

Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions

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

Lifecycle management of personal property when located at a foreign institution

1. Purpose

The purpose of this procedure is to outline the management of personal property located at Foreign Institutions throughout its lifecycle until final disposition.

2. Procedure

2.1. Property shipped to a foreign institution requires a *DOE Form 4420.2 Personal Property Loan Agreement* or a *FNAL Shipment to Support Mission* form.

2.2. Shipments in Support of Mission

2.2.1. Requestor completes Material Move Request, with listing of property to ship to a foreign institution.

2.2.2. FESS LPC generates FNAL Shipment in Support of Mission form along with three required reviews.

2.2.3. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous)

2.2.4. Files containing three reviews (High Risk Personal Property, Export Control, and Hazardous) and the Shipment in Support of Mission documents are reviewed by Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.

2.2.5. FESS LPC enters the Shipment in Support of Mission agreement into Fermilab's computerized asset management tracking system with a beginning date and a scheduled ending date along with data for all assets provided in support of mission.

2.2.5.1. The end date is typically one year from beginning date, so that inventory verification can be processed. The agreement form can be the length of the collaborative agreement. For each yearly inventory verification, FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous) and updates the files and the ending date of the agreement.

2.2.5.2. The end date must not exceed 1 year from beginning date for assets that retain integrity (not consumed). See renewals of shipments in support of mission below.

2.2.6. FESS LPC shares these forms with individuals receiving the material.

2.2.7. FESS LPC maintains files with appropriate documentation.

2.3. Loans

2.3.1. When entering into a loan complete *DOE F 4420.2*

2.3.2. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous)

2.3.3. Files containing three reviews and the Shipments in Support of Mission documents are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.

2.3.4. FESS LPC sends the loan agreement package to the DOE for approval.

2.3.5. FESS LPC enters the loan agreement into Fermilab's computerized asset tracking management system with a beginning date and a scheduled ending date along with data for all assets loaned.

2.3.5.1. The end date is typically one year from the beginning date.

2.3.5.2. The end date must not exceed 1 year from the beginning date.

2.3.5.3. FESS LPC shares these forms with the individual receiving the material.

2.3.5.4. FESS LPC maintains files with appropriate documentation.

2.4. Renewals/Disposal of loans and shipments in support of mission:

2.4.1. Fermilab's computerized asset management tracking system generates notifications 90 days prior to agreement expirations.

2.4.2. Property custodians verify the property is still in use. If so:

2.4.2.1. Property custodians generate a new DOE Loan 420.2 or shipment in support of mission form

2.4.2.2. FESS LPC completes three reviews (High Risk Personal Property, Export Control, and Hazardous)

2.4.2.3. Upon receiving approval from DOE for loans, extend the scheduled ending date by one year.

2.4.3. If property is returned, a final event is created in the computerized asset management tracking system for each line item returned.

2.4.4. For property no longer required for FNAL mission, the requestor can initiate a request to FESS LPC to abandon the property.

2.4.4.1. FESS LPC lists assets on the GSAXcess system.,

2.4.4.2. FESS LPC creates a final event of transfer for each asset that is obtained off GSAXcess or LEDP.

* If another institution acquires the property, they are responsible for all relocation expenses (including packing, crating, shipping, etc).

2.4.5. If Property is not obtained by another entity from the GSA excess or LEDP websites, FESS LPC receives local disposition.

2.4.5.1. FESS LPC compiles an abandonment package which contains the following:

2.4.5.1.1. new *DOE F 4420.2* or shipment in support of mission

2.4.5.1.2. three required reviews (High Risk Personal Property, Export Control, and Hazardous)

2.4.5.1.3. local disposition information from GSAXcess system

2.4.5.2. FESS LPC sends the abandonment package to the DOE Site Office for approval.

2.4.5.3. Following approval from DOE Site Office, FESS LPC creates a final event of transfer out for all assets and closes out the loan or shipment in support of mission by putting an end date on the agreement.

3. Definitions

N/A

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this procedure, identifying the necessary resources and overseeing 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

5.1. Form: DOE Loan Form 4420.2

5.2. Form: High Risk Personal Property

5.3. Form: FNAL Shipments in Support of Mission Document

5.4. Form: Export Control

5.5. Form: Hazardous Review

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 09:31:09 -0600</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 14:38:48 -0500</small>