

Procedure: Property Management – Disposition of Personal Property

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

Methods for disposing of personal property at Fermilab

1. Purpose

This procedure defines how FNAL disposes of government Property acquired by or under which is no longer necessary to accomplish the Laboratory's mission.

2. Procedure

When government property is no longer required, the custodian initiates disposal procedures by notifying the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department.

2.1. Disposal Criteria

2.1.1. To be eligible for disposition, government-owned personal property meets the criteria defined in *Policy: Disposition of Property*

2.1.2. Property custodians complete a Material Move Request (MMR) form to excess property assets to the FESS LPC department.

2.2. Loss, Damage or Destruction of Personal Property

2.2.1. If an individual discovers personal property lost, damaged or destroyed during normal activities or when completing an inventory, they contact ESH&Q Security Department to file a security report.

2.2.1.1. Security meets with the individual to document the occurrence.

2.2.1.2. Security Department completes a report and electronically sends to DOE, Property Office and other involved parties.

2.2.2. FESS LPC reviews the security report and if there is any personal property in the computerized asset management tracking system, a report is added to the system as a document linked to the asset and a final event created.

2.3. Cannibalization of Equipment

2.3.1. If personal property repairs are economically unfeasible, and the salvaged parts can be used to repair like equipment, the property can be considered for the laboratory's cannibalization process.

2.3.2. Property custodians or requestors notify FESS LPC prior to cannibalization of assigned assets.

- 2.3.3. The custodian of the property removes the property tags from the item and prepares a MMR form.
 - 2.3.4. The custodian sends the completed form and the numbered property tag to FESS LPC.
 - 2.3.5. Upon receipt of the form and tag, FESS LPC enters the appropriate information into the computerized asset management system database. This step relieves the custodian of responsibility for the property.
 - 2.3.6. FESS LPC places non-usable metal parts in the appropriate metal scrap containers for disposal and sale under the current metal scrap contract.
- 2.4. Guidelines for Decommissioning all Automated Data Processing Equipment (ADPE).**
- 2.4.1. FESS LPC works with the FNAL Computing Division (CD) Cyber Security department to ensure that all automated data processing equipment (ADPE) is sanitized per DOE guidance. Refer to FNAL Computing Division Computing at Work.
 - 2.4.2. FESS LPC sanitizes hard drives, removing data, information and software, with approved sanitization software.
 - 2.4.2.1. A qualified individual responsible for sanitization signs, date and attach a certificate indicating that the devices have either been sanitized or that the hard drive has been removed.
 - 2.4.2.2. Hard drives that have been removed from devices are shredded.
- 2.5. Exchange Sale Property**
- 2.5.1. The Procurement Department approves the disposition of Property when exchange/sales occur as part of a procurement file. This includes: trade-ins, exchanges, upgrades, and returns for credit.
 - 2.5.2. FESS LPC references 41 CFR 102-39 to determine if the trade or trade-in is permissible.
- 2.6. Transfer of Personal Property Outside GSAXcess System to Other DOE Contractors or Universities**
- 2.6.1. Custodians contact FESS LPC to initiate the transfer of government-owned property to other institutions.
 - 2.6.2. FESS LPC initiates an SF-122 and obtains signatures from the Logistics and Property Control Manager and the member of institution receiving the property.
 - 2.6.3. Custodians create Material Move Request (MMR) forms and send the property to FESS LPC with the MMR.
 - 2.6.4. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous). FESS LPC shares these reviews with the receiving institution.
 - 2.6.5. FESS LPC enters transactions (MMR documentation, final event for assets) in the computerized asset management tracking system.
 - 2.6.6. FESS LPC maintains a file with all pertinent documentation.

2.7. Transfer of Personal Property and Donations/Gift of Personal Property (Computers for Learning Program / State Agencies for Surplus Property) Within the GSA Excess System

- 2.7.1. FESS LPC lists all excess property with a condition code of 1, 4, or 7 on the GSAXcess system.
- 2.7.2. When an outside institution requests FNAL-held government-owned personal property from GSA the following occurs:
 - 2.7.2.1. Approvals take place within the GSA excess system
 - 2.7.2.2. GSA generates a notification, sent to Property@fnal.gov, with:
 - 2.7.2.2.1. pertinent information,
 - 2.7.2.2.2. institution receiving property,
 - 2.7.2.2.3. the receiving individual's information
 - 2.7.2.3. Institution receiving property is responsible for paying any freight.
 - 2.7.2.4. FESS LPC
 - 2.7.2.4.1. Completes the three required reviews (High Risk Personal Property, Export Control, and Hazardous). And shares these reviews with the receiving institution.
 - 2.7.2.4.2. Creates Material Move Request (MMR) and sends property to shipping department along with MMR.
 - 2.7.2.4.3. Enters transactions (MMR documentation, final event for assets) in Sunflower.

2.8. Donations / Gifts of Personal Property Using Math and Science

When donations or gifts are a potential method for property disposition the following requirements apply.

