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Author

Lawrence Berkeley National Laboratory

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PROPERTY MANAGEMENT GUIDE

**Lawrence Berkeley Laboratory
University of California
Berkeley, California 94720**

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UCLBL PROPERTY MANAGEMENT GUIDE

INTRODUCTION

This Property Management Guide describes the Lawrence Berkeley Laboratory system of accounting for, and controls governing acquisition, use and disposition of property coming into its custody in the performance of the work of the Laboratory. It is the purpose of this Guide to aid in complying with the provisions of Clause 12 of Contract DE-AC03-76SF00098 (Contract 98) between the Regents of the University of California and the U. S. Department of Energy.

It is essential that Laboratory personnel responsible for performing property management activities be thoroughly familiar with this Guide and those related issues which are referenced as directly applicable in the particular circumstances. Such personnel are cautioned that, except as otherwise specifically authorized by DOE through the Associate Laboratory Director for Administration, Government property is to be used only for the performance of Contract 98 work.

POLICIES AND REQUIREMENTS

This section sets forth basic property management policies and requirements. These policies are derived from Contract 98 and applicable Government issuances and University of California Business and Finance Bulletin 29.

I. BASIC POLICIES AND REQUIREMENTS

A. The Property Management Function - The equipment and supplies the Laboratory acquires for its work are vital resources. It is the function of property management to ensure the right resources are made available when and where needed and at minimum costs. This involves:

1. Allocating capital and expense funds in the most effective way.
2. Taking positive steps to ensure property on-hand is efficiently utilized and maintained.
3. Arranging timely disposal of equipment and supplies which become unreliable, obsolete, excessively costly to maintain, or are no longer needed.
4. Maintaining a safe work environment throughout all phases of acquisition, use and disposal.

B. Contract 98 Requirements - The bulk of equipment and supplies under the control of the Laboratory is Government property. Thus performance of the property management function is subject to such regulations and directives as are made applicable through the following Contract 98 requirements.

1. "The University (Laboratory) shall maintain a separate and distinct set of accounts, records, documents and other evidence showing and supporting **all allowable costs incurred, revenues or other applicable credits, and** the receipt, use and disposition of all Government property coming into the possession of the University under this contract." (Clause 11)
2. "...the University shall identify Government property coming into University's possession or custody by marking or segregating in such a way as shall indicate its ownership by the Government. (Clause 12)
3. "...the University shall take all reasonable precautions.....to safeguard and protect Government Property in the University's possession or custody." (Clause 12)
4. "...Government property shall be used only for the performance of this contract." (Except as otherwise authorized by DOE through the Associate Laboratory Director for Administration.) (Clause 12)

5. "...the University shall keep up to date the mutually approved system.....of accounting for and control by the University of personal property owned by the Government within the custody of the University." (Clause 12)

C. University of California Requirements - The Laboratory also is guided by University policies and practices not in conflict with Government requirements. In substance these provide for:

1. Maintenance of a comprehensive materiel management program which includes control and utilization of individual equipment.
2. Issuance of written policy and operational procedures relating to property records and control systems, and including acquisition, usage and disposition of property.
3. Primary reliance on users, group leaders and department heads for proper execution of the property management function, particularly with respect to custodial responsibility and effective utilization and maintenance.

II. DEFINITIONS

Certain terms appear throughout this Guide and related documents and have the following meanings:

- A. EQUIPMENT, CAPITAL: A unit of durable property (other than plant) continuously identified in the Property Management and Accounting System. May be used separately or as a component of larger equipment. Funding is from the operating appropriation for items with a value of less than \$5,000. Equipment valued at \$5,000 or more is funded by special capital appropriation. Capital equipment must:
 1. Substantially retain its original physical appearance and characteristics.
 2. Have a life expectancy or more than two (2) years after acquisition date.
 3. Possess sufficient monetary value (generally \$5,000 or more) to justify continuous identification in the Property Management and Accounting System.
- B. EQUIPMENT, NON-CAPITAL: Any item of equipment funded through the operating appropriation and which does not meet the above criteria. Examples are:
 1. Prototypes.
 2. Items to be destroyed in a test or experiment within two years.
 3. Accessories and components which are not independently useful.
 4. Standard items below an output or capacity specified in the Property Record Unit Catalog (PRUC), generally regardless of cost.

- C. EXCESS: Unneeded equipment and supplies which may be offered to other DOE or Government users or, if no user is found, donated as approved by DOE, sent to a Government disposal location, or sold in accordance with GSA and DOE provisions.
- D. EXPENSE MATERIAL, NON-INVENTORY: Items generally purchased with operating funds, often through Requisition-Purchase Orders (low value) and petty cash, with not enough usage to justify stocking and issuing.
- E. HELD FOR FUTURE PROJECTS (HFFP): Capital equipment held, with approved economic justification, for:
 - 1. Known future use, i.e. equipment earmarked for use in future approved projects.
 - 2. Potential use in planned projects.
 - 3. Potential use in as yet unidentified projects.
- F. IN-USE: Capital equipment in-use in the work of the Laboratory, including spare equipment held for back-up but excluding equipment held for future projects. Normally used at least once every six months.
- G. NARCOTICS AND DANGEROUS DRUGS: Items under the jurisdiction of the Controlled Substances Act of 1970, registered with the United States Department of Justice, Drug Enforcement Administration.
- H. PRECIOUS METALS: Uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation. Included are gold, silver and the platinum group metals.
- I. PROPERTY: Equipment and supplies necessary to carry out the work of the Laboratory. (Land and buildings, while generally considered to be property, are excluded from this determination for the purpose of this Guide.)
- J. PROPERTY COORDINATORS: Persons assigned division property responsibilities by division heads.
- K. PROPERTY MANAGER: Materiel Management Department, Property Management Section Head.
- L. SENSITIVE ITEMS: Items with high appeal for personal use or easily sold for cash and thus more subject to theft. These items may be capital equipment, stock items, or non-capital items, and subject to various additional control measures.
- M. SPARE EQUIPMENT: Capital equipment held as replacement for in-use equipment. Excluded are:
 - 1. Items installed for emergency back-up, such as pumps or motors electrically connected in place.

2. Items available from equipment pools or borrowed from other sources but not specifically reserved as replacement spares.
- N. **STOCK INVENTORY:** Commonly used supplies purchased in advance of need, stored in centralized locations, charged to programs when drawn out of stock, and managed as an inventoriable asset. These are classified in 32 sections plus special spares, stock work in progress, and returnable containers.
- O. **STOCK ITEMS, LIMITED ISSUE:** Stock inventory items issued subject to special controls. These are classified as:
1. Controlled issue; being easily subject to misuse or personal use.
 2. Restricted issue; requester is accountable for material from time of issue until it is experimentally dissipated or returned to stock.
 3. Group controlled; when a group's special interest requires pre-approval.

III. REFERENCES

The following references are used by the Laboratory in the maintenance and execution of its Property Management Program and form a part of this Guide to the extent directly applicable.

- A. **Contract No. DE-AC03-76SF00098 (Contract 98):** sets forth the rights, obligations, and requirements of the University (Laboratory) and DOE in the performance of the work of the Laboratory.
- B. **DOE Orders:** Classification code 2200-Accounting and 4400-Personnel and Property Management establish most of the working definitions and accounting practices the Laboratory uses in property matters.
- C. **Department of Energy Property Management Regulations (DOEPMR) and Federal Property Management Regulations (FPMR):** establish applicability of GSA prescribed Property Management Regulations to DOE prime contract operations and provide direction to Laboratory property management activities.
- D. **University Business and Finance Bulletin 29 (BUS-29):** sets forth University requirements for campus inventory programs and provides the Laboratory guidance in achieving certain desired consistency with University practices.
- E. **Regulations and Procedures Manual (RPM):** provides (in Section 6.00 Property and Supply) a summary of regulations, procedures and practices to inform employees about their responsibilities relating to Laboratory property.
- F. **Property Record Unit Catalog (PRUC):** is an Accounting and Financial Management Office document designed to:
 1. Describe all retirement units applicable to the Laboratory.

2. Provide a basis for a common understanding as to the manner in which plant and equipment costs are assembled and recorded in the plant and equipment records.
 3. Aid in identifying the units in the plant and equipment records and for physical inventory purposes.
 4. Provide the basis for distinguishing between capital (plant and equipment) and expense charges.
- G. Accelerator Retirement Units: is a document related to (F) above with the express purpose of describing the Laboratory's chief research tools.
- H. Procurement Guide: records the Laboratory's policies and instructions applicable to the procurement of goods and services.
- I. Stock Catalog: lists each of the some 29,000 items available through the stock system showing description, unit of issue, price and location stocked.
- J. Storeroom and Stock Management Procedures Manual: sets forth internal procedures, other than purchasing, followed by the Materiel Management and Business and Protective Services Departments' personnel in performing their work.

RESPONSIBILITY AND AUTHORITY

This section sets forth basic property management responsibility and authority for fulfilling Laboratory obligations pursuant to Contract 98 requirements and applicable University policy.

I. RESPONSIBILITY

A. General - The Director is responsible for ensuring adequate performance. This responsibility is carried out through the Associate Laboratory Director for Administration who, in close cooperation with division heads, does the following:

1. Determines requirements and recommends programs for Director approval to meet these requirements.
2. Establishes or approves procedures to implement approved programs and issues written statements to aid performance.
3. Ensures that performance is monitored, timely guidance is provided to those involved, and corrective action is initiated where indicated.
4. Ensures that records are maintained which are adequate to substantiate that requirements of Laboratory programs have been met and Contract 98 obligations have been fulfilled.

B. User Group Responsibility - The Laboratory's management philosophy is that the user group involved, by its intimate knowledge of its particular circumstances, is best qualified to manage its own resources, including property, subject to limitations and requirements established pursuant to approved programs. Each Laboratory division is responsible for the following:

1. Planning its own property requirements; allocating, utilizing and maintaining its property resources in the most effective manner; and maintaining a safe working environment.
2. Appointing one or more property coordinators to execute this responsibility with primary duties to ensure effective utilization, provide inventory verification and assist in maintenance of required records.

