

Procedure: Property Management – Responsibilities for Precious Metals Control Officer (PMCO)

Revision	0
Effective Date	March 27, 2018
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Precious Metals Control Officer responsibilities from acquisition to disposal

1. Purpose

The purpose of this procedure is to describe the aspects of FNAL's Property Management Program which control the acquisition, use, and disposition of precious metals for the Precious Metals Control Officer (PMCO).

2. Procedure

FNAL's precious metal management program establishes, implements, and maintains a cost-effective, risk-based, economical, secure program for the appropriate use of precious metals procured by FNAL in furtherance of the high energy physics mission. It is intended to prevent fraud, waste and abuse in the use of such precious metals.

2.1. Acquisition

Upon arrival of any precious metals, the material is weighed by the custodian and the PMCO.

2.1.1. The PMCO provides the custodian written guidance for consumption and physical protection of precious metals when not in use. The Logistics and Property Control Manager is FNAL's designated Precious Metals Controls Officer.

2.1.2. Precious metals purchased but not utilized by the custodian are transferred to the Property Office for timely disposal through approved re-utilization procedures.

2.2. Physical Inventory

A physical inventory of Precious Metals Assets is conducted on an annual basis. Conducting the inventory is the responsibility of each person to whom Precious Metals assets are assigned (custodian) and the PMCO. Precious metals are weighed and compared to the previous year's inventory balance. Custodians provide the PMCO with information from log book which documents usage since previous inventory.

2.3. Disposal

- 2.3.1. The PMCO works with the DOE Precious Metals Center to return any excess precious metals.
- 2.3.2. All excess precious metals are returned to the DOE Precious Metals Center.
- 2.3.3. Custodians return excess materials to the PMCO.
- 2.3.4. The PMCO contacts the DOE Precious Metals Center for guidance to return the material.

2.4. Precious Metals Control Officer Other Responsibilities

Other responsibilities of the PMCO include

- 2.4.1. Ensure that precious metals activities are conducted in accordance with DOE requirements.
- 2.4.2. Maintain an accurate list of custodians that possess precious metals.
- 2.4.3. Provide instructions / training to precious metals custodians as necessary to assure compliance with DOE requirements.
- 2.4.4. Perform periodic unannounced inspections of a custodian's precious metals inventory and associated records.
- 2.4.5. Conduct an annual review of precious metals to determine if any material can be returned to precious metals center.
- 2.4.6. Prepare and submit to DOE Precious Metals Center annual forecast of anticipated withdrawals from and returns to precious metals pool.

3. Definitions

Precious metals refer to uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation. Included are gold, silver, and the platinum group metals—platinum, palladium, rhodium, iridium, ruthenium and osmium.

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, 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 procedure by assigning appropriate resources.

5. Resources / Supporting Documents

N/A

6. Revision History

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

7. 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 09:30:29 -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 12:11:43 -05'00'</small>