

Policy: Property and Fleet Management Activities at Sanford Underground Research Facility (SURF) in South Dakota

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

Requirements for managing personal property and fleet management activities at SURF

1. Purpose

The purpose of this policy is to describe the requirements of personal property management associated with FNAL activities at the Sanford Underground Research Facility (SURF) in South Dakota.

2. Scope / Applicability

This policy applies to all activities and work derived from subcontracts for the SURF Services and Deep Underground Neutrino Experiment / Long Baseline Neutrino Facility (DUNE / LBNF)

3. Policy

FNAL is required to flow down prime contract requirements to all subcontracts, including those from 41 CFR 109 and 101, 102, FAR 5 2.245-1 and DEAR 970.5245-1. FNAL works with the South Dakota Science and Technology Authority (SDSTA) to ensure personal property and fleet management contract requirements compliance.

3.1. FNAL creates cost reimbursement subcontracts for the SURF Services, and various reliability works or other needs, as well as contracts supporting the DUNE / LBNF Operations.

3.2. FNAL's Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department is responsible for reviewing subcontracts and managing personal property procured under these subcontracts.

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. The Fleet Manager implements procedures in support of this policy.

4.4. SURF Representatives are responsible for requisitioning and funding for vehicles and other property.

5. Definitions

N/A

6. Resources / Supporting Documents

6.1. Regulation: 41 CFR 109, DOE Property Management Regulations, 9/14/2016 edition

6.2. Regulation: DEAR 970.5245-1, Property, 10/1/14 edition

6.3. Regulation: FAR 52.245-1

6.4. Procedure: SURF Operations Personal Property Management procedure

7. Revision History

| Version Number | Date | Author | Change Summary |
|----------------|----------|------------|----------------|
| 0 | 03/04/19 | Jack Kelly | First issuance |
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8. Approvals

| Title | Name | Electronic Signature |
|---|-------------|--|
| FESS Logistics and Property Control Head | Jack Kelly | Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:32:33 -06'00'</small> |
| Property and Infrastructure Management System Owner | Karen Kosky | Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 19:31:46 -05'00'</small> |