C. Administration Division Responsibility - Administrative departments do the following as their primary responsibilities in the conduct of the business aspects of property management:

1. The Materiel Management and Purchasing Departments furnish certain essential services, coordinate and guide related efforts of others, and as assigned by the Associate Laboratory Director for Administration, administer the Laboratory property management program to ensure that Contract 98 operational requirements are met. In connection with the foregoing, these Departments:

- a. buy, or otherwise acquire through interagency transfer, all required equipment and supplies.
 - b. maintain, issue and replenish stock inventory items,
 - c. receive and ship all property entering and leaving the Laboratory,
 - d. maintain warehousing facilities and provide transportation necessary to service these facilities,
 - e. process equipment and materials determined to be excess to the Laboratory's needs,
 - f. sell or otherwise arrange for disposal of scrap and surplus items,
 - g. confirm and monitor justifications for holding capital equipment earmarked for future approved projects or potential projects, and
 - h. secure such DOE approvals as are required in the course of furnishing these services.
2. The Property Manager, designated by the Materiel Management Department Head, performs prescribed administrative duties, monitors the Laboratory's performance according to this Guide, and takes or initiates corrective action where indicated. **Property Management updates and verifies, through periodic inventories, location records on equipment and other accountable items for data base maintenance and reporting purposes.**
3. The Accounting and Financial Management Office (AFM) maintains financial records adequate to show, in detail suitable to meet Contract 98 requirements, property for which the Laboratory is currently accountable. In this connection, this office:
- a. maintains cost records on real property and equipment, construction work in progress, capital equipment not related to construction,
 - b. prepares monthly reports, acceptable to DOE, reflecting current changes in these records,
 - c. maintains location records on equipment, precious metals and other accountable items.
 - d. referees physical inventories of stock to verify completeness and accuracy of these records, and
 - e. makes or secures and records payments for amount owed in connection with acquisitions and disposals.
4. Protective Services provides plant protection. It assists user groups in surveillance and suggests measures to guard against loss or damage. It also investigates suspected thefts and arranges for return of recovered stolen property.

5. The Personnel Department requires verification from Property Accounting that all property for which a terminating employee is accountable has been returned or otherwise accounted for upon separation.
- D. Engineering Division's Responsibility - Departments in this Division have dual responsibilities and, in their particular areas of specialty, are extensions of, or advisory to, other user groups. They evaluate, supply, maintain and help control much of the technical equipment these groups require and, where appropriate, maintain equipment pools to ensure effective utilization of such equipment.
- E. Information and Computing Sciences Division - The Technical Information Department furnishes advice and assistance as others may request, in the acquisition and utilization of copy machines. The Workstation Group advises and assists in the acquisition of micro computers and word processing equipment.
- F. Occupational Health Division - Provide professional guidance by recommending or furnishing safety devices or other aids to minimize potential for accident or injury in connection with otherwise hazardous uses of equipment and supplies.

II. AUTHORITY

- A. Basis - The President of the University of California has delegated to the Laboratory Director essentially full authority over the administration of the Laboratory. The Director, as provided by the President, and to the extent it relates to property management, has redelegate this authority to division heads for the purposes indicated in the Guide.
- B. Procurement - The Laboratory Procurement Guide sets forth authority for the procurement of required goods and services and establishes conditions to be met in the exercise of this authority which is generally as follows:
 1. Authorization to execute purchase contracts is limited to authorized procurement personnel, the Associate Laboratory Director for Administration, the Associate Division Head for Business and Materiel and the University's Vice President, Financial and Business Management.
 2. Division heads and their department heads, and designees, determine Laboratory needs and are authorized to initiate and approve purchase requisitions within dollar limits stated in the Account Authorization Book.
 3. Acquisitions, other than through purchase, normally result from transfers of items in excess of the needs of others within DOE or other Government agencies. Such acquisitions are authorized by the Purchasing Department through issue of Memorandum Requests (similar to purchase orders) initiated through requisitions approved as in (2) above.

- C. Custody and Use - Division heads, subject to Laboratory property management limitations and requirements, are authorized to make custodial arrangements for their property resources and to determine their disbursement and commitment to the most effective use in the performance of work under Contract 98. They or their designees:
1. Review stock issues (displayed in lists furnished monthly by the Accounting Office) to ensure properly-authorized issue and use of their accounts.
 2. Approve transfers of property in and out of the Materiel Management warehouse and thus from and to division custody.
 3. Approve transfers of property to and from custody of other divisions, as mutually agreed upon.
- D. Disposition - Contract 98 provides that the Laboratory shall make such disposition of Government property in its custody as authorized in writing by DOE. When Government property is worn out, lost, stolen, destroyed, abandoned, or damaged beyond economical repair, it shall be retired and removed from the Property Management and Accounting System. A full explanation shall be supported by an investigation as to the date and circumstances surrounding the loss, theft, destruction, abandonment, or damage. Documents requesting the retirement of property shall be signed by the responsible person initiating the report and reviewed and approved by the group leader or department head of the person initiating the report. Disposition authorities are as follows:
1. Division heads, and those designated by them, are authorized to approve release, to the Materiel Management Department, of property which they determine excess to division needs.
 2. The Associate Division Head for Business and Materiel is authorized to dispose of such property through channels determined to be appropriate. This is done either through excessing and salvage procedures, including **scrap material sales** or through other means specifically approved by DOE for the purpose. In this connection, the Property Manager and Purchasing Manager are authorized to do the following:
 - a. the Property Manager to approve excess lists and, as necessary, secure required DOE approval for other disposal action, and
 - b. the Purchasing Manager to execute sales of **scrap materials and surplus items** according to approved procedures.
 3. The Property Manager is authorized to approve write-offs of unaccountable losses discovered through inventory verification processes and, subject to DOE reporting requirements, write-offs in cases of known losses or destruction of Government property.
 4. The AFM Manager is authorized to bill and accept payments in connection with authorized disposals through excessing or sale and to adjust Property Management and Accounting System accordingly.

- E. Personally Owned Property - Personal property, title to which is vested in an employee, shall not be installed in, affixed to, or otherwise made a part of, any Government-owned personal or real property. This restriction does not apply to the use and installation of privately owned decorative items or memorabilia to the work place, provided that the structure or safety of the facility is not degraded. The Laboratory is not responsible for the loss or damage on personally owned items.

ACQUISITION OF PROPERTY

This outlines the acquisition process and related requirements for the principal methods used for commercial purchase, inter-agency transfer, in-house fabrications, and gifts.

I. FUNDING

- A. General - Contract 98 is funded principally by Congressional Appropriation for LBL work each fiscal year through DOE's various program divisions. Other funds are available through work-for-others agreements.
- B. Capital Equipment - Specific funds are approved for capital equipment acquisitions. While these funds must be obligated (committed) in the year approved, they may cost in a later year as the appropriation provides.
 - 1. Funds for acquisitions through procurement are considered obligated when verified as available (see II. D. below); except that, prior DOE approval is required to obligate funds to acquire special Contract 98 specified equipment, such as motor vehicles, printing equipment, aircraft, ADP equipment and telecommunications.
 - 2. Funds for acquisitions through in-house fabrication are considered obligated when verified as available to cover costs in required detailed cost estimates. When the fabrication period spans two or more fiscal years, an appropriate portion of the estimated total cost is obligated for each year. Amounts obligated in either case include all costs expected to be incurred in the applicable year, plus outstanding purchase orders and requisitions in process.
- C. Materials and Supplies - Property subject to this Guide, other than capital equipment, is purchased with operating funds and title must pass to the Government in the current fiscal year to be chargeable against that year's funds.

II. BUDGETING

- A. Program Development and Financial Plans - Contract 98 notes that the annual work program and budget are principal devices used by DOE in program development, integration, and cost-estimating. It provides that it is the responsibility of DOE to formulate an overall program, taking into consideration the proposals submitted by the Laboratory, consistent with funds appropriated by the Congress and all its other program needs.
- B. Requirements Planning - Each division is expected to plan its equipment and supply needs as far in advance as practical, consistent with work requirements. This permits more effective acquisition of property by providing adequate time to:
 - 1. Investigate alternate items and sources.
 - 2. Take advantage of items available from others as excess to their needs.

3. Avoid costly rush procurements and delays.

Adequate planning, in addition, is the basis for accurate budgeting and financial plan development.

- C. Budget Preparation and Submission - The Budget and Resource Planning Office (BRP) coordinates the preparation and submission of the Laboratory's budget estimates to DOE on which each fiscal year's financial plan is based. BRP does the following:

1. Distributes program assumptions for the succeeding two fiscal years and the necessary forms for budget preparation to each division and their departments and groups during the second quarter of the current year.
2. Provides that division budget submissions include the best estimates of their departments and groups concerning equipment and supply needs. These estimates include specific listing of equipment items expected to cost \$10,000 or more and major supply procurements expected to cost \$50,000 or more.

- D. Verifying Availability of Funds - Contract 98 provides that, upon DOE approval, it is the Laboratory's responsibility to conduct its operations as closely as possible within the limits established by the approved work program and budget, unless and until they are modified. The BRP Office assists in monitoring Laboratory performance as indicated by:

1. Verifying availability of funds for proposed purchases or fabrications of equipment exceeding \$5,000 and other items exceeding \$50,000.
2. Reviewing monthly cost reports for internal Laboratory charges, including stock issues.

III. PROCUREMENT

- A. General - For the purpose of this Guide, the procurement process involves 1) preparation and approval of specific requisitions for property items required by users, and 2) subsequent placement and securing of performance by procurement personnel of purchase orders and memorandum requests to provide the required items.

- B. Purchases - The Laboratory Procurement Guide governs all purchases of property items required by the Laboratory. It sets forth basic policies and requirements which provide generally that the Laboratory do the following: (See Procurement Guide for detailed descriptions of the requisitioning and purchasing process.)

1. Products and Sources - Become adequately informed, without requesting unreasonable supplier effort, and give due consideration to lead time to develop non-restrictive specifications.

2. Specifications - Include descriptions which are adequate to obtain competition, which will provide enough information to prepare and submit quotations and, to the fullest extent possible, not favor a "brand" manufacturer or supplier over others. Appropriately justified "Sole Source" cases are exempt.
3. Competition - Secure competition for any purchase, regardless of value, whenever this will result in an advantage to the Laboratory. Secure formal quotations for any transaction over \$10,000 unless it has been determined that competition is impractical due to the unique nature of the item to be purchased.
4. Quotations - Accept only responses to requests solicited through the Purchasing and Materiel Management Departments as meeting the University's requirements for securing competition. Accept no quotation after the time specified in the solicitation unless otherwise provided. Bring obvious errors to a supplier's attention prior to award.
5. Award - Make awards only through the Director, Associate Laboratory Director for Administration, or properly authorized procurement personnel to suppliers whose quotations are responsive, result in reasonable prices, offer the lowest costs consistent with the best interests of the Laboratory, and comply with the special requirements of Contract 98. Release of award information is to be made only by authorized procurement personnel after notice of award has been given the successful quoter.
6. Performance - Achieve full compliance with all terms, conditions, and provisions of purchase contracts including timely delivery, acceptable products, correction of irregularities, prompt payment of proper invoices, and prompt warranty adjustments.

