

Procedure: Property Management – Property Loans

Personal Property Manual Section	3215
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 procedure is to outline the lifecycle requirements of loans from inception to disposal.

2 Procedure

2.1 Loan of Property to Outside Organizations

- 2.1.1 Government-owned property, not in current use, and which has a specific anticipated use in the near future, may be loaned to another DOE organization or DOE contractor, Federal Agency, or others for official DOE purposes.
- 2.1.2 Property may also be used by local agencies in support of health, safety or security requirements upon appropriate Departmental notification of emergency conditions.
- 2.1.3 Property excessed to the requirements of the FNAL program is not eligible for loan to other entities and should be processed as excess.
- 2.1.4 The loaned property must be used to perform research, studies, and other efforts that result in benefit to both the US DOE and borrowing institution.
- 2.1.5 All shipments of FNAL owned property are screened by Property Staff to determine if a loan package is required. If a loan package is required, the shipment will not leave Fermilab until the approved loan package is received from DOE.
- 2.1.6 Requests for authorization to loan property to outside organizations are made by completing DOE F 4420.2.

2.2 Loan Agreements – Establishment of New Loan Agreement

- 2.2.1 The Property Staff initiate a DOE Form 4420.2, to include borrower, lender, asset(s) to be loaned and the period of loan.
- 2.2.2 The initial loan agreement is reviewed and approved by the authorized FNAL requestor.
- 2.2.3 The loan documentation package includes DOE Form 4420.2, High Risk Review, Export Control Review, Radiological and Hazardous review. These reviews are completed by Property Staff with assistance from the requestor, Traffic Department, SME's and Export Control Office.

- 2.2.4 Prior to a loan package being sent to DOE for approval, loans are reviewed by the LPC Department Head for completeness.
- 2.2.5 The loan agreements are approved by the DOE Property Administrator or the Organizational Property Management Officer (OPMO). Typically, the requestor is a technical representative of the Division/Project responsible for the stewardship of the property.
- 2.2.6 The initial period of any loan may not exceed one (1) year, with annual inventory verification occurring along with updated signatures on DOE F 4420.2. Loan agreements may be renewed in increments not to exceed one year, after an inventory verification has been conducted along with updated signatures on DOE F4420.2, High Risk Personal Property, Export Control, Radiological and Hazardous reviews.
- 2.2.7 Second renewals of loan agreements are reviewed and justified at a level of management at least two levels above that of the individual making the determination to loan the property.
- 2.2.8 Third renewals are approved by the head of the field organization or designee. These updated documents are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness, prior to being sent to the DOE for approval.
- 2.2.9 Additions of personal property are documented as part of the loan package and include the required High-Risk Personal Property, Export Control, Radiological and Hazardous reviews.
- 2.2.10 International loans undergo the same procedures; however, they require an additional level of approval by DOE HQ Office of International Affairs.

2.3 Loan Agreements – Termination and Disposition

- 2.3.1 Loan agreements for property provided by the Laboratory to outside agencies may be terminated at any time at the sole option of the laboratory. In all cases the requirements of the laboratory are given priority over other claims. Upon termination of a loan agreement, the property on the loan may be disposed of in one of the following manners:
- 2.3.2 Return of Property to Fermilab
 - 2.3.2.1 Unless otherwise specified in the loan agreement, the institution holding the property under the loan agreement is responsible, at their expense, to return the property to Fermilab. This responsibility includes:
 - Adequate packaging and preparation to prevent damage.
 - Arranging shipping or delivery to Fermilab.
 - Notifying LPC of the intent to return the property.
 - Ensuring that the property is NOT returned directly to the authorizing Fermilab D/P, but rