

Procedure: Property Management – Subcontractor Held Property – Provided by Fermilab

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

Outline requirements to flow down to Subcontractor

1. Purpose

The purpose of this procedure outlines how FNAL controls subcontractor held DOE – FNAL Government-owned property.

2. Procedure

2.1. When the FNAL Procurement Department enters into cost reimbursable contracts with subcontractors who receive property from FNAL, inform the principal individual involved with the contract of the responsibilities surrounding DOE – FNAL property provided by FNAL.

2.1.1. This individual that is responsible for providing the DOE – FNAL property is the primary point-of-contact regarding FNAL property held by the contractor.

2.1.2. Requestor completes a Material Move Request (MMR) with a detailed listing of property being sent to subcontractor to meet the deliverables on a purchase order agreement.

2.1.2.1. This is only for property that is not being fabricated or similar processes.

2.1.2.2. The property retains its integrity and at the end of the purchase order agreement is returned to FNAL in the same condition except for expected wear and tear.

2.1.3. Procurement adds a line to the purchase order agreement. The purchase order remains open until the property that is sent is returned along with the deliverables from the purchase order agreement.

2.1.4. Procurement administrator, FESS LPC and requestor that provided property follow up with the subcontractor periodically to get a status update on the property that was provided.

2.1.5. Property Department is contacted to work with subcontractor to enter agreement in and to track DOE – FNAL owned property in the computerized asset management system

2.1.6. Procurement administrator reminds subcontractor that for any losses or damage to DOE – FNAL owned property that it is their responsibility to notify the administrator as soon as possible.

- 2.2. For property that has scheduled preventative maintenance, the Procurement administrator works with the requestor to notify vendor of these scheduled requirements.
- 2.3. Inventory verification is coordinated between subcontractor, procurement and LPC yearly. The Property Department uploads the results to the computerized asset management system.
- 2.4. At closeout of Subcontract, the Property Office works with the requestor and institution to disposition property. Refer to Disposition of Property for guidance.

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 09:27:33 -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 06:10:08 -05'00'</small>