The Associate Division Head for Business and Materiel is responsible for achieving full compliance with the Procurement Guide and for furnishing timely guidance to those in requisitioning groups and departments as to requirements which must be observed in a particular situation to accomplish procurement properly.

- C. Inter-agency Transfers - Contract 98 provides that Government sources of supply "will be made available to the University (Laboratory) and shall be utilized by the University when in the best interest of the Government to do so." Property items excess to DOE and other agencies' needs, when useful to the Laboratory, are acquired through the Purchasing Department as follows:

1. The excess "buyer" arranges with other DOE installations, GSA, DOD's Defense Logistics Services Center (DLSC), and Defense Industrial Plant Equipment Center (DIPEC) to receive lists of items excess to participating agencies' needs.
2. Excess lists received are circulated to certain personnel or groups who may be interested in items listed.
3. Interested users initiate purchase requisitions and secure approval from an authorized person as shown in the Account Authorization Book.

4. The Purchasing Manager, or other authorized person, executes a Memorandum Request which authorizes the releasing agency to ship and bill for packing, handling and transportation.

The AFM Manager, following acceptance of such excess property by the Laboratory, pays the releasing agency, pursuant to proper invoices, for packing, handling and transportation costs. AFM charges the user group's operating account for these costs plus 50% of the releasing agency's acquisition cost for stock items. Stock items must be coordinated through Inventory Management.

- D. Receipt - Normally, equipment and supplies acquired by the Laboratory are delivered to, or routed through the Receiving Facility to ensure that inspection, marking and accounting requirements are met and properly documented. Receiving must be notified of any items brought directly into the Laboratory, bypassing Receiving, to ensure proper processing. The exception is petty cash purchases which are acknowledged as received by the user's signature on the cash receipt. Any sensitive items acquired in this manner will be assigned property numbers at the time the employee is authorized reimbursement. An Equipment Movement Record (Appendix 2A) must be completed at the same time.
- E. Acceptance -Receiving inspects most non-stock equipment and supplies and accepts them by executing a receiving-record set. Users should inspect items for hidden damage or failure to meet specifications in any case where it is impractical for Receiving to do so. Users must notify Receiving of deficiencies so that appropriate corrective action may be initiated.
- F. Marking - Title to all property items purchased for use under Contract 98 passes directly from the supplier to the Government. Contract 98 provides that "the University (Laboratory) shall identify Government property.....by marking or segregating in such a way as shall indicate its ownership by the Government." Receiving normally marks (barcodes) all equipment items upon receipt.

IV. IN-HOUSE FABRICATIONS

- A. Policy - The Laboratory purchases needed equipment and other apparatus from commercial sources at reasonable prices whenever available. When this is not possible, the Laboratory will subcontract fabrication work for equipment components to the maximum extent possible, while ensuring that:
 1. Laboratory facilities are efficiently utilized.
 2. The possibility of program delays is minimized.
- B. Shop Facilities - The Laboratory requires and maintains certain shop facilities to provide developmental, emergency and other work capabilities where close direction and special techniques are essential for the efficient performance of Laboratory programs. Subject to Director approval, the Associate Laboratory Directors for Administration and Energy Sciences determine levels of effort required to provide these essential capabilities.

- C. Make or Buy Decisions - Consistent with Laboratory policy, make or buy decisions are based on which action will result in lowest overall cost while satisfying program requirements. The following factors are generally weighed in reaching these decisions:
1. Quantity and complexity of items required, i.e. whether the work is best done in a production or job shop.
 2. Shop work load - whether work is needed to efficiently utilize Laboratory facilities, or whether leadtime and priorities may cause costly missed program schedules.
 3. Estimated in-house fabrication costs. These include:
 - a. labor at rates set forth in the Laboratory "Hourly Table of Shop and Engineering Estimating Rates",
 - b. materials and supplies at estimated or known purchase or stock issue prices, and
 - c. other costs, such as utilities and contingency.
 4. Adequacy of documentation (drawings, specifications, other) for purchase; i.e., estimated costs to overcome deficiencies.
 5. Estimated purchase cost including price and related packaging, transportation and other charges.
 6. Commercial supplier capability and proximity; i.e., whether close liaison is required to ensure satisfactory performance.

The person authorized to approve the job order requisition makes, and is accountable for, the make or buy decision. Engineering, shop, and purchasing personnel are available on request to assist in developing estimates and other information.

- D. Capital Equipment - The criteria set forth in Section No. 1, Part II, "Definitions," are applied to determine whether an item to be fabricated in-house, wholly or in part, is to be identified as capital equipment. When it is to be so identified, the following procedures are necessary for opening and closing the account to accumulate charges for capitalization purposes:
1. A memorandum requesting the opening of an account and containing the following information should be forwarded to the Budget and Resource Planning Office prior to the fabrication of a capital equipment item:
 - a. item description, LBL drawing number, and quantity to be fabricated,

- b. estimated cost of labor, material and installation which should be coordinated with the support groups participating,
 - c. purpose and justification,
 - d. estimated date of completion, and
 - e. desired signature authority up to \$10,000 and \$50,000.
2. When work has been completed, the person in charge of the account should so advise the BRP Office and request that the account be closed.
- E. Tagged Components - The person charged with maintaining the fabrication account should report to the Property Manager any items which had been assigned DOE Numbers and are incorporated into and/or concealed by the fabrication. This information is required to ensure that appropriate accountability is maintained.
- F. Installation of Purchased Equipment - A memorandum requesting the opening of an account and containing information listed below should be forwarded to the BRP Office when requisitioning a capital equipment item which will require installation estimated to exceed \$1,000 and the total acquisition cost, including installation exceeds \$5,000. (When the work has been completed, the person in charge of the account should advise the BRP Office and request that the account be closed.)
1. Item description and estimated purchase cost.
 2. The estimated cost of installation, which should be coordinated with the support groups participating.
 3. A brief description of the type of installation required (specify whether electrical, mechanical, plumbing, carpentry, etc.)
 4. Estimated date of completion.
 5. Authorized signature in accordance with the Account Authorization Book.

V. GIFTS

- A. Acceptance - The Director has the authority to solicit and accept gifts for research, including gifts of equipment having an individual value not exceeding \$100,000. Any tangible equipment item that has been approved and accepted as a gift, or that has been purchased with funds specifically accountable as a gift must be documented and reported in accordance with University Policy (BUS 29) and Laboratory Regulations and Procedures (RPM 6.03H).

Gifts must be accepted in the name of the University, and become property of the University, not the Laboratory. Recipients of such equipment at the Laboratory shall report the following information to Property Management: a) costs involved (include sales tax); b) nomenclature; c) manufacturer; d) model and serial number; e) user name; f) user account; and g) location (building and room).

- B. Recording - Property Management will ensure the appropriate identification and record the gift acquisition in the Property Management and Accounting System.

CONTROL AND UTILIZATION

This section describes measures taken to protect property in the Laboratory's custody and to ensure its full and proper utilization in authorized work.

I. PHYSICAL CUSTODY

- A. Basic Obligations - Contract 98 requires the Laboratory to "take all reasonable precautions...to safeguard and protect Government Property in the University's (Laboratory's) possession or custody" and to ensure that "Government property shall be used only for the performance of work under this contract unless otherwise authorized."

Division heads are expected to ensure adequate care is taken to protect all equipment and supplies from loss or damage by fire, flood, exposure to weather, misuse or misappropriation. They also report and deal promptly with improper activities occurring within their areas of responsibility.

- B. Protective Measures - Physical protection is provided by restricting access to the Site through perimeter fencing and to specific buildings and rooms through lock and key control, and by performing twenty-four hour Site surveillance through Protective Services. Other measures include the following:

1. Use of vehicle decals for entry identification and for parking control.
2. Restricting off-hours entry only to authorized personnel to such areas as storerooms and special research and support facilities.
3. Marking capital equipment and sensitive items with property numbers and other equipment items with other appropriate identification.
4. Use of employee numbers as identification in connection with stock issues.

- C. General Restrictions Governing Use - Most facilities, tools, materials, equipment, and privileged information at the Laboratory are the property of the Government and their use on or off Laboratory work locations for any purpose other than official business is not only prohibited by Contract 98 but also is illegal. Individuals guilty of improper activity are subject to disciplinary action by the Laboratory (Reference RPM 2.05B) and prosecution under Federal and State law. Prosecution at the discretion of the U.S. Attorney may result in a fine or imprisonment or both. (Title 18, U.S. Code.)

Examples of activities which are improper and prohibited:

1. Use of Laboratory supplies or facilities for non-Laboratory or personal purposes. This includes repair of any personal item, i.e. radios, bicycles, automobiles; and, use of Laboratory tools and other equipment, such as photographic supplies, envelopes, paper and copy machines for non-Laboratory work.

2. Removal of equipment from the Laboratory for any purpose without a properly authorized shipping document, material pass, property pass, or through other official procedures described in Paragraph "F" below.
3. Use of Laboratory-furnished vehicles for other than official business.
4. Use of privileged or official information for personal gain. (This is information available to an individual because of a connection with the Laboratory which is not available to the public.)
5. Use of Laboratory property of any type in a known improper manner or for an improper purpose which can cause damage or destruction, unless circumstances warrant it in an unusual situation.

D. Special Restrictions Governing Use - Certain special restrictions govern the use of some items as a result of their value, possible hazards, or policies of the University or DOE.

1. **Precious Metals** - A common stock of gold, silver, platinum, rhodium, palladium, iridium, osmium and ruthenium is maintained at the Lawrence Livermore National Laboratory to serve both LLNL and LBL. Issues are made through the LBL Central Storeroom, Building 7. Each issue shows the metal's weight and the name of the person responsible for its safekeeping, accountability and return. Precious metals may not be issued to non-employees. Users are required to inform Property Accounting whenever precious metals are to be transferred to other users. Property Accounting will make appropriate record adjustments. Environmental Health and Safety (EH&S) will monitor potentially radio-activity contaminated precious metals when work is complete. Contaminated material will be handled by EH&S.

