

Procedure: Property Management – Inventories

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

Fermilab's personal property inventory processes

1. Purpose

The purpose of this procedure is to define the process of government-owned personal property inventories and the value of conducting them.

2. Procedure

Fermilab's Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) inventory program supports the risk-based, cost effective, efficient and complete utilization of all Fermilab government-owned personal property.

2.1. Physical Inventory of Equipment

A physical inventory entails a visual verification (hands-on) of each property item identified on a given account.

2.1.1. FESS LPC coordinates physical inventories of equipment property assets on a biennial basis. FESS LPC informs property custodians that they are responsible for completing the physical inventory of their assigned assets. Completed inventories are returned to FESS LPC to be entered into the computerized asset management tracking system.

2.1.2. The biennial inventory is begun as early in fiscal year as possible to ensure completion by end of the fiscal year

2.1.3. All results are documented in the Fermilab computerized asset management tracking system.

2.2. Audit of Equipment Physical Inventory

On years in which physical inventories of equipment property assets are not completed, FESS LPC completes a verification audit of the previous year inventory results. The purpose of the audit is to verify the integrity of the inventory process and the data submitted by the custodians. If less than 98% of the equipment assets selected as part of the audit are accounted for, a wall-to-wall inventory is conducted.

2.3. Physical Inventory of Capitalized Property

2.3.1. A physical inventory of capitalized property assets is conducted on an annual basis. The FESS LPC department coordinates the inventories and property custodians conduct the physical inventories.

- 2.3.2. The annual inventory starts as early in the fiscal year as possible to ensure completion before fiscal year end.
- 2.3.3. All results are documented in Fermilab's computerized asset management tracking system.

2.4. Physical Inventory of Sensitive Assets

- 2.4.1. A physical inventory of sensitive assets is conducted on an annual basis. FESS LPC works with the networking group to use software to electronically ping all assets that are on the Laboratory network on a specific date and time. The electronic pinging process creates a resolution in Fermilab's computerized asset management system. For assets that are remaining to be resolved, FESS LPC generates inventory listings and send to the custodian. Completing the inventory is the responsibility each person to whom the sensitive asset is assigned (custodian) and their immediate supervisor. Completed inventory listings are returned to FESS LPC to be entered in the computerized asset management tracking system.
- 2.4.2. The Sensitive Inventory campaign is begun as early in the fiscal year as possible to ensure completion by the end of the fiscal year.
- 2.4.3. A verification audit (10% of the sensitive assets inventoried) is conducted by FESS LPC. The purpose of the audit is to verify the integrity of the inventory process and the data submitted by the custodians. If less than 98% of sensitive assets selected as part of the audit are accounted for, a wall-to-wall inventory is conducted.
- 2.4.4. All results are documented in Fermilab's computerized asset management tracking system.

2.5. Physical Inventory of High-Risk Personal Property (HRPP) & Sensitive Property

- 2.5.1. A physical inventory of High-Risk Personal Property/ Sensitive assets is conducted on an annual basis. The FESS LPC department coordinates the inventories and custodians of High Risk/ Sensitive assets are responsible for completing the physical inventory.
- 2.5.2. The annual inventory is begun as early in the fiscal as possible to ensure completion before fiscal year end.
- 2.5.3. All results are documented in Fermilab's computerized asset management tracking system.

2.6. Physical Inventory of Precious Metals

- 2.6.1. A physical inventory of Precious Metals Assets is conducted on an annual basis. The FESS LPC department coordinates the inventories and custodians of precious metals property assets are responsible for completing the physical inventory with members of FESS LPC and the Fermilab Security Department.
- 2.6.2. Precious metals are weighed and compared to the previous year's inventory balance. Each custodian provides LPC and ESH&Q Security with information from the log book which documents usage since previous inventory.

2.6.3. The annual inventory is begun as early in the fiscal year as possible to ensure completion before fiscal year end.

2.6.4. All results are documented in Fermilab's computerized asset management tracking system.

2.7. Physical Inventory of Other Accountable Property

2.7.1. A physical inventory of Other Accountable Property assets is conducted once every three years. The FESS LPC department coordinates the inventories and custodians, of Other Accountable Property assets, who are responsible for completing the physical inventory.

2.7.2. The inventory is started as early in the fiscal as possible to ensure completion before fiscal year end.

2.7.3. All results are documented in Fermilab's computerized asset management tracking system.

2.8. Physical Inventory of Stores Operation

2.8.1. A daily cycle count is conducted for a statistical sample of items for Stores Operation (ISS Common Use Stockroom Operation and FMP Facilities Management Parts). The FESS LPC department coordinates the inventories for the Stockroom Operations.

2.8.2. All results are documented in Fermilab's computerized financial management system. Refer to Desk Procedure: Property Management – Conducting Cycle Counts.

2.9. Results Sent to Fermilab Site Office

Upon completion of the inventories conducted throughout the year, results are sent to the Fermilab Site Office and Organizational Property Management Officer (OPMO) within 60 days of completion of the inventory.

3. Definitions

N/A

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.

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

4.3. Laboratory Custodians, Supervisors of Custodians, and the ESH&Q Security Department are responsible for participating in physical inventory processes as described in this procedure.

4.4. FESS LPC is responsible for creating inventory campaigns and documenting results in Fermilab's computerized asset management tracking system.

5. Resources / Supporting Documents

Desk Procedure: Required steps for conducting an inventory

Desk Procedure: Creating campaigns in Sunflower

Desk Procedure: Creating valid resolutions in Sunflower

Desk Procedure: Conducting Daily Cycle Counts

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 Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:29:31 -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 08:15:26 -05'00'