

Procedure: Property Management – Receiving Inspection

Personal Property Manual Section	3206
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

1 Purpose

Inspection of product during receipt from the carrier will be performed by Receiving Staff to ensure no obvious damage has occurred during shipment.

2 Procedure

- 2.1 Check the carrier delivery ticket or shipping label to ensure the shipment is for FNAL.
- 2.2 Identify the purchase order or procard number, number of pieces, cartons, or pallets, etc.
- 2.3 Confirm the count on the freight bill is accurate, notating any discrepancies.
- 2.4 Inspect all packaging, crating, shrink-wrap, shock watches, etc. for visible damage.
- 2.5 Notate ALL visible damage with a subject to inspection stamp on the freight bill.
- 2.6 Include handwritten details pertaining to the damage, i.e., carton crushed, shrink-wrap torn, forklift damage to box/crate, shock watch activated, etc.
- 2.7 Receiving Staff will take pictures of the subject to inspection shipment.
- 2.8 Receiving Staff member will solicit a secondary Receiving Clerk or Receiving Supervisor to visually complete inspection.
- 2.9 If damage appears to be excessive, or deemed un-useable, the Receiving Staff will refuse the shipment and return to sender. (Exclusions: International and In-Kind contribution shipments are never refused)
- 2.10 When a shipment is refused, the Receiving Staff will make copies of the paperwork and notify the buyer/requestor, by email, attaching copies of any pertinent paperwork and/or pictures.

3 Responsibilities

- 3.1 **Property and Infrastructure Requirement Assurance System Owner** is responsible for approving this procedure and ensuring consistent laboratory compliance with this procedure.
- 3.2 **Logistics and Property Control Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 3.3 **Logistics and Property Control Transportation Supervisor** is responsible for

implementation of procedures in support of this procedure.

- 3.4 **Logistics and Property Control Receiving Staff** are responsible for adhering to these guidelines.

4 Definitions

- 4.1 **Custodian.** The individual who is responsible for the protection, control, and proper use of property under his or her stewardship.
- 4.2 **Government property.** All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.
- 4.3 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.4 Acronyms
 - CFR** Code of Federal Regulations
 - DOE** Department of Energy
 - FNAL** Fermi National Accelerator Laboratory
 - FRA** Fermi Research Alliance, LLC
 - LPC** Logistics & Property Control Department

5 Resources / Supporting Documentation

N/A

6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly LPC Department Head	First Issuance
1	09/01/2024	Kevin Coppert LPC Department Head	Updates as result of FY22 audit findings.

7 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	