meals that involve significant extra time or distance to satisfy a personal preference when other reasonable and adequate eating places are more convenient to the employee's lodging, place of work, or direct route of official travel.
 - Local stops for personal shopping or other business, even if such stops are on a direct route of travel on an official trip.
- b. **Use By Non-JSA/JLab Personnel** - Personnel not on the JSA/JLab payroll, i.e., users, subcontractors, students, consultants, etc., are normally not authorized to use Laboratory-furnished vehicles. However, when such persons are engaged in official business and it would be economically beneficial to the Laboratory, they may be authorized by their department manager or group leader to use Laboratory vehicles, provided they meet the driver qualifications and license requirements described above.
- c. **Operator's Liability**
- **Costs of Damages** - Operators of Laboratory-furnished vehicles are personally liable for the costs of any damages incurred due to their misuse of such vehicles. Misuse means unauthorized use, use for an improper purpose, gross negligence in the care and operation of an official vehicle, or intentional violation of traffic safety regulations.
 - **Corrective Action** - Employees who misuse Laboratory vehicles are subject to corrective action such as written reprimand, temporary suspension without pay, or dismissal. They may also be subject to criminal penalties.
 - **Public Liability** - The use of Laboratory vehicles, including rental vehicles, for unofficial business may expose the driver to public liability in the event of an accident, particularly if the accident is found to be caused by the driver's negligence. If the use of a vehicle is not official, or if the driver stops en route or deviates from a direct route to conduct personal affairs while on official business, he/she may be found to have departed from the scope of employment. In such a case, JSA/JLab and its insurance carrier would disclaim liability, and the driver would be financially responsible.
 - **Traffic Citations** - Operators of Laboratory-furnished vehicles are personally responsible for the payment of any fines levied because of their violation of traffic or parking regulations, except when the violation is a direct result of mechanical malfunction or failure of an official vehicle.

6.1.2 Vehicle Control Officer The Facility Management Department manages day-to-day operation of the Jefferson Lab GSA Interagency Fleet Management System (IFMS) and State owned vehicles. The Vehicle Control Officer will coordinate repairs,

preventative maintenance and provide necessary information to vehicle custodians and supervisors. A list of Lab vehicles, including custodian, vehicle description, special equipment and annual utilization goals is posted on the Facility Management Department web site. Records of vehicle use, preventative maintenance and safety inspections are maintained by the Vehicle Control Officer.

6.1.3 Vehicle Custodians Vehicle custodians are responsible for reporting mileage, coordinating preventative maintenance, ensuring operators' packets are up-to-date, and keys and GSA vehicle credit cards are secured. They are also responsible for reporting damage detected on a vehicle to the Jefferson Lab Vehicle Control Officer.

6.1.4 Vehicle Pool Jefferson Lab Facility Management manages the Laboratory vehicle pool. Authorized requesters can reserve vehicles by submitting a work request on the Jefferson Lab Facility Management web page and presenting their valid U.S. drivers license when requested. Facility Management Administration will maintain individual trip records to identify the motor vehicle, show the name of the operator, dates, and destination, time of departure and return, and mileage.

6.1.5 Utilization Goals The Vehicle Control Officer establishes local motor vehicle utilization goals. These mileage goals are part of the Jefferson Lab Property Balanced Scorecard and must be approved by the Property Administrator. The Vehicle Control Officer will monitor mileage/utilization and rotate motor vehicles between high and low mileage assignments where practical to balance the fleet usage.

6.1.6 Modification or installation of accessory equipment Modification of a vehicle or permanent installation of accessory equipment on these vehicles may be accomplished only when approved by GSA. Jefferson Lab Vehicle Control Officer will coordinate requests, justifications, and approvals with the GSA Regional Vehicle manager.

6.1.7 Grounds for withdrawal GSA may withdraw any vehicle from Jefferson Lab if the vehicle is not maintained in accordance with GSA IFMS maintenance standards, issued improperly, or Jefferson Lab fails to reimburse GSA for vehicle services. Improper use includes but is not limited to, vehicle credit card misuse, continued violations of traffic ordinances, at-fault accidents, reckless driving, driving while intoxicated, and personal use.

