

## Procedure: Property Management – Responsibilities of Custodians of Precious Metals

<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

The responsibilities for custodians of Precious Metals

### 1. Purpose

This procedure outlines the responsibilities of custodians of precious metals from receipt of the precious metals throughout the property's lifecycle.

### 2. Procedure

This procedure describes Fermilab's approach to acquire, manage and control, through disposal, government-owned precious metals in a cost-effective, risk-based, efficient, and environmentally sound manner consistent with national security and nonproliferation policies of the United States.

#### 2.1. Acquisition

- 2.1.1. FNAL Procurement contacts the DOE Precious Metals Center department before placing an order with an outside source.
- 2.1.2. The Laboratory manages its programmatic activities to minimize the quantity of precious metals purchased, and to assure that excess quantities of such metals are not stored for future use.
- 2.1.3. Upon receipt of Precious Metals, the Logistics and Property Control (LPC) Manager contacts the custodian to proceed with receipt processes.
- 2.1.4. The precious metals custodian and Logistics and Property Control Manager (or delegate) weighs the precious metals. It is the custodian's responsibility to document this transaction in a log book.
- 2.1.5. The LPC Manager provides the custodian with written guidance for consumption and physical protection of precious metals when not in use.

## **2.2. Utilization**

- 2.2.1** Custodians of precious metals maintain log books to document use.
  - 2.2.1.1 Log books are kept in locked repositories with the Precious Metals.
  - 2.2.1.2 The combination to the locked repository should be maintained by the precious metals custodian and only one alternate custodian.
- 2.2.2** Precious metals custodians document any usage of precious metals in the log books.
  - 2.2.2.1 Custodians weigh the precious metals prior to usage, annotate in log books, indicate date of usage along with reason (experiment).
  - 2.2.2.2 After usage custodians weigh the precious metals again and annotate in log books.
- 2.2.3** Custodians maintain a scale and follow the manufacturer's guidance for calibration and preventative maintenance schedules.
- 2.2.4** Custodians submit annual justification memos to the Logistics and Property Control Manager or designee to retain precious metals.

## **2.3. Physical Inventory**

- 2.3.1.** Custodians conduct physical inventories of Precious Metals Assets annually.
  - 2.3.1.1. Conducting the inventory is the responsibility of each person to whom Precious Metals assets are assigned (custodian) and the LPC Manager.
  - 2.3.1.2. Precious metals are weighed and compared to the previous year's inventory balance.
  - 2.3.1.3. Custodians provide LPC with information from the log book which documents usage/consumption since the previous inventory.
- 2.3.2.** An annual inventory is begun as early in the year as possible to ensure completion before fiscal year end.
- 2.3.3.** Custodians assist the Precious Metals Control Officer when conducting a random inventory verification.
- 2.3.4.** FESS LPC provides inventory results to the Contracting Officer (CO) and OPMO within 60 days of completion of the inventory

## **2.4. Disposal**

- 2.4.1.** Custodians transfer precious metals purchased but not utilized to FESS LPC for timely disposal through approved re-utilization procedures.
- 2.4.2.** FESS LPC works with the DOE Precious Metals Center to return any excess precious metals.
- 2.4.3.** All excess precious metals are returned to the DOE Precious Metals Center.

## **3. Definitions**

N/A

**4. Responsibilities**

**4.1 The Property and Infrastructure Management System Owner** approves this procedure, identifying the 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 have precious metals are responsible for following guidance in this procedure.

**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 09:30:11 -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 11:32:19 -05'00'</small>