

Procedure: Property Management – Property Pass

Personal Property Manual Section	3213
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

The purpose of this policy is to account for DOE – FNAL owned accountable and nonaccountable personal property approved for offsite use, to remain in possession of the assigned custodian/user and shall not be utilized to add property to subcontracts, grants or use by non-assigned personnel or entities.

2 Procedure

2.1 Property Pass Administration

- 2.1.1 Property Passes can be self-administered with Self-Service Property (SSP) or administered by a Property Pass Manager.
- 2.1.2 When editing a property pass, add all DOE government ~~FNAL~~ owned property on a property pass to be utilized offsite by the employee only.
- 2.1.3 Once properly filled out, an employee must submit for electronic approval to their supervisor or Division Head.
- 2.1.4 The approver will review all additions to the individuals property pass prior to approving.
- 2.1.5 All submission and approvals are kept as recordable events within the computerized asset management system (i.e., Sunflower).

2.2 Non-Accountable Property

- 2.2.1 An employee can add non-accountable property to their pass.
- 2.2.2 SSP will generate an asset identifier for that asset and capture the manufacturer/model/serial number where applicable.
- 2.2.3 Upon entry and approval, the individual must contact the Property Staff to obtain physical Property Pass asset tag(s).

2.3 Non-Custodian Property Pass

- 2.3.1 A visitor or user of FNAL can hold a property pass.
- 2.3.2 Accountable property must be shared to a non-custodian's property pass by the asset custodian.
- 2.3.3 Nonaccountable property can be added, with supervisor approval.

2.3.4 Custodian supervisor approval is required to share accountable property to a non-custodian.

2.4 Asset Removal from Site

2.4.1 Property shipped through Fermilab shipping/ dispatch requires a Material Move Request (MMR), including property asset identifiers.

2.4.2 If you are picking up or leaving site with property an approved property pass is required prior to assets being removed from the site.

2.5 Property Pass Review and return of assets

2.5.1 Property Pass holders are required to review and confirm property passes on an annual basis.

2.5.2 Property Pass holders can return and remove accountable and unaccountable property at any time by updating their property pass through Self-Service Property. Management of the Property Pass holder will ensure that items removed from the property pass are returned.

2.5.3 Property Passes are reviewed by the Property Office and Management of the Property Pass holder upon separation of the Lab ensuring that FNAL obtains custody of any accountable or nonaccountable assets removed from site.

3 Responsibilities

3.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.

3.2 **Logistics and Property Control Department Head** implements and manages changes to this procedure by assigning appropriate resources.

3.3 **Laboratory Custodians, Supervisors of Custodians** are responsible for participating in property pass processes as described in this procedure.

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 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).

4.3 Acronyms

CFR Code of Federal Regulations

DOE Department of Energy

FNAL Fermi National Accelerator Laboratory

FRA Fermi Research Alliance, LLC

5 Resources / Supporting Documentation

N/A

6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	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	