6.1.8 Operator's packet An operator's packet containing the following information and instructions will remain in the vehicles at all times:

- Driver's responsibility to:

- Drive safely
- Use vehicle for official business only
- Safeguard the GSA vehicle credit card
- Accurately enter mileage at the pump when refueling
- Accurately refuel with specified fuel at the pump

Promptly report damage, leaks, or malfunctioning equipment

- Instructions for:

Acquiring maintenance and repair authorizations.
Acquiring emergency supplies, services, and repairs.
Reporting accidents.

- Telephone # is on the GSA vehicle credit card
- Instructions on the use of the GSA vehicle credit card.
- Accident reporting kit which contains:

Standard Form 91, Motor Vehicle Accident Report
Standard Form 94, Statement of Witness

6.1.9 Reporting of Vehicle Accident and/or Damage

All damage to Lab furnished vehicles must be reported immediately to the Jefferson Lab Vehicle Control Officer. The procedures for reporting vehicle accidents and/or damage are located in the glove box of each vehicle. The Vehicle Control Office may assist as needed in the reporting process.

The driver of the vehicle is responsible for notifying the following persons immediately when the vehicle is involved in an accident or driver discovers that the vehicle has been damaged:

- Police in the jurisdiction where the incident occurred
- The employee's supervisor
- The Jefferson Lab Vehicle Control Officer

The operator of a vehicle involved in an accident shall report the accident on a SF-91, "Operator's Report of Motor Vehicle Accident".

The Jefferson Lab Vehicle Control Officer will report the accident and/or damage to the DOE, GSA and the Vehicle Management Control Center as soon as practical after receiving the initial report.

The vehicle driver has additional safety related accident reporting requirements contained in Chapter 6170 of the Jefferson Lab EH&S Manual.

6.2 Motor Equipment

Jefferson Lab's policy is to keep the number of motor vehicles and motor equipment at the minimum consistent with Laboratory requirements. For efficiency, all Motor Equipment shall be shared and is authorized for official Jefferson Lab business only.

Operators of JLab motor equipment, employee or subcontractor, shall have a recurring duty requirement to operate motor equipment in the performance of the Lab mission. Past experience, job description, and primary duties in using like industrial equipment shall be used by supervisors as a determining factor in requesting training for new operators. Requests to train students and Users will be closely scrutinized and based upon approved educational programs, documented expected training outcomes, and availability of other trained JLab employees who can safely perform the service. The Director Facilities and Logistics is the JLab approving authority for questionable requests for motor equipment training and access to equipment.

Successful completion of training and demonstrated proficiency is required to become certified to operate JLab motor equipment. Supervisors/SOTRs of prospective operators shall personally verify completion of appropriate JLab safety training and operating proficiency on forklifts, manlifts, yard jockeys, and tractors before an operator can operate equipment on their own. Operation of unique one-of-a-kind, oversized equipment such as the Yard Jockey and Big Bertha forklift presents unique hazards. Therefore, the equipment custodian or his designee will provide familiarization of the equipment before turning the equipment over for use.

As a general rule, authorized requesters should reserve motor equipment directly with equipment custodians, be prepared to present proof of current training when challenged at any time, and demonstrate operator proficiency of high-risk equipment to the equipment custodian when requested. Supervisors of prospective drivers and operators must personally verify operating skill and experience on the particular equipment including familiarization and demonstrated proficiency and notify the Motor Equipment Fleet Manager to document training completion. Custodians of JLab motor equipment are empowered to deny access to motor equipment based upon questionable training completion or operator proficiency. The Vehicle Control Officer/Motor Equipment Fleet Manager and an operator's immediate supervisor/SOTR shall be notified immediately if a JLab operator is denied access to equipment for cause.

Jefferson Lab's policy is to keep the number of motor vehicles and motor equipment at the minimum needed to satisfy Laboratory requirements. Motor equipment is available only for official Jefferson Lab business. Successful completion of specific training is required to become authorized to operate motor equipment.

6.2.1 Motor Equipment Fleet Manager Manages the Government motor equipment program to ensure equipment is acquired, maintained, and utilized in support of Jefferson Lab programs in the minimum quantity required and in the most efficient manner consistent with program requirements, safety considerations, and fuel economy. Equipment includes any item of equipment that is self propelled or drawn by

mechanical power, including lifts, cranes, electric and alternative fuel vehicles, construction and maintenance equipment, and materials handling equipment.

6.2.2 Motor Equipment Custodians Are designated employees responsible for the motor equipment including coordinating preventative maintenance and usage with the Jefferson Lab Motor Equipment Fleet Manager. They are also responsible for reporting damage as soon as detected to the Fleet Manager.