Users must immediately report loss of metals through consumption in experiments to Property Accounting. Phrases like "consumed in experiment" are not considered to be an adequate explanation describing the loss. Indicate the nature of the experiment and why the metal could not be recovered. Precious metals are inventoried by Property Management and Property Accounting following the procedures in Section 5, III.B.

2. **Narcotics and Dangerous Drugs** - These are substances such as opium, cocaine, valium, darvon, morphine, heroin, marijuana, amphetamines, barbiturates, and lysergic acid diethylamide. Acquisition, custody, use and disposition are governed by law and regulation. Possession of non-prescription narcotics or restricted drugs is strictly limited for use in sanctioned Laboratory work, and is the responsibility of the physician in charge of Laboratory medical programs (or designee). Purchasing accomplishes procurement. Property Management prepares reports based on information furnished by custodians, and assists custodians with disposition. Narcotics and dangerous drugs are inventoried annually following procedures in Section 5, IV.B.

3. Alcohol - Special denatured or tax-free ethyl alcohol is issued from stock only with the approval of a person authorized for the particular account as shown in the Account Authorization Book. Users are directed to keep supplies not in use in locked cabinets or other secure storage and to deface labels immediately after containers are empty. Division heads are required to ensure use is for performance of approved Contract 98 work.
4. Lab Coats, Shop Coats and Coveralls - Furnishing of protective clothing is authorized when required to protect the health or safety of employees; to maintain a sanitary environment; or when the items are such that employees could not reasonably be required to furnish them as part of their personal clothing. Protective clothing may be issued to those who work with hazardous materials or in a controlled sanitary environment or who are exposed to exceptionally dirty work that would soil normal working clothing. These items must be returned to the source of issue when the assignment no longer requires such clothing be worn. Issues are made to specific individuals and with the approval of their supervisor. Open stocks are not provided. Division heads are expected to establish controls adequate to limit use of such protective clothing by their personnel to circumstances which meet the above criteria.
5. Sensitive Items - The items listed below are currently considered sensitive items and are those items subject to theft or personal misuse.

Portable:

Calculators >\$150

Cameras >\$150

Printers/Plotters

Radio Pagers

Microcomputers

Video Recorders

Telephone Recorders

Chairs for Medical Purposes >\$500

These items are assigned DOE property numbers; are included in the Property Management and Accounting System and are subject to the additional controls outlined below:

- a. Users are responsible to exercise care at all times to ensure safe custody of sensitive items. Unattended items should be kept in locked areas whenever possible. Personal use for non-Laboratory work is forbidden by Laboratory policy.
- b. Users are accountable for sensitive items assigned to them and are required to acknowledge receipt of sensitive items in writing. Review is made to ensure proper accountability of all sensitive items upon termination of the employee.

- c. Permanent reassignment of ownership must be reported on an Equipment Movement Record (EMR, Appendix 2A). Loans from an equipment pool must also be documented using this form. A copy of the LBL Sensitive Item Policy (Appendix 2B) is provided to employees whenever sensitive items are assigned.
 - d. Annual inventory including verification of user name is required in accordance with the current inventory procedure in use by Property Management.
 - e. Frequent review should be made to ensure proper utilization of, and continuing need for, sensitive items. Items no longer needed should be returned to the proper equipment pool if on loan, transferred to someone with a current need, or sent to Reclamation for Laboratory-wide redeployment or excess.
6. Source and Special Nuclear Materials/Controlled Isotopes - Environmental Health and Safety is responsible for internal control and accountability procedures for these materials. Shipment of such materials under loans or transfers must be processed through Property Management to ensure properly executed loan or transfer agreements. Hazardous Materials Shipping Papers (Appendix 2C) are prepared by EH&S personnel.
7. Vertebrate Animals - Public Law 99-198, U.S.C. Title XVII, prohibits the use of animals in more than one major operative experiment from which it is allowed to recover. It further requires the establishment of a committee to assess animal care, treatment and practices in experimental research and to represent society's concerns regarding the welfare of animal subjects. Refer to Section 6, III. C., for disposal procedures.
- E. Loss or Damage - All losses and any damage (other than normal wear) involving Laboratory property is required to be reported immediately to the Property Manager. If it appears that theft, vandalism, sabotage, or willful destruction of Laboratory property is involved, the incident must also be reported to Protective Services.
1. The Laboratory is required to promptly inform DOE of the occasion and extent of accidental loss or damage to capital equipment when repair or replacement cost is estimated to exceed \$500 (\$250 for vehicle accidents). Vehicle accidents are reported by the Environmental Health and Safety Department.
 2. Capital equipment losses exceeding \$500 are reported to DOE by the Property Manager. DOE, as provided in Contract 98, may direct otherwise when planned replacement of, or repairs to, capital equipment involves costs estimated to exceed \$500.
- F. Removal - When removing property from the Laboratory a Shipping Document (Appendix 2D), Material Pass (Appendix 2E), or Property Pass (Appendix 2F) is required for control and record purposes. Any questions regarding removal should be directed to Property Management.

1. **Shipping Document** - Removal normally requires a Shipping Document (stock form 7600-55567). Employees using items at off-site location or desiring to loan items to outside users must first make formal arrangements through Property Management as prescribed in Section 4, I.C.
2. **Material Pass** - The Material Pass (stock form 7600-55849) should be used to document the personal removal of property from the Laboratory by an employee or guest under the following circumstances:
 - a. for use in connection with visits to local suppliers performing Laboratory work where the property will remain in the custody of Laboratory personnel,
 - b. for short-term (less than six months) use to perform Laboratory work at home,
 - c. for short-term use for an authorized meeting, seminar, exhibit, or lecture, or
 - d. in lieu of a required Shipping Document when an emergency precludes normal preparation. (The proper document must be completed after the fact.)

Material Passes shall be prepared in advance and the original submitted to Property Management. The passes must be completely filled out and signed by both employee and either Property Management or a department head, group leader or division administrator. The reason for removal of the property must be clearly stated. When the property does not belong to the Laboratory, the ownership and reason for having the property on site must be shown. A copy should be retained by the person removing the material to indicate removal was authorized.

3. **Property Pass** - Property Passes are issued only to LBL employees to document that there is long-term (up to one year) recurring need to transport particular items of equipment off-site to conduct LBL business. The equipment may travel back and forth between LBL and off-site locations. The Property Pass is issued by the Property Manager and must remain in the possession of the employee.
4. **Exceptions** - A Shipping Document, Material Pass or Property Pass is not required in the following circumstances:
 - a. Material Management Department personnel or other authorized persons transporting property in Laboratory vehicles between sites or to off-site Laboratory storage or work locations.
 - b. Environmental Health and Safety personnel transporting radioactive material in Laboratory vehicles between sites or to an off-site work location.
 - c. Suppliers, contractors, etc. removing their own property from the Laboratory. (This does not include property on loan to them from the Laboratory.)

- d. An authorized individual removing unclassified documents, books and other such printed matter which will remain in the individual's custody until returned to the Laboratory at the conclusion of the authorized use.
- e. Scrap and salvage dealers removing equipment items and materials from the Laboratory under blanket orders or other approved procurement.
- f. Removal of scrap wood from dumpsters or the fenced scrap wood pile. This wood is made available on a first-come basis during the hours the gate is open.

G. Insurance of Property - Since title to Laboratory property rests with the U.S. Government, Federal Statute (5USCA-134) prohibits the insurance of such property under the Government policy of "self insurance." Employees who arrange for shipments of Laboratory property or who travel with Laboratory property should not insure such shipments. Reimbursement of premiums paid without specific pre-approval will not be allowed. Arrangements to insure non-Laboratory property borrowed for Laboratory use are made through the Risk Management Office which is responsible for obtaining any necessary DOE approvals.

II. UTILIZATION

- A. Work Areas - Insofar as practical, work areas should contain only such equipment and supplies, including spares, for which there is a continuing or intermittent need in current programs. Other items should be either disposed of or stored. In this connection, division heads are expected to do the following:
 - 1. Walk-Through Inspections - Conduct such inspection by senior personnel at least once every two years as one means of keeping informed and monitoring utilization of property in division custody.
 - 2. Clean-up Campaigns - Conduct a clean-up campaign at least once each year at a time determined most suitable by the division head. This is in addition to other normal review efforts. Experience has shown special clean-up campaigns to be particularly effective in achieving not only better utilization of property but in releasing space and in reducing safety hazards. As part of work area monitoring and clean-up efforts, division heads are expected to encourage returns of usable "like-new" stock items to the storeroom for credit to the user account.
 - 3. Equipment Held for Future Projects - Confirm that property held for future projects is properly held pursuant to the definition in Section No. 1 of this Guide. Ensure proper use of space and adequacy of protective measures whenever need for special care requires certain items be held in work areas. Direct all other such property be turned over to the Materiel Management Department for storage.

4. Documentation - Provide that findings and action taken as a result of these and other management efforts which effect utilization be documented. Ensure that these division records show clearly what items were released for excessing or salvage, their approximate value, and what items are being held in work areas for future projects or as spares. These latter records are in addition to and supplement records covering storage activity maintained by Materiel Management.

B. Equipment Pools - The Laboratory recognizes that pools provide an effective means to secure good utilization of equipment when user needs are short-term or intermittent. Pools may serve either the needs of a large research group or department, a Laboratory division, or the Laboratory as a whole. Currently, pools are maintained by the following:

POOL

DIVISION/DEPARTMENT

Audio-Visual Instruments	Information and Computing Sciences Division
Bevatron/Bevalac Equipment	Accelerator and Fusion Research Division
Business Machines	Materiel Management Department
Bio-Dynamics Equipment	Chemical Bio-Dynamics Division
Bio-Med Equipment	Biology & Medicine Division
Data Processing Equipment	Real Time Systems Section
Electronics Loan Instruments	Electronics Engineering Department
Mechanical Loan Instruments	Mechanical Engineering Department
Microscopes	Mechanical Engineering Department
Motor Vehicles	Business & Protective Services Department
Optical Instruments	Mechanical Engineering Department
Physics Technical Support	Physics Division
Plant Equipment	Construction and Maintenance Department

The following regulations apply to the management of pools as a guide for minimal operational standards.

