

Procedure: Property Pass

Revision	0
Effective Date	TBD
Management System	LPC
Owner	Jack Kelly
Review Cycle	

Property Pass Procedure

1. Purpose

The purpose of this policy is to account for DOE – FNAL owned accountable personal property approved for offsite use.

- 1.1. Add all FNAL owned accountable property on a property pass for approval by your Supervisor or Division Head.
- 1.2. Contact the Property Pass Manager to obtain physical Property Pass asset tag(s).
- 1.3. If you are having your property shipped through Fermilab shipping/ dispatch a **Material Move Request (MMR)** is required including property asset identifiers.
- 1.4. If you are picking up property an approved property pass is required prior to assets being removed from the site.

2. Responsibilities

- 2.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifies necessary resources and oversees consistent laboratory compliance.
- 2.2. **The FESS – Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 2.3. **The FESS – Logistics and Property Control Manager** is responsible for implementation of procedures in support of this procedure.

3. Revision History

Version Number	Date	Author	Change Summary
0	07/27/2020	Jackie Nickon/ Kevin Coppert	First issuance

4. 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: 2020.07.29 07:03:06 -05'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2020.07.30 13:05:29 -05'00'</small>
Acting Property and Infrastructure Management System Owner	Mark Jeffers	