6.2.3 Equipment Pool Jefferson Lab Facility Management manages the Laboratory vehicle pool. The majority of the equipment is kept in the two mobile equipment buildings. Authorized requesters can access equipment keys from electronic key boxes located in these buildings.

6.2.4 Reporting Maintenance Problems Report maintenance problems by submitting a work request using the Facilities Management website or for emergencies calling Ext 7400.

6.3 Leased Transportation Services

JLab subcontracts for specialized vehicle services such as vans and buses. These vehicles may be leased on an hourly basis, including drivers, by coordinating with the Director's Office.

6.4 Government Tags

Government tags not in use shall be kept by the Vehicle Control Officer in a secure location. Unneeded tags must be returned to the DOE Site Office.

7.0 Reports

7.1 Internal Reports for submission to the Property Officer.

Excess Property Transfer Status Report - A monthly report providing the status of all excess property being transferred in or out of Jefferson Lab. To be submitted by the 7th working day of the following month.

Status of Offsite Property - A monthly report providing the status of all property on loan to other institutions or utilized by Jefferson Lab employees offsite. To be submitted by the 7th working day of the following month.

Missing, Loss, Damaged or Destroyed – A monthly report of all property reported Missing, Loss, Damaged or Destroyed. To be submitted by the 7th working day of the following month.

7.2 External Reports

Name of Report	Due Date	Submitted to	Reference	Type
Lost, Damaged or Theft Report	Immediate	Site Office	DOE O 580.1, Section 4(m)	Property
Mid-Year Motor Vehicle Data Review	4/30	Site Office	Operational Awareness, FPMR 101-38.1	Vehicle
Motor Vehicle Field Budget Request	4/30	TJNAF CFO		Vehicle
Precious Metals Forecast	8/30	Site Office	41 CFR 109-27.5105/109	Property
Other Motor Equipment Utilization	10/30	Site Office	41 CFR 109 38.5104	Vehicle
FAST Motor Vehicle Budget Submission	8/30	FAST Online	FPMR 102.34.345/PL 105-388/E.O.13149/109-38.9	Vehicle
Balanced Score Card Metrics	9/10	Site Office	DOE G 580.1-1	Property & Vehicle
Management Walk-Through Report		Site Office	DOE G 580.1-1	Property
Precious Metals Projection Report	9/30	DOE Precious Metals Business Center	DOE O 580.1, Section 4(f) 2.d	Property
FAST Motor Vehicle Report	10/15	Online	FPMR 102.34.345/PL 105-388/E.O.13149/109-38.9	Vehicle
Motor Vehicle Statement	10/15	Site Office	Congressional/109-26.501-50	Vehicle
Vehicle Utilization Goals	10/30	Site Office	PMR 109-38/ E.O. 12579	Vehicle
Physical Inventory Report	10/30	Site Office	DOE O 580.1, Section 4(f)	Property
Technical Stock Room Inventory	10/30	Site Office	DOE O 580.1, Section 4(f) 2.c	Property
High Risk Property	10/30	Site Office	41 CFR 109-1.53/PL 970-3	Property
Exchange Sale Report	10/30	Site Office	41 CFR 109-39.75	Property

FY Inventory Summary	10/30	Site Office	DOE G 580.1-1	Property
Equipment Held for Future Projects	10/30	Site Office	DOE G 580.1-1	Property
Computers for Learning	10/30	Site Office	102-36/E.O.12999	Property
Excess Personal Property Furnished Non-Federal Recipients	11/10	Site Office	41 CFR 102-36.300	Property
Negotiated Sales-Surplus	11/10	Site Office	41 CFR 101-45.4702	Property
OMB Energy & Transportation Efficiency Mgt (Alternate Fuel)	11/15	FAST Online		Vehicle
Balanced Score Card Self Assessment Report	11/30	Site Office	DOE G 580.1-1	Property & Vehicle
Property System Approval	Triennial-FY06	Site Office	DOE O 580.1 ATT 2	Property
Annual Submittal of Property Validation	On Request		DOE O 231.1/FIMS	Property

Appendix A: DEFINITIONS

Abandonment-In-Place - When property located off-site ceases to have commercial value, or if the value is so low that the cost of its care and handling would exceed the estimated proceeds from its sale, abandonment of the property in place can be considered. Abandonment must be the choice of last resort, only after other means (sales, transfer of accountability, etc.) have been pursued without success.