1. Equipment carried should be selected to best fit the needs of those served. Loans are encouraged to Laboratory requesters outside the group whenever circumstances permit. Loans to non-Laboratory users must be first approved by Property Management to ensure that Laboratory and DOE regulations are observed.
2. Equipment pool items shall be coded on the Property Management and Accounting System. Additions and deletions of items shall be promptly reported to Property Management on Equipment Movement Record forms. In addition, labels or tags should be used whenever practical to further identify pool items in the field.
3. A record of each item in the pool shall be maintained indicating:
 - a. item description,
 - b. DOE property number and equipment pool code,

- c. location and, when on loan, user's name and return date, and
 - d. usage history.
4. The movement of equipment from and to the pool shall be documented on Equipment Movement Record forms with a copy forwarded to Property Management.
 5. Loans shall be made for a definite period estimated to fulfill the requester's need. Review of loans will be conducted upon expiration of the loan period to ensure recall of equipment no longer needed. If necessary, loan periods can be extended when the requirement still exists.

Long-term, permanent assignment loans shall only be made with similar review provisions, and review undertaken at least annually. Equipment no longer needed shall be promptly recalled to the pool.

6. Suitable records shall be maintained to evaluate equipment usage. Unused or slow-moving items shall be reviewed at least annually and removed when no longer of value for loan. Proper balance as to the number and type of items shall be considered based on usage records.
 7. Appropriate listings of equipment shall be made available to each pool manager from the information in the Property Management and Accounting System. These listings are to provide for control and management of pool items as well as to encourage intra-pool loans whenever practical.
- C. Loans and Borrows - Arrangements to loan and borrow equipment and other devices are encouraged as a means to improve utilization. Such activity is most effectively conducted by scientists, engineers, and technical services professionals. Occasionally the procurement staff may provide assistance through special knowledge gained in the procurement process.

1. Informal intra-Laboratory arrangements require no formal approvals. However, Property Management **must** be notified of location changes when these involve inventorial equipment. **Use of an EMR is required in case of sensitive items or movement to or from pools.**
2. Arrangements with others outside the Laboratory to loan or borrow property, or the use of property at off-site non-LBL locations by Laboratory employees must be formalized and approved prior to movement of such property.
3. Requests to make arrangements for loans and borrows with others are submitted to Property Management stating the description, custodian, name of contact, intended use, and length of time the item(s) are to be borrowed or loaned. (Appendices 2G and 2H.)
4. Normal shipping and receiving procedures are followed in the movement of loaned and borrowed property to and from the Laboratory. In addition, except as specifically provided by the formal loan or borrow agreement, the borrower is not to dismantle or modify any equipment in these categories.

Particular care must be taken to ensure such arrangements are proper, in accordance with Contract 98, and matters involving liability for loss or damage and personal injury are adequately covered. The requestor is notified when appropriate arrangements have been made, including securing required approvals, and will be informed of the conditions which are to be applicable in the particular circumstance.

D. Maintenance and Repair Work - Division heads are responsible to ensure that property in their custody is properly maintained to minimize occasions of idle equipment due to lack of maintenance or repairs. Normally, maintenance and repair occurs upon breakdown. However, scheduled preventative maintenance is performed when economically effective or when necessary to protect critical operations. With the exception of warranty repairs, annual maintenance contracts, and normal wear and tear, Property Management approval is required on repairs of \$500 or more. Responsibility for maintenance has been assigned as follows and questions or requests should be directed to these groups accordingly:

1. Plant Maintenance Shops: buildings and grounds, utilities and general electrical and mechanical equipment.
2. Electronics Engineering: electronic equipment.
3. Mechanical Engineering: specialized mechanical equipment.
4. Mechanical Shops: machine tools.
5. Materiel Management Department: business machines, new and used free-standing office furniture.
6. Business and Protective Services Department: motor vehicles.
7. Real Time Systems Section: ADP equipment.

E. Warehouse Storage - Equipment and special research assemblies or devices not currently in use but with a definite or probable future use, normally should be turned over to the Materiel Management Department for storage. Arrangements for storage should be made with the Warehouse Section and, for the movement of such items, with the Transportation of Materials Section.

1. Acceptance - The Laboratory is obligated to maintain current records documenting the need for property held in storage. A properly executed "Warehouse Storage Request" (Appendix 2I) signed by an authorized person for the account as shown in the Account Authorization Book is required in order for an item to be accepted for storage. A copy of each request is furnished to Property Management to ensure that equipment item category status changes are updated as needed.
2. Retention - An item accepted for storage may be held for up to two years based on the reason indicated in the Request. A "Justification for Extended Storage" will be sent to the "owner" upon expiration of the storage period. Storage may be extended for an additional period only when the properly completed and approved justification is returned.

3. **Review and Disposition** - Warehouse personnel conduct reviews of stored items by forwarding "Justification for Extended Storage" forms to owners upon expiration of the release date. Owners are obligated to obtain appropriate signatures and return the completed justification form indicating further retention or disposition instructions. If the forms are not returned, the Associate Laboratory Director for Administration may authorize release to excess or reclamation.
 4. **Removal** - Items may be recalled at any time by phoning or otherwise notifying warehouse personnel. Items no longer required may also be released in this manner. Justifications for unusual cases of extended storage are reviewed by the Property Manager. Additional information may be required when the circumstances indicate this is necessary.
- F. **Copy Machines** - A Copy Machine Committee, which includes representatives of the Administration Division, support, and scientific divisions, is responsible for review and approval of requests for copy machines and for monitoring the use of this equipment. Acquisition and maintenance arrangements are accomplished by Purchasing.
- G. **Business Machines** - The Materiel Management Department monitors the procurement of typewriters and is responsible for arranging for, primarily through blanket orders, the maintenance of typewriters, calculators and dictating machines. Requesting departments or groups are responsible for approving requisitions based on a properly justified need for each typewriter.
- H. **Other Supply Services** - The Materiel Management Department works closely with user groups, largely through User Group Committees, to determine Laboratory needs for repetitively used items, including quality standards for them, and to procure and furnish these items at the lowest cost achievable in the particular circumstances.
1. **Storerooms** - Some 29,000 line items of common use components, materials and supplies are available through Materiel Management Department storerooms. These are listed in the Laboratory Stock Catalog. Users should review this listing or contact storeroom personnel for availability before requisitioning common items.
 2. **Shop Stock** - There is a recognized need to maintain working stocks of needed items in assembly, maintenance, and repair areas. Users are encouraged to seek assistance from Materiel Management personnel in installing systems which will ensure good utilization of such stocks.

PROPERTY RECORDS AND VERIFICATION

This section provides a general description of the content of property records maintained in the Property Management and Accounting System by the Laboratory pursuant to Contract 98 and outlines physical inventory methods to verify and adjust them as appropriate.

I. CAPITAL EQUIPMENT

- A. Records - The Materiel Management Department, Property Management Section, and the AFM Office, Property Accounting Unit, maintain required records and generate necessary reports. Data in these records most useful to custodial groups for utilization and accountability purposes includes the following:

1. Item description, acquisition date and cost.
2. Manufacturer name, model and serial number.
3. Acquisition (generally purchase) account number.
4. User account number and location.

Property coordinators and users are required to notify Property Management of location changes or interdivisional transfer of custodial responsibility. This not only increases record accuracy but also aids in inventory verification. The Equipment Movement Record (Appendix 2A) is the appropriate means of documenting these changes.

B. Physical Inventories

THE PROCESS OF PHYSICAL INVENTORIES OF CAPITAL EQUIPMENT IS UNDER DEVELOPMENT TO COMPLY WITH AN AGREEMENT TO CHANGE TO THE "INVENTORY BY EXCEPTION" METHOD. WHEN COMPLETED, THIS SECTION 5 WILL BE REPRINTED AND DISTRIBUTED.

- C. Spare Equipment - Users are responsible for the identification of spare equipment and for obtaining justification and approval for storage. Annual warehouse reviews provide Property Management with information on the status of spare equipment held for future projects.
- D. Equipment Held For Future Projects (HFFP) - The annual warehouse review provides for custodial group review of all equipment held for future projects. The Off-Site Facilities Supervisor furnishes Property Management with information on extended storage justifications.

II. STOCK ITEMS

A. Records - Property Accounting maintains perpetual inventory records of all stock items. Data from these records, used by the Materiel Management Department for physical inventory and verification purposes, includes the following:

1. Item description and average unit price.
2. Stores stock catalog number.
3. Site balance (Berkeley, Livermore, Site 300).
4. Issues fiscal year to date.
5. Frequency of issues fiscal year to date.

These inventory records are up-dated weekly through batch processing of all issues and receipts, including returns to stock.

B. Physical Inventories - Stock items are inventoried periodically to verify physical count with the perpetual inventory balance. Individual items are inventoried at differently scheduled times during the year to balance workload. This is done generally as follows: (See Storeroom and Stock Management Procedure No. 50.12 for details.)

1. Materiel Management determines what item categories are to be inventoried during the year, based on established criteria, and develops a schedule in conjunction with Property Accounting.
2. Lists, generated from the Stores Analytical Program (STAP) data base at the scheduled time, show actual line items to be counted. No current balance information is made available to personnel making the actual count. All current transaction activity is cleared before verification is undertaken.
3. Storeroom personnel make the actual physical count.
4. A "Stores Referee" compares the on-hand count with the balance on record and initiates recounts based on item sensitivity, discrepancy and dollar value. Differences of \$200 or more are thoroughly investigated.
5. Materiel Management and Property Accounting personnel develop the necessary input data and reports to reconcile inventory balances.
6. Adjustments for unaccountable shortages require the approval of the Property Manager who may require further verification effort be taken in unusual circumstances.

III. PRECIOUS METALS

A. Records - A pool of precious metals to serve both the Berkeley and Livermore Laboratories is managed by the Livermore site. Common use items are maintained as stock in Livermore and are included in regular stock inventory records. In addition to these, Property Accounting maintains special accountability records of issues and returns to stock by user which include the following:

1. User name, account number and transaction date.
2. Item description and stock catalog number.
3. Quantity of issue or return in grams and new balance.

Pursuant to Contract 98, the Laboratory maintains strict accountability over use and disposal. Users are held personally accountable and are required to return or otherwise account for all precious metals charged to them when no longer needed or upon termination.

