

Procedure: SURF Operations – Tracking Offsite Personal Property with South Dakota Science and Technology Authority

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

Tracking offsite personal property for the DUNE and LBNF

1. Purpose

This procedure addresses how personal property is added to FNAL's Personal Property Management System from subcontracts for the Deep Underground Neutrino Experiment (DUNE), Long Baseline Neutrino Experiment (LBNF) and South Dakota Services Division (SDSD) when the property is received, shipped, and/or tracked at a location other than FNAL's campus in Batavia, Illinois.

2. Procedure

2.1. Procurements for the Sanford Underground Research Facility (SURF) Services Subcontract

- 2.1.1. The South Dakota Science and Technology Authority (SDSTA) orders equipment assets, via the mechanisms described in their contract with FRA, for use at the SURF site which need to be tagged and tracked as DOE – FNAL Property.
- 2.1.2. These assets are purchased in support of DOE science, are FNAL-DOE, and must be tagged and tracked as DOE – FNAL government personal property.
- 2.1.3. SDSTA contacts the South Dakota Services Division and Procurement Administrator responsible for SURF Services subcontract for procurement concurrence and approval.
- 2.1.4. Once an asset is received, SDSTA affixes a DOE – FNAL Property tag. If it is infeasible to tag the asset, SDSTA performs the following:
 - 2.1.4.1. Photograph the item prior to putting into use
 - 2.1.4.2. Assign a serialized FNAL property tag to that item
 - 2.1.4.3. Maintain the property tag in a file, with the item details
- 2.1.5. SDSTA provides the SDSD property custodian with property record information. The custodian forwards the applicable information to the FESS-LPC Manager.

2.2. Procurements for LBNF Reliability Subcontracts

FNAL FESS – Logistics and Property Control (LPC) Department maintains copies of all LBNF reliability subcontracts along with statements of work, if provided, until disposition occurs.

2.3. Procurements for SURF Infrastructure Subcontracts.

FNAL’s FESS-LPC maintains copies of all SURF infrastructure subcontracts along with statements of work, if provided, until disposition.

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 09:32:56 -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 19:32:53 -05'00'</small>