Accountable Property - All property which is subject to inventory by appropriate authority, such property includes: real, capital, non-capital, high risk, sensitive, and non-sensitive.

Administratively Controlled Items - those personal property items for which there is no Departmental requirement for formal property records to be maintained, but for which JSA Management has determined that property records will be maintained for various control purposes. Examples include:

- Cell Phones
- Conference Polycom Phones
- Pagers
- Tools (Power & hand)
- Returnable containers furnished by vendor

Administrative Transfer - A transfer of accountability for property to another DOE agency or contractor. The title remains with DOE, regardless the location of the item.

ADPE Sanitization – Is the approved process for removing data or destroying computer hard drives or other devices which have non-volatile memory

Blanket Purchase Agreement (BPA) - A contract under which a contractor or vendor agrees to provide goods or services to a purchaser on a demand basis; the contract generally establishes prices, terms, conditions, and the period covered, although no quantities are specified; shipments are to be made when and as required by the purchaser.

Counterfeit and Suspect Parts - Any low-grade part or material that is manufactured or marked to resemble a higher-grade or refurbished product illegally sold as new equipment. The primary concern at Jefferson Lab is for low grade metal fasteners (bolts, nuts, etc.) of foreign origin and refurbished electrical equipment (circuit breakers, large switches) that are illegally sold as new equipment.

Capital Property - Property procured with capital funds. Property may be administrative, equipment, sensitive, non-consumable, or fabrications; either personal or real property.

Component - Equipment that is physically incorporated into other equipment. Components are not property-numbered. If a component is a controlled item, then the

equipment into which it is incorporated is to be property-numbered. The record for that equipment will reflect the incorporation of all controlled components.

Consumable Property – Materials and supplies that are expended in the performance of the contract. Examples are bolts, welding rod, filters, drill bits, office supplies, etc

Contractor Acquired Property – Property purchased or otherwise provided by JSA using contract funds, and reportable as DOE property.

Controlled Substances, Hypodermic Needles, Syringes and Potable Alcohol – related medical supplies held by the on-site clinic as well as alcohol used for cleaning parts.

Dismantled Property - Property that has been taken apart or dismantled (cannibalized) to use its parts for the repair of another property item.

Disposal – Means the process of reutilizing, transferring, donating, selling, abandoning, destroying, or other disposition of Government owned personal property.

Dual-Use Property – Means chemical, biological or nuclear material, equipment, and related technology as described in the International Atomic Energy Agency Information Circular (INFCIRC) 254 Part 2.

Due Diligence - Reasonable level of judgment, care, prudence, determination, and effort in protecting and controlling property.

EADS – Energy Assets Disposal System: a system supporting the DOE-centralized reuse of DOE-owned property.

Equipment – Any durable, non-consumable, stand-alone item having a unit acquisition cost greater than \$5,000 and an anticipated service life exceeding two years.

Equipment Held for Future Projects (EHFFP) – Personal Property held for use in an authorized future project. Justification and approval for retention is required annually.

Excess Property – DOE or JSA property that is no longer required for the immediate of future needs of the Laboratory. Excess property is made available first within the Laboratory, then to Government and state agencies, or is ultimately sold. Excess equipment conditions range from new and highly valued to scrap material that will be sold for the value of its material content.

Excess Transfer - When title and accountability is transferred to another Federal agency or contractor.

Export Controlled Information – Unclassified U.S. Government information that if given uncontrolled release, could reasonably be expected to adversely affect U.S. national security or commercial interest.

Export Controlled Property – Property, including manuals and drawings, which requires a Bureau of Industry and Security export license because of restrictions established by the U.S. Department of State, the U.S. Nuclear Regulatory Commission, U.S. Department of Energy or the U.S. Department of Commerce regulations. These regulations are codified in the Department of Commerce’s “Export Administration Regulations (EAR)”.

Export Control Review – Is the technical and administrative review required for all property (including software, intellectual property and technical information) sent from Jefferson Lab to another country. The review is conducted by the Jefferson Lab Export Control Officer and includes classifying the property and status of the end user, researching the Export Administration Regulations to determine if a license is required and preparing necessary applications or certification documents.

Fabricated Property - Physical objects and equipment originally created at the Laboratory or property purchased but subsequently and significantly modified by the Laboratory to transform them into something new and different.