B. Physical Inventories - Precious metals are inventoried as follows to verify weight of each metal shown as unissued inventory as well as in user possession according to user accountability records:

1. Precious metals physical inventories are the responsibility of Property Management. Inventories are conducted annually on a sample basis with a least one-fourth of all users holdings being verified each year. The complete physical inventory of all precious metals holdings will be completed within a four-year period.
2. Precious metals self-inventories are the responsibility of Property Accounting and are performed by users six months after the physical inventory. Any unreturned self-inventory will be subject to an extra physical inventory.
3. Property Accounting will furnish Division Administrators with a complete list of all their division holdings on a quarterly basis.
4. The Property Manager either approves discrepancies noted and the resultant record adjustments necessary in connection with any of the foregoing or initiates further verification or corrective action.

IV. NARCOTICS AND DANGEROUS DRUGS

A. Records - The U.S. Department of Justice, Drug Enforcement Administration (DEA) has jurisdiction in implementing laws governing production, use and disposal of these substances. Custodians or repositories, under supervision of physicians or other authorized professionals, maintain records required by the DEA. These generally include the following:

1. DEA registration number.
2. Substance, quantity, and date of acquisition.
3. Substance, recipient, quantity, and date of issue.
4. Unusable substance, quantity and date of disposition.
5. Current balance on-hand.

When for medical treatment:

6. Physician's name and date.
7. Patient name, substance, and dosage.

Records of disposition of unusable substances are supported by the letter notifying the Property Manager of the decision to dispose of items, the Property Manager's written instructions, and other supporting documents showing action taken complying with instructions.

B. Physical Inventories - The DEA requires a biennial inventory to be taken of each repository and that the resulting record be retained for a period of two years. In addition, the Property Manager will conduct an unannounced inventory during alternate years.

1. The Property Manager will notify the Business and Protective Services Department and the DEA of unaccounted losses.

V. SOURCES AND SPECIAL NUCLEAR (SS) MATERIALS

The Controlled Materials Manual sets forth policies, procedures and requirements which govern acquisition, use, and disposal of SS materials. Environmental Health and Safety maintains required records, and prepares and submits required reports as prescribed or directed by DOE.

DISPOSITION OF PROPERTY

This section outlines methods employed, and controls which govern, disposal of unneeded, obsolete, or unusable property, including scrap materials.

I. DISPOSAL PROCESS

A. Initiation - The user is obligated to ensure proper and efficient utilization of equipment and supplies made available to perform work authorized under Contract 98. This includes:

1. Reasonable judgment in determining usefulness.
2. Prompt release of unneeded, obsolete or unusable items for redeployment or authorized disposal.
3. Initiation of proper health and safety procedures when hazardous items are involved.
4. Release of information to others concerning special safeguards required for items being released.

Questions concerning returns to stock should be referred to the Central Storeroom. Other questions, particularly about proposed disposition of equipment, should be referred to the Property Manager.

B. Collection - Ordinary trash or debris, which obviously has no value, is disposed of through maintenance personnel. Other items which are no longer needed but have possible value, are turned over to Reclamation and Salvage for disposition. Users are expected to do the following:

1. Prepare an Equipment Movement Record (Appendix 2A) to document transfer of capital equipment items from the user division to Reclamation and Salvage.
2. Deliver, or arrange for Transportation of Materials to deliver, to Reclamation and Salvage all the items of equipment or assemblies which may have value as complete units or as disassembled components. Reclamation and Salvage personnel will examine the items and will make the determination to either scrap, dismantle, reissue or place into excess. These subsequent disposal actions will be accomplished with the concurrence of the Property Manager.
3. Items dismantled or cannibalized by the user require a Report of Accountable Item (Appendix 2J) to document removal from the Property Master. Remaining scrap metal and miscellaneous assemblies should be placed in a Reclamation hopper, located at various work site locations.

4. Secure Environmental Health and Safety Department's sign-off before releasing any item which may be radioactive or otherwise hazardous. In cases of known or suspected radioactivity, EH&S monitors will determine the level and arrange either for decontamination and tagging before release to Reclamation and Salvage or for disposal through other established channels.

Division heads should assure that user performance is monitored to enable Reclamation and Salvage to secure good returns from salvage operations. Proper care in the collection process is essential for this purpose.

C. Reclamation and Salvage - All material received is sorted in the salvage process. Material which has no further component or scrap value is disposed of as trash. The balance is handled as follows:

1. Scrap metals are sorted into ferrous and non-ferrous metals and sold under contracts executed by Purchasing. Other items which offer potential as marketable materials for economic returns to the Government may be sold by Purchasing through special solicitation. These items include, but are not limited to, silver bearing scrap film, metallic scrap silver, worn out wet cell storage batteries, used wire and used cable.
2. Scrap material - primarily wood - that is uneconomical for the Laboratory to salvage, is placed in trash dumpsters or in a fenced scrap wood pile. Scrap material from these sources is available to any employee on a first come basis. Its removal from the Laboratory does not require a material pass or shipping document. Employees are not permitted to arrange for the removal of scrap wood, including broken furniture, directly from Laboratory buildings or work areas.
3. Scrap paper and tabulating cards are collected and recycled by the Associated Students of the University of California (ASUC).
4. Aluminum soft drink cans are not Laboratory property. Employees are encouraged to personally participate in collecting and removing cans from the Laboratory for recycling programs.
5. Whenever economical, items are dismantled for usable components or parts. Care shall be taken to ensure equipment is dismantled only when clearly unusable. Dismantling shall be done only after approval by the Property Manager and after proper adjustments to the Property Master. These items are sorted and shelved by type in Reclamation and may be signed-out by users without charge. Stock items in reusable condition are considered for return to stock.
6. Repairs are authorized when this will economically restore the item to usefulness. Repair costs of \$500 or more - normal wear and tear excepted - require Property Management approval.

II. DISPOSAL BY EXCESSING

- A. Equipment - Items released by user groups as no longer needed, but possibly usable by others, are disposed of through an excessing procedure. Excess disposal personnel do the following:
1. Contact other possible Laboratory users first to ensure there is no further need in the Laboratory.
 2. Withdraw from excess list any item found to be needed by a Laboratory user.
 3. Prepare and circulate excess lists to DOE installations and other governmental agencies as required.
 4. Arrange transfer of items requested by these other installations, including necessary packing and shipping arrangements. This involves securing "purchase orders" for administrative purposes which provides for recovery of shipping and unusual handling costs.
 5. Initiate release for disposal when no interest is expressed by recipients of excess lists.
- B. Supplies - Other items are disposed of through excessing in essentially the same manner. Excessed stock inventory items are charged as "issues" against an appropriate overhead account.
- C. Approvals - Excess lists and subsequent transfers to other installations require approval by the Property Manager.
- D. Government Disposal - Items surplus to the needs of the Government, as verified through excessing procedure, are processed for public sale or disposal as scrap.

III. OTHER DISPOSAL

- A. Trade-ins - Equipment which becomes obsolete, or too costly to maintain, is evaluated against replacement equipment for possible trade-in. The following arrangements are used when advantageous to offset cost of required new equipment.
1. Trade-in action is initiated by purchase requisition in the normal manner, giving details of the Laboratory item involved.
 2. Purchasing secures quotations and forwards pertinent information to the Property Manager when trade-in value exceeds \$1,000. The Property Manager secures any required DOE approval.
- B. Donation - The Laboratory may donate items to public agencies under certain conditions. The Property Manager is notified of details of proposed donations and in turn notifies DOE and secures required approvals.

- C. Vertebrate Animals - In order to insure that all animals permitted to recover from major operative experiments continue to receive humane treatment, the following placement steps must be taken:

The Laboratory Animal Colony Manager is to be contacted with information such as number and species of animals available for adoption and will do the following:

1. Ensure through certification by consulting veterinarian that animals are not hazardous to the public.
 2. Contact the Humane Society or any other suitable institution to assist in locating homes for the animals.
 3. Maintain written records of donations the same as for other tangible items.
- D. Government Disposal - Items surplus to the needs of the Government, as verified through excessing and donation procedures, are processed for public sale or disposal as scrap.

Excerpt From DOE Contract No. DE-AC03-76SF00098

CLAUSE 12 - PROPERTY AND PROPERTY MANAGEMENT

- (a) Furnishing of Government Property. The Government reserves the right to furnish any materials, machinery, tools, property or services (except individual personal services), including communication services, necessary for the performance of the work under this contract; provided that the University may reject such materials, machinery, tools, property, facilities or services which are not, in the judgment of the University, of a suitable type and in a satisfactory condition.
- (b) Title to Property. Title to all property furnished by the Government shall remain in the Government except as otherwise provided in this clause. Except for the University's fiscal and administrative records and except as otherwise provided by the Contracting Officer, title to all materials, equipment, supplies, and tangible personal property of every kind and description and any other property purchased by the University, the cost of which is allowable under this contract, shall pass directly from the vendor to the Government. It is agreed that the DOE may make copies of any of the aforesaid administrative records for any purpose except such administrative records as are required to be kept confidential under any state law or any written University policy of University-wide application. The Government reserves the right to inspect, and to accept or reject, any item of such property. The University shall make such disposition of rejected items as the Contracting Officer shall direct. Title to property furnished by the University, the cost of which is allowable under this contract, shall pass to and vest in the Government upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of processing or use of such property in the performance of this contract, whichever first occurs. Property furnished by the Government and property purchased or furnished by the University, title to which vests in the Government, under this paragraph, are hereinafter referred to as "Government Property". Title to Government Property shall not be affected by the incorporation of the property into or the attachment of it to any property not owned by the Government, nor shall such Government Property or any part thereof, be or become a fixture or lose its identify as personality by reason of affixation to any realty.
- (c) Identification. Unless otherwise authorized by the Contracting Officer, the University shall identify Government Property coming into the University's possession or custody by marking or segregating in such a way as shall indicate its ownership by the Government.

