Policy: Property Management – Asset Classification

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Personal Property assets screening and classification

1. **Purpose**

   The purpose of this policy is to describe FNAL's method for categorizing government-owned personal property.

2. **Scope / Applicability**

   This policy applies to all personnel, activities, and processes related to managing FNAL government-owned personal property.

3. **Policy**

   FNAL categorizes property in accordance with Procedure: Fermilab Property Management – Property Functions.

   3.1. Property categorization is a best practice which ensures effective utilization of government resources, supports the research program, identifies custodial responsibility for specific property items, allows periodic review and evaluation, facilitates disposition and provides clear documentation of all actions relative to the use of government property assigned to the Laboratory.

   3.2. Assign classifications, and unique identifiers when appropriate, and manage the data in the computerized asset management tracking system database.

   3.3. High Risk Personal Property requires special controls, commensurate with its assigned category.

      3.3.1. FNAL Office of CIO department manages export-controlled information and unclassified controlled information. Refer to FNAL Computing Division Computing at Work.

      3.3.2. For hazardous property refer to FNAL FESHM 8021, Chemical and Radioactive Waste Management.

      3.3.3. For special nuclear material refer to ESHQS-MCA01 FNAL Nuclear Materials Control & Accountability Plan.

      3.3.4. For radioactive property refer to Fermilab ESH&Q Radiological Control Manual (FRCM).

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4. **Responsibilities**

   4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

   4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

   4.3 **Property Office and Receiving Department** are responsible for following the guidance in this policy.

5. **Definitions**

   5.1. *High Risk Personal Property (HRPP)* - Refers to assets that, because of their potential impact to public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in a manner other than routine. The categories of high-risk property are automatic data processing equipment, especially designed or prepared property, export-controlled information, export-controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material and unclassified controlled information. Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document's definition of HRPP.

   5.2. *Personal Property* - Property that is owned by the government, in custody of the Laboratory, both equipment, materials and supplies, exclusive of utilities and real Property.

6. **Resources / Supporting Documents**
   Regulation: 41 CFR 109-1.100-51

7. **Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

8. **Approvals**

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:25:06 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:53:02 -05'00'

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