- 2.8.1. Custodian contacts FESS LPC to initiate the transfer of government-owned property to another institution.
- 2.8.2. FESS LPC initiates an Equipment Gift Agreement and obtains appropriate signatures – the DOE Site Office works with the OPMO and member of the institution receiving the property.
- 2.8.3. Relocation:
 - 2.8.3.1. If property currently resides with the receiving institution, no Material Move Request (MMR) required.
 - 2.8.3.2. If property is located at FNAL, the custodian creates an MMR and sends the property to FESS LPC.
 - 2.8.3.3. The receiving institution is responsible for shipping charges.
- 2.8.4. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous). FESS LPC shares these reviews with the receiving institution.
- 2.8.5. FESS LPC enters transactions (MMR documentation, final event for assets) in Fermilab's computerized asset management tracking system.
- 2.8.6. FESS LPC maintains the property file with all pertinent documentation.

2.9. Abandonments of Personal Property Located at Other Institutions

When abandonment of government-owned property located at other institutions is the preferred method for property disposition, the following requirements apply.

- 2.9.1.** Custodian contacts FESS LPC to initiate the abandonment of government-owned property to another institution.
- 2.9.2.** FESS LPC lists the assets on the GSAXcess system. Once all the assets have been screened through GSAXcess, Fermilab receives local disposition.
- 2.9.3.** FESS LPC completes the three required reviews (High Risk Personal Property, Export Control, and Hazardous). Property Management shares these reviews with the receiving institution.
- 2.9.4.** FESS LPC initiates the appropriate documentation
 - 2.9.4.1. For loans use DOE Form 4420.2 Personal Property Loan Agreement
 - 2.9.4.2. For shipments in support of mission utilize FNAL shipments in support of mission form
- 2.9.5.** FESS LPC obtains appropriate signatures from DOE and member of institution receiving the property. Also sends institution abandonment document for appropriate signature.
- 2.9.6.** FESS LPC sends the abandonment package to DOE for approval. DOE returns completed abandonment package to FESS LPC.
- 2.9.7.** FESS LPC enters transactions (final event for assets) in Fermilab's computerized asset management tracking system.
- 2.9.8.** FESS LPC maintains the property file with all pertinent documentation.

2.10. Sales of Scrap to Recyclers

- 2.10.1.** FESS LPC maintains sales agreements for heavy steel, sheet iron and wire and cable.
- 2.10.2.** FESS LPC works with FNAL Procurement Department to prepare Request for Proposals and send to prospective bidders.
- 2.10.3.** After a sales agreement is awarded, FNAL follows guidance on recycling metal for radiological clearance.
- 2.10.4.** FESS LPC prepares three reviews (High Risk Personal Property, Export Control and Hazard). If property is classified as high-risk personal property it is not eligible for sale.
- 2.10.5.** FESS LPC maintains a file with all pertinent documentation.

2.11. Sales of Personal Property using eBay

- 2.11.1.** Once the asset has been screened through GSAXcess and FNAL receives local disposition, these assets are eligible to be sold via eBay.
- 2.11.2.** For vehicle sales, FESS LPC works with DOE to complete Form SF-97.
- 2.11.3.** FESS LPC completes three reviews (High Risk Personal Property, Export Control and Hazard) to determine if property is classified as high-risk. High Risk Personal Property it is not eligible for sale.
- 2.11.4.** FESS LPC enters transactions (final event for assets) in Fermilab's computerized asset management tracking system.
- 2.11.5.** FESS LPC maintains property files with all pertinent documentation.

2.12. Transfer using Laboratory Equipment Donation Program (LEDP)

2.12.1. FNAL lists assets with a federal supply classification of 66 on the GSA excess system. After asset is screened within DOE complex, GSA sends information about these assets to DOE Office of Scientific and Technical Information (OSTI).

2.12.2. OSTI maintains the LDEP website for reuse to eligible institutions.

2.12.3. When an asset is granted via LEDP:

2.12.3.1. OSTI generates a notification to the individual receiving the asset(s), their institution, and Property@fnal.gov with pertinent information.

2.12.3.2. The receiving institution makes all shipping arrangements.

2.12.3.3. FESS LPC:

2.12.3.3.1. Completes three reviews (High Risk Personal Property, Export Control, and Hazardous) and shares these reviews with the receiving institution.

2.12.3.3.2. Prepares the package and sends it to the institution.

2.12.3.3.3. Enters MMR documentation and final event for asset(s) entered in the computerized asset management system.

2.12.3.3.4. Maintains a file with all pertinent documentation.

2.13. All transfer packages are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager prior to any disposal action.

2.14. For assets that are classified as High-Risk Personal Property (which includes dual use and trigger list property), if the asset is listed on the GSA Excess system once it passes through Energy Asset Disposal System (EADS) it is dropped from screening through GSAXcess. Trigger list property also requires that guidance in DoD 4160.21-M-1 is followed.

3. Definitions

N/A

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner is responsible for approving 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. Custodians that have property that is no longer required for the mission of the Laboratory can dispose of property, which includes contacting ESH&Q security for property misplaced or lost, following the guidance in this policy.

4.4. The FESS Logistics and Property Control Department disposes of excess personal property for the Laboratory and the guidance in this policy outlines the different methods that are utilized.

5. Resources / Supporting Documents

Regulation: 41 CFR 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority, 7/1/10 edition

Form: SF-97

Form: DOE Form 4420.2 – Loan of Personal Property
Form: SF-122

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 09:31:51 -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 17:39:18 -05'00'</small>