DOE Contract No. DE-AC03-76SF00098

- (d) Disposition. The University shall make such disposition of Government Property which has come into the possession or custody of the University under this contract as the Contracting Officer shall direct. When authorized in writing by the Contracting Officer during the progress of the work or upon completion or termination or expiration of this contract, the University may, upon such terms and conditions as the Contracting Officer may approve, sell or exchange such property, or acquire such property at a price agreed upon by the Contracting Officer and the University as the fair value thereof. The amount received by the University as the result of any disposition, or the amount of the agreed fair value of any such property acquired by the University, shall be applied in reduction of costs allowable under this contract, or shall be otherwise credited to the account of the Government, as the Contracting Officer may direct. Upon termination or expiration of this contract, the University shall render an accounting, in a form mutually agreed upon, of all Government Property which had come into the possession or custody of the University under this contract.
- (e) Protection of Government Property - Classified Materials. Except as otherwise provided in this contract, the University shall take all reasonable precautions, as directed by the Manager, San Francisco Operations or his authorized alternate, or in the absence of such directions in accordance with sound business practice, to safeguard and protect Government Property in the University's possession or custody. Special measures shall be taken by the University in the protection of and accounting for any classified or special materials involved in the performance of this contract, in accordance with the regulations and requirements of the DOE.
- (f) Risk of Loss of Government Property. The University shall not be liable for loss or destruction of or damage to Government Property in the University's possession or custody unless such loss, destruction or damage results from bad faith or willful misconduct on the part of some Corporate Officer or Officers of the University or of any person acting as Laboratory Director, or unless such loss, destruction or damage results from a willful failure on the part of some Corporate Officer or Officers of the University or of any person acting as Laboratory Director, to take reasonable steps to comply with any appropriate written directives of the Manager, San Francisco Operations or his authorized alternate, to safeguard such property under paragraph (e) of this clause.

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- (g) Steps to be Taken in Event of Loss. Upon the happening of any loss or destruction of or damage to Government property in the possession or custody of the University, the University shall take all reasonable steps to protect the property remaining, but shall take no action prejudicial to the right of the Government to recover therefore and shall furnish to the Government, on request, all reasonable assistance in obtaining recovery. In instances of loss or destruction of or damage to Government Property consisting of capital equipment in the possession of the University, normal wear and tear expected, which the University estimates involves a loss or repair cost in excess of \$500, the University shall promptly notify the Contracting Officer of the occasion and extent of the loss, destruction or damage and shall repair or replace such property unless otherwise directed by the Contracting Officer. In instances of loss or destruction of or damage to Government Property other than capital equipment in the possession of the University, the University shall act in accordance with the procedures agreed upon by the University and the Contracting Officer.
- (h) Government Property for Government Use Only. Except as otherwise authorized by the Contracting Office, Government Property shall be used only for the performance of this contract.
- (i) Property Management. The University shall keep up-to-date the mutually approved system, as it may be modified with approval of the Contracting Officer, of accounting for and control by the University of personal property owned by the Government within the custody of the University.
- (j) Lease and Occupancy by DOE of Real Property Owned by University-
Disposition of Premises Altered or Constructed.
 - (i) It is understood that the University and the DOE have developed mutually satisfactory arrangements for the lease or occupancy of real property of the University upon which structures and other improvements financed by the Government are or will be constructed or altered. These arrangements also cover the disposition of such structures and improvements. The basic terms and conditions applicable to arrangements for property of the University known as the Wilson Tract, Plots "O" and "M" and the regular University campus (herein deemed to include the Bailey Tract and two sections of State University Tract) are set forth in Appendix C attached hereto and made a part hereof. It is understood that except as provided in Appendix C the DOE shall have no obligation to restore the premises with respect to such structures and improvements.

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(ii) It is understood that with respect to construction and alterations financed by the Government to University-owned buildings and structures under this contract, the University, upon termination or by mutual agreement at any time prior thereto, shall elect whether (1) to retain the benefit of such construction or alteration, in which case the University shall return to or credit the Government with the portion of the reimbursement by the Government for its expenditures therefore determined by negotiation between the University and the DOE to be fair and proper or (2) to have such premises restored to substantially the same condition as prior to such alteration or construction, in which case it shall retain all such reimbursement and the Government shall pay the net cost of such restoration; provided that as to any such alteration or construction commenced after October 1, 1962, the Government shall be under no obligation to restore or bear any costs of restoration except as otherwise agreed upon.

(k) The University shall provide building space and equipment as set forth in "Campus Building Space and Equipment", Appendix B to this contract.

INSTRUCTIONS FOR USE OF EQUIPMENT MOVEMENT RECORD

Copy 1 Property Management
 Copy 2 Recipient
 Copy 3 Shipping Tag
 Copy 4 Sender

EQUIPMENT MOVEMENT RECORD



ITEM NO.	PROPERTY NO. 1-8		MANUFACT. 20-23		DESCRIPTION, MODEL						
	1										
2											
3											
4											
BLDG. NO. 24-27		ROOM NO. 28-31		AREA 32-37		USER ACCT. 38-43		NEW USER NAME 44-55		C/PT 68-69	
TO:											
<p>Receipt is acknowledged for any sensitive items above. I have been furnished a copy of the LBL Sensitive Item Policy and understand my responsibilities as summarized therein.</p> <p style="text-align: center;">Signature _____</p>										CTGY 70	DATE 73-78

7600-59226 (Rev. 8/84) CODE 22

1. Only use form in connection with equipment items having DOE property numbers. If in doubt about items's status, check with Property Management Section, Ext. 5151. Up to four items can be recorded on one form. Only list items on the same form that are going to the same location.
2. Record all permanent location changes. Temporary short-term changes where return is definite may be ignored at the user's descretion.
3. Record user account change whenever ownership responsibility is transferred from one group to another. This can be done without a location change if appropriate.
4. Enter information as follows:
 - a. Property Number. Enter DOE property number as indicated on equipment item.
 - b. Manufacturer. Enter manufacturer's name. If unknown, leave blank.
 - c. Description and Model. Enter brief description; e.g., pump, power supply, motor, and model number if known. If manufacturer is unknown, an accurate description is more necessary.
 - d. Building Number and Room Number. Enter building number and room number for new location under "TO:" Show alphabetic suffixes and prefixes when appropriate; i.e., 70A, B90E.

If location remains unchanged and form is used only to indicate change in owner's account, then fields may be left blank.
 - e. Area or Reference Number. Show any additional information to aid in identifying locations outdoors, in large rooms, hallways, roofs, etc., or to aid in associating item with user or owner. Examples: OSE (outside east), B10 (Bay 10), Hall, Roof, EXP 140 (Experiment 140).

- f. User Account. Indicate account of group assuming ownership if item is transferred. If no change, leave blank.
- g. Date. Enter date change occurs.
- h. User Name. Enter name of user.
- i. Signature. Signature of person completing the form.

DISPOSITION Original - To Property Management, Bldg. 69.

Copy 2 - For use by person accepting material or assuming ownership.

Copy 3 - For use as packing slip attached to material. (Note that more than one form is necessary if used for multiple items to different locations.)

Copy 4 - For use by person moving material or transferring ownership.

REORDER Order forms from the Central Storeroom. Catalog Number 7600-59226.

LAWRENCE BERKELEY LABORATORY

SENSITIVE ITEM POLICY

Laboratory policy requires certain controls over sensitive items. This policy is distributed with each sensitive item received or transferred to indicate the user's responsibilities regarding use and custody of sensitive material.

```
*****SENSITIVE ITEMS*****
*
*      Portable:                Microcomputers                *
*      Calculators >$150        Video Recorders            *
*      Cameras >$150           Telephone Recorders       *
*      Printers/Plotters        Chairs for Medical Purposes >$500 *
*      Radio Pagers
*
*****
```

Accountability - Users are required to acknowledge receipt of sensitive items assigned for their use. Sensitive items designated for use by a temporary employee or for use by more than one employee should be assigned to group supervisor. Assigned users have primary responsibility for making formal transfer of sensitive items accountable to them upon interdepartmental transfer or termination from the Laboratory.

Safe Custody - Because sensitive items have a high appeal for personal use and are more subject to theft, it is the user's responsibility to exercise care at all times to ensure their safe custody. Unattended items should be kept in locked areas whenever possible. Laboratory and DOE policy forbids personal use of government property.

Loss or Damage - Loss or damage (other than normal wear) should be reported to the Property Manager. In addition, Protective Services should be notified if it appears theft, vandalism, sabotage, or willful destruction is involved. For sensitive items assigned for individual use, any loss due to misuse or negligence may require reimbursement to the Laboratory by the assigned user.

Transfer/Removal - Permanent reassignment of custody or location must be reported to Property Management on an Equipment Movement Record (stock number 7600-59226). Removal of sensitive items from the Laboratory must be documented on a Property Pass, Material Pass, or Shipping Document.

Inventory - Annual verification of possession and location is required through a physical inventory coordinated by Property Management.

Utilization - Frequent review by the assigned user is required to ensure property utilization of and continuing need for sensitive items. Material no longer needed should be transferred to someone with a current need or sent to an appropriate equipment pool for Laboratory-wide redeployment or excess.

PRESENT LOCATION OF MATERIAL BLDG. _____ ROOM _____ REQUESTED BY: (_____)			HAZARDOUS MATERIALS SHIPPING PAPER		SHIPPING DOCUMENT NUMBER DATE _____ TYPED BY _____ PURCHASE ORDER NO. _____ ACCOUNT NO. _____ APPROVAL SIGNATURE PROPERTY MANAGEMENT _____ DATE _____	
BLDG.	ROOM	EXTENSION	LAWRENCE BERKELEY LABORATORY UNIVERSITY OF CALIFORNIA 1 CYCLOTRON ROAD BERKELEY, CALIFORNIA 94720 (415) 486-5251			
APPROVAL SIGNATURE ENVIRONMENTAL HEALTH & SAFETY _____			DATE _____			

SHIP TO _____

ADDRESS _____

CITY, STATE AND ZIP CODE _____

DATE REQUIRED AT DESTINATION _____	VALUE OF MATERIAL \$ _____	Freight charges Prepaid _____ Collect _____ Prepaid-deduct from invoice _____	
DATE READY FOR RELEASE TO SHIPPING _____	SELLOR'S PROPERTY <input type="checkbox"/>	DECLARE VALUE ON WAYBILL <input type="checkbox"/>	
	LBL (GOVT.) PROPERTY <input type="checkbox"/>	DO NOT DECLARE VALUE ON WAYBILL <input type="checkbox"/>	

ITEM NO.	NO.	Shipping Name	Class	I.D. No.	Chemical & Physical Form	Radio Nuclide(s)	Amount	Labels	Trans. Index

RADIATION INTENSITY

BETA-GAMMA

UNSHIELDED _____ mr/hr @ _____ in.

SHIELDED _____ mr/hr @ _____ in.

SWIPES 100 Sq. Cm. _____

SURFACE OF PACKAGE _____ mr/hr.