Government Furnished Property – Property in the possession of or directly acquired by DOE, and subsequently delivered or otherwise made available to JSA.

Hand Tools - a device for doing a particular job that does not use a motor, but is powered solely by the person using it. Examples are almost endless, from general tools like the hammer to specific tools like calipers.

Hazardous property—any personal property, including scrap or waste, that is ignitable, explosive, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics, or that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Material Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substances Control Act. Such property can be in solid, liquid, semi-liquid, or contained gas form and may cause or significantly contribute to an increase in mortality or illness, or pose present or potential hazards to human health or the environment when improperly used, treated, stored, transported, disposed of, or mismanaged. Among other things, it includes hazardous materials and hazardous wastes as defined in the Federal Property Management Rules.

High Risk Property - Property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high-risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.

High Risk Review – Review to determine if the property or information will be classified as “High Risk”. Normally, the review is conducted at the request of the Property Officer when the property that has the potential to be classified as high risk is acquired or disposed of.

Inventory Criteria - The selection rules defined and used as the basis for generating the list of property to be accounted for in a given inventory. The inventory criteria may include such parameters as the type and location of property and the accountable group or organization.

Line Management An individual’s supervisor and successive levels of supervision up to the Division or Office Director.

Lost Property - A property item is considered lost if it is not in the last location known to the custodian and has not been found after a thorough search of the premises. An item is also considered lost if its location is known but the item is physically unrecoverable.

Marking - All equipment suitable for marking as Laboratory property is permanently marked to establish ownership and to identify it as property of the US Government. Marking methods may include special labels, etching, dye marking, or other suitable means of establishing ownership.

Misappropriation of Property - Any use of property other as described under Section 1.1.2 Use of Government Property.

Motor Equipment – Any item of equipment which is self-propelled or drawn by mechanical power, including golf carts, yard jockeys, tractors, utility trailers, man lifts, mobile cranes, and fork lifts

Motor Vehicle – Any vehicle or trailer designed for operation principally on public roads.

Non-Consumable Property – Non-consumable items (other than Administratively Controlled, Capital, Equipment, or sensitive items) acquired for the performance of work under the contract. Examples include such items as desks and chairs.

Personal Property - All property other than real property such as buildings and their associated infrastructure such as roads, parking lots, water mains etc.

Power Tools - a tool powered by an electric motor or pneumatic or hydraulic that reduces the work required by the operator. Common power tools include the drill, various types of saws, the router, the electric sander, and the lathe.

Precious Metals – Uncommon and highly valuable metals such as gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium. Procedures for acquisition, use and disposal of precious metals are contained in section 2.3 of this manual.

Property Custodian – An Individual having custodianship of Jefferson Lab personal property and who is responsible for the proper utilization and control of the property.

Purchase Order (PO)/Subcontract - is a contract document used to buy supplies, equipment or services from commercial sources.

Quality Assurance (QA) - A method used by Jefferson Lab to provide some measure of control over the quality of purchased goods and services.

Quality Control (QC) - A method used by the Subcontractor to control quality of goods and services required under this subcontract.

Radioactive Property - Any item or material that emits ionizing radiation in excess of background radiation.

Real Property - Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including any fixtures permanently installed therein. Real property is tangible property other than moveable property or tangible intellectual property. Real property improvements include upgrades and/or enhancements to existing facility characteristics.

REAPS - Reportable Excess Automated Property System: a system supporting the DOE-centralized reuse of DOE-owned property.

Related Real 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. 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.

Retirement - The act of removing a property item from the Property Database.

Salvage Property – that property which, because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect for sale or use as a serviceable property without major repairs or alterations but has some value in excess of its scrap value.

Scrap Property – Property that is in such condition that it has no reasonable prospect of being sold except for the recovery value of its basic material content.

Sensitive Property – Items, regardless of value, that requires special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations. Items include, but are not limited to weapons, ammunition, explosives, classified property, laptops, computers, personal digital assistants, other information technology equipment and removable components

with memory capability, cameras, and anything else deemed to need special control and accountability. See Appendix for specific list of other items needing special control and accountability.

Spare Equipment – Equipment held as replacement spares for equipment in current use in DOE programs.

Stores - Goods or products that are purchased and stocked on-site for ready use and resale at cost at the Lab. Shop, bench, cupboard, or site stock items which are not consumed or do not turn over in a reasonable period of time (i.e., 90 days).

