

**JEFFERSON LAB
PERSONAL PROPERTY
CUSTODIAN RESPONSIBILITIES**

Jefferson Lab is committed to maintaining a personal property management system that efficiently manages and controls personal property. "Personal Property", in this sense, refers to all equipment, supplies, and materials owned by the federal government, Commonwealth of Virginia, or SURA. Personal property provided to individuals or groups is assigned to a Property Custodian. The custodian is responsible for the proper use, control, and physical protection of all personal property until it is no longer needed and appropriate disposition is requested. You have been designated a Property Custodian for items of personal property which you have in your possession.

The purpose of this initiative is to ensure that, as a Property Custodian, you know your basic requirements -- and know where to get help should you need it.

As a Property Custodian, you are responsible for:

- Utilization & Protection of Personal Property -Utilize the property for official Jefferson Lab business only. -Ensure the property is not damaged by misuse. -Provide appropriate care and storage for the property. -Perform (or have performed) prescribed property maintenance/calibration. -Make property available upon request for inventory or inspection. -Report immediately any loss or suspected theft to the Jefferson Lab Security Officer via the Material Services Coordinator (ext. 7348).

- Transfer or Return of Personal Property -Report in advance any change in property assignment or location. -Ensure that you are removed from custodianship when personal property is returned or relocated for over a 30-day period. To transfer custody, utilize a Property Movement & Transfer Form (SURF Form No. 57) or initiate the transfer on-line at [Property Movement & Transfer Form](#)

Should you have concerns or questions regarding your responsibilities as Property Custodian, you should contact your supervisor or the Jefferson Lab Property Officer at 249-5430. One-on-one consultation and/or training will be provided to address your concerns.

ACKNOWLEDGEMENT

I understand my key responsibilities as a Jefferson Lab Personal Property Custodian, and where to obtain help should I need it.

Signature _____ Date: _____ (Print name above signature)

Retain a copy of this form, and return the signed original to MS28A