DATE _____ MONITOR _____

PACKAGING

TYPE A _____ TYPE B _____ SPECIAL PERMIT _____ LIMITED QUANTITY _____

OUTSIDE CONTAINER _____

SECONDARY CONTAINER _____

PRIMARY CONTAINER _____

PACKAGE WEIGHT _____ DIMENSIONS _____

DOT PERMIT NO. _____

REASON FOR SHIPMENT: (Include statement of any research involved and why it may be of mutual interest to LBL.) _____

REMARKS: _____

LOAN RETURN DATE _____
 PERMANENT TRANSFER
 CHECK IF TO BE USED ON HUMAN SUBJECTS
 RETURN OF CONSIGNEE PROPERTY

THIS IS TO CERTIFY THAT THE ABOVE-NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION, ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.

NAME/TITLE OF SIGNATORY _____	DATE _____	SIGNATURE _____
-------------------------------	------------	-----------------

PRESENT LOCATION OF MATERIAL

BLDG. ROOM MAIL CODE
REQUESTED BY:

UNIVERSITY OF CALIFORNIA SHIPPING DOCUMENT

Appendix 2D

SHIPPING DOCUMENT NUMBER

BLDG. ROOM EXTENSION

FOR CONTRACT NO. W-7405-ENG. 48
OR CONTRACT NO. DE-AC03-76SF00098
WITH THE DEPARTMENT OF ENERGY

DATE TYPED BY

APPROVED BY DATE

PURCHASE ORDER NO. ACCOUNT NUMBER

AUTHORIZED BY DATE

BERKELEY SITE 300

SANL. NO. BORROW NO.

LIVERMORE NEVADA

LOAN NO. S.R.R. NO.

SHIP TO

ATTENTION

ADDRESS

CITY, STATE AND ZIP CODE

DATE REQUIRED AT DESTINATION VALUE OF MATERIAL COLLECT PREPAID PREPAID-DEDUCT FROM INVOICE

SELLER'S PROPERTY LAB. (GOVT.) PROPERTY DECLARE VALUE ON WAYBILL DO NOT DECLARE VALUE ON WAYBILL "SELLER RETURN" AUTHORIZED BY

METHOD OF SHIPMENT: ENTER CODE OTHER REASON FOR SHIPMENT
METHOD OF SHIPMENT CODES:
1. PICK-UP 2. PARCEL POST 3. UPS 4. FEDERAL EXP. 1 5. MOTOR FREIGHT 6. HAND CARRY 7. AIR PARCEL POST 8. FEDERAL EXP. 2 9. AIR FREIGHT 10. LAB TRUCK 11. DOE AIRCRAFT 12. AIR FREIGHT FORWARDER 13. DOE COURIER

ITEM NO.	QUANTITY	DESCRIPTION	SERIAL, PROPERTY AND/ OR CATALOG NUMBER
MATERIAL CLASSIFICATION _____			

FOR USE BY SHIPPING SECTION ONLY

PACKED BY	NUMBER OF PKGS.	TYPE OF PKG.	WEIGHT	EQUIPMENT CHECKED BY
SHIPPED BY	DATE SHIPPED	CARRIER	WAYBILL NUMBER	

RECEIVED BY _____ DATE _____

INSTRUCTIONS FOR USE OF MATERIAL PASS FORM

LBL MATERIAL PASS
(PLEASE PRINT OR TYPE)

SEND ORIGINAL TO PROPERTY MANAGEMENT

NAME:		LBL EXT.	EMPLOYEE NO.	DATE:	
DEPT.		DEPT. HEAD:			
QUANTITY	DESCRIPTION	SERIAL NO.	PROPERTY NO.	FROM	TO
				Bldg. Room	

THE ABOVE MATERIAL IS: (CHECK ONE)

ESTIMATED
RETURN DATE:

Laboratory
Property

(REASON FOR REMOVAL)

OTHER

(INDICATE OWNER AND WHY MATERIAL WAS BROUGHT ON SITE)

CERTIFICATION

LABORATORY PROPERTY: I HEREBY CERTIFY THAT THE ABOVE ITEM(S) CONTAIN NO RADIOACTIVE MATERIALS AND THAT THEIR REMOVAL FROM THE LABORATORY IS NECESSARY IN FURTHERANCE OF WORK IN CONJUNCTION WITH CONTRACT DE-AC03-76SF00098.

OTHER PROPERTY: I HEREBY CERTIFY THAT THE ABOVE MATERIALS ARE NOT LABORATORY PROPERTY AND WERE BROUGHT ON SITE FOR THE REASON STATED ABOVE:

7600-67344 (Rev. 8/84)

(EMPLOYEE'S SIGNATURE)

(SUPERVISOR'S OR PROPERTY MANAGEMENT APPROVAL)

Material Passes are used to document the personal removal of property by an employee or guest of LBL in the following circumstances:

- 1) For use in connection with visits to suppliers performing Laboratory work where the property will remain in the custody of Laboratory employees.
- 2) For short-term (less than six months) use to perform Laboratory work at home or at near-by work locations, for an authorized meeting, seminar, exhibit or lecture.
- 3) In lieu of a required Shipping Document when an emergency precludes normal preparation. (A proper document must be completed after the fact).
- 4) Send Original to Property Management on removal, send Goldenrod copy to Property Management on return. Retain Blue copy for record.

INSTRUCTIONS FOR USE OF THE PROPERTY PASS FORM

LBL PROPERTY PASS	
Issued to _____	
Department/Group _____	
Removal of the items(s) described on the reverse hereof is authorized for use on approved LBL projects. Personal use of U.S. Government property is forbidden.	
Expires: _____	
_____ <i>Authorized by Property Management</i>	_____ <i>Date</i>

Front

<u>Property No.</u>	<u>Item Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reverse

Property Passes are issued by the Property Manager to LBL employees upon written certification from their supervisor justifying the requirement for use of LBL equipment for official business at a local off-site location (normally the employees residence). Property Passes signify that authority has been granted for the employee to have possession of the items and to transport the items between LBL and an off-site location.

Property Passes are issued in the following circumstances:

1. When the requirement for the property to remain off-site will be for a period longer than six months.
2. When the employee has a continuing need to transport items back and forth between LBL and a local off-site location.

Written requests for property passes should include:

1. The name of the employee to be issued a pass.
2. A brief description of the necessity for using the equipment off-site.
3. Expiration date of the pass, if less than one year.
4. The property numbers and descriptions of the items covered under the pass.
5. The address of the off-site loan.

REQUEST TO BORROW EQUIPMENT

Laboratory employees may make informal inquiries regarding borrowing equipment for Laboratory work but they may not commit the Laboratory either financially or as to responsibility for borrowed items. Requests to borrow equipment should be sent to the Property Manager so that the necessary arrangements can be made. See Section 6.01 F of the RPM for LBL policy.

Description of item borrowed: _____

_____ Value: _____

To be borrowed from: _____

Company or organization name

Representative or contacts name

Telephone No.

Street

City

State

Zip

Period to be borrowed: From: _____ To: _____

Already on Project? Yes No

Reason for borrow: _____

Item In Custody of: _____

Name

Building

Room

Responsibility for Liability: Vendor's Liability LBL's Liability

Submitted by: _____ Date: _____

Extension: _____

WAREHOUSE STORAGE REQUEST LBL MATERIEL MANAGEMENT DEPARTMENT

(See Reverse for Instructions)

TAG NUMBER _____

CONSIGNOR NAME _____ DEPT/GROUP _____ BLDG. _____ ROOM _____ PHONE _____	OWNER NAME _____ DEPT/GROUP _____ PAYROLL ACCOUNT _____ OPERATING ACCOUNT _____		
ITEM DESCRIPTION _____ QUANTITY _____ UNIT _____ _____ ACTUAL/BOOK VALUE \$ _____ DOE NO. _____ _____ CHECK IF INSIDE STORAGE REQUIRED <input type="checkbox"/>			
REMARKS: _____ HAZARD REVIEW – At least one box must be checked: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> R <input type="checkbox"/> Radioactive materials C <input type="checkbox"/> Corrosives T <input type="checkbox"/> Toxic chemicals F <input type="checkbox"/> Flammable solvents I <input type="checkbox"/> Irritants/sensitizer </td> <td style="width: 50%;"> O <input type="checkbox"/> Oils (See 5. reverse side) P <input type="checkbox"/> PCB's (See 5. reverse side) M <input type="checkbox"/> Other hazard: _____ _____ <input type="checkbox"/> No Hazards </td> </tr> </table>		R <input type="checkbox"/> Radioactive materials C <input type="checkbox"/> Corrosives T <input type="checkbox"/> Toxic chemicals F <input type="checkbox"/> Flammable solvents I <input type="checkbox"/> Irritants/sensitizer	O <input type="checkbox"/> Oils (See 5. reverse side) P <input type="checkbox"/> PCB's (See 5. reverse side) M <input type="checkbox"/> Other hazard: _____ _____ <input type="checkbox"/> No Hazards
R <input type="checkbox"/> Radioactive materials C <input type="checkbox"/> Corrosives T <input type="checkbox"/> Toxic chemicals F <input type="checkbox"/> Flammable solvents I <input type="checkbox"/> Irritants/sensitizer	O <input type="checkbox"/> Oils (See 5. reverse side) P <input type="checkbox"/> PCB's (See 5. reverse side) M <input type="checkbox"/> Other hazard: _____ _____ <input type="checkbox"/> No Hazards		

CHECK REASON FOR STORAGE BELOW—COMPLETE THE ENTRY

- 1. Hold for probable use on the following known future project: _____
- 2. Hold for potential use in a yet unidentified project. Item is unique, difficult to replace and of limited value other than as scrap.
- 3. Hold as spare or replacement part for the following in-use equipment: _____
- 4. Hold as accessory, container, fixture/tooling, calibration device or structural sample in connection with _____
- 5. Other: Explain _____

EXPECTED RELEASE DATE _____ STORAGE APPROVED BY: _____ DATE _____
Limited to those having operating account signature authority.

FOR DATA ENTRY USE ONLY

Tag No.											
Description											
Consignors Name			Site	Owners Name			Quantity	Unit	Hazard		
Cu Ft	Sq Ft	Bldg	Bay/Row	Operating Acct No.	Payroll Acct No.	DOE Number	Dollar Value				
Category	Date Consigned	Release Date									Remarks

UC LBL PROPERTY MANAGEMENT GUIDE

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