Subcontracting Officer - A Jefferson Lab employee with the authority to enter into, administer, and/or terminate contracts, and make related determinations and findings.

Subcontractor Held Property – Any property acquired, fabricated by or loaned to subcontractor as part of a subcontract.

Subcontracting Officer's Technical Representative (SOTR) - A Jefferson Lab representative who is authorized by the Subcontracting Officer to monitor, inspect, accept, or reject materials or services furnished under a subcontract. The SOTR does not have the authority to modify, change, or deviate from the terms of the subcontract.

Unaccounted-for Item - An item whose location and existence has not been confirmed during the inventory and reconciliation process.

Unneeded Materials and Chemicals (UMCs) – Materials and chemicals are deemed unneeded if; on project completion they do not have a designated future use. If they remain unused or undesignated for use after project completion or close out without a written mission-related justification the materials or chemicals are deemed unneeded. Management of Equipment Held for Future Projects is subject to requirements found in 41 CFR 109-28.50. Such equipment is not considered unneeded. Materials (with or without residual radioactivity) include items such as scrap metal, lead, equipment, non-nuclear weapons components (excludes classified components), and other non-nuclear materials. Chemicals include chemical elements as well as a large array of compounds such as acids, bases, catalysts, and explosives. Examples include mercury, chlorine, sodium, laboratory chemicals, as well as janitorial supplies and other cleaning compounds. **Note:** Materials and chemicals already designated as waste are subject to existing DOE Orders and Federal requirements and therefore are not considered to be UMCs.

Walk Through Inspection – A management walk through of all Laboratory operating and storage areas at least once every two years to specifically identify idle, unneeded, overstocked or underutilized property.

Write-off - Adjustment to the dollar value of a property item in the financial records. Authority and responsibility for performing the Write-off resides solely with the Jefferson Lab Property Manager.

APPENDIX B: Sensitive Items

DOE Reg CFR 109-1.100-51a

Sensitive items are defined as personal property that is considered to be susceptible to being appropriated for personal use or which can be readily converted to cash, for example: firearms, portable photographic equipment, binoculars, portable tape recorders, portable calculators, portable power tools, portable computers, and portable communications equipment.

Jefferson Lab List of Sensitive Items:

A sensitive property item is defined as one that has not exceeded its service life, is highly portable, is easily converted to personal use, is more susceptible to theft than other equipment, and, generally, has an acquisition cost of \$300 or more. Organizers (with PC connection capability), and computers are not subject to the dollar threshold.

The following is the revised list of sensitive equipment:

Category	Minimum Acquisition Threshold	Examples include:
Multi-functional Office Equipment	\$300.00	Computer projectors, fax, copiers, digital senders
Computers	No minimum acquisition cost.	Includes PCs, servers, laptops, micro-mini laptops
Personal Digital Assistant with PC Connectivity	No minimum acquisition cost.	Palm Pilot, Palm M505, Handspring,
Portable Hard Drives	No minimum acquisition cost	Does not include smart cards, USB memory sticks or other devices classified as "media"
Power Tools	\$300.00	Includes stand alone items such as Portable compressors, generators, or table saws.
Video Recorders/players	\$300.00	Video (VCR), tape, dictation machines, digital compact audio disc (CD), digital video disc (DVD), audio tape
Portable Instrumentation	\$300.00	Voltmeters, O-scopes. Watt Meters
Still Cameras	\$300.00	Digital
Video Cameras	\$300.00	Does not include surveillance equipment
Video Projectors	\$300.00	

APPENDIX C: GSA CONDITION CODES

GSA goes by the Disposal Condition Codes, but they display the description in text.

DRMS goes by the alphabetic Disposal Condition Code.

Code (Brief) and Expanded Definition

<u>Description</u>	<u>GSA Disposition Code</u>	<u>DRMS Disposition Code</u>
New/Unused	1	A
Usable	4	B
Repairable	7	C & F
Salvage	X	H
Scrap	S	S

New/Unused – Property that is in new or like new condition may be used without any repair or refurbishment.

Usable – Property that requires minimal or no repair to be put into service.

Repairable – Property that can be repaired for use may be reutilized internally.

Salvage - Property with an estimated cost of repair exceeding 65 percent of acquisition cost or standard price. Property has usable parts for cannibalization or resale value.

Scrap - Personal property that has no value except for its basic material content; includes waste. Property in this condition would not be repairable or salvageable.