

Procedure: Property Management – Subcontractor Held Property – Acquired by Institution

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

Outlines the responsibilities for institutions that acquire DOE – FNAL owned property under a purchase order agreement.

1. Purpose

The purpose of this procedure is to outline the requirements which must be followed by the institution that is procuring DOE – FNAL owned government property to meet the required deliverables from purchase order agreement.

2. Procedure

- 2.1. If the institution has acquired DOE – FNAL owned property [see sub-contractor held property procedure] to satisfy the requirements from the purchase order agreement, follow the proceeding steps.
- 2.2. The institution contacts the Fermilab Logistics and Property Control (LPC) Department at property@fnal.gov to obtain a tag to affix to asset.
- 2.3. Property Office creates an agreement in the computerized asset management tracking system adding the property to the agreement.
 - 2.3.1. Agreements have a reference to purchase order agreement number along with the experiment and institution.
 - 2.3.2. Agreements have a beginning date, scheduled ending date which will be not greater than 12 months from date agreement is initiated.
- 2.4. Once all the property has been either returned to FNAL or disposed of (refer to disposition of property for guidance), the asset(s) are removed from the agreement and the agreement is closed by putting an ending date on the agreement.
 - 2.4.1. FESS LPC receives a notification from the computerized asset management tracking system 90 days before the agreement expiration date and reaches out to institution and requestor to see if the property is still in use at the institution or if it has been sent to FNAL.
 - 2.4.2. If, during the agreement, the property is deemed to be excess to the mission of the Lab, it will be disposed of following the guidance in Disposition of Property Policy Manual section.

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.

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 09:27:54 -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 06:11:31 -05'00'</small>