

## Procedure: Property Management – Property Loans

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

### Lifecycle of loans

#### 1. Purpose

The purpose of this procedure is to outline the lifecycle requirements of loans from inception to disposal.

#### 2. Procedure

##### 2.1. Loan of Property to Outside Organizations

- 2.1.1. Government-owned property, not in current use, and which has a specific anticipated use in the near future, may be loaned to another DOE organization or DOE contractor, Federal Agency, or others for official DOE purposes.
- 2.1.2. Property may also be used by local agencies in support of health, safety or security requirements upon appropriate Departmental notification of emergency conditions.
- 2.1.3. Property “excess to the requirements of the FNAL program” is not eligible for loan to other entities and should be processed as excess.
- 2.1.4. The loaned property must be used to perform research, studies, and other efforts that result in benefit to both the US DOE and borrowing institution.
- 2.1.5. All shipments of FNAL owned property are screened by the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department to determine if a loan package is required. If a loan package is required, the shipment will not leave Fermilab until the approved loan package is received from DOE.
- 2.1.6. Requests for authorization to loan property to outside organizations are made by completing DOE F 4420.2.

##### 2.2. Loan Agreements – Establishment of New Loan Agreement

- 2.2.1. The initial loan agreement is reviewed and approved by the authorized FNAL requestor. The loan documentation package includes DOE F 4420.2, High Risk Personal Property, Export Control, and Hazardous reviews. These reviews are completed by FESS LPC with assistance from appropriate subject matter experts.
- 2.2.2. Prior to loan packages being sent to DOE for approval, they are reviewed by Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.
- 2.2.3. The loan agreements are approved by the DOE Property Administrator (PA) or the Organizational Property Management Officer (OPMO).
- 2.2.4. Typically, the requestor is a technical representative of the Division/Section/Project (D/S/P) responsible for the stewardship of the property.

- 2.2.5. The initial period of any loan may not exceed one (1) year, with annual inventory verification occurring along with updated signatures on DOE F 4420.2. Loan agreements may be renewed in increments not to exceed one year, after an inventory verification has been conducted along with updated signatures on DOE F4420.2, High Risk Personal Property, Export Control and Hazardous reviews.
- 2.2.6. Second renewals of loan agreements are reviewed and justified at a level of management at least two levels above that of the individual making the determination to loan the property.
- 2.2.7. Third renewals are approved by the head of the field organization or designee. These updated documents are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness, prior to being sent to the DOE for approval.
- 2.2.8. Additions of personal property are documented as part of the loan package and include the required High Risk Personal Property, Export Control and Hazardous reviews.

### 2.3. Loan Agreements – Termination and Disposition

- 2.3.1. Loan agreements for property provided by Fermilab to outside agencies may be terminated at any time at the sole option of the laboratory. In all cases the requirements of the laboratory are given priority over other claims. Upon termination of a loan agreement, the property on the loan may be disposed of in one of the following manners:
  - 2.3.2. Return of Property to Fermilab
    - Unless otherwise specified in the loan agreement, the institution holding the property under the loan agreement is responsible, at their expense, to return the property to Fermilab. This responsibility includes:
      - 2.3.2.1. Adequate packaging and preparation to prevent damage.
      - 2.3.2.2. Arranging shipping or delivery to Fermilab.
      - 2.3.2.3. Notifying FESS LPC of the intent to return the property.
      - 2.3.2.4. Insuring that the property is NOT returned directly to the authorizing Fermilab D/S/P, but rather to the address shown below.
      - 2.3.2.5. Insuring that the address for return delivery of property is shown as:  
Fermilab Receiving  
Wilson and Kirk Roads  
Batavia, IL 60510-0500  
Attention: Property Office Loan #XXXXXX
- 2.3.3. Transfer of Responsibility (Stewardship) of Property
  - 2.3.3.1. If Fermilab no longer has a requirement to utilize the property and the holding institution has a continuing requirement, the responsibility or stewardship may be transferred to the holding institution in accordance with the Procedure – Property Management – Disposition of Personal Property.
  - 2.3.3.2. Declaration of Excess and Availability

- 2.3.3.3. If both Fermilab and the holding institution declare that they have no future requirement to retain the property and the property is viable and useful, it is declared excess FESS LPC takes appropriate actions per Procedure – Property Management – Disposition of Personal Property.
- 2.3.3.4. Abandonment in place or sale as scrap within the United States – if both Fermilab and the holding institution declare they have no future requirement to retain the property AND the property is declared to be obsolete or in accordance with contractual requirements and approval from DOE then FESS LPC and the D/S/P follow guidance in Procedure – Property Management – Disposition of Personal Property.
- 2.3.3.5. For abandonments in place for property located at a foreign institution see Fermilab Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions.

**3. Definitions**

N/A

**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.
- 4.3. Custodians that enter into the loan agreement and the Property Office** are responsible for following the guidance in this policy.

**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 09:31:31 -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 17:38:01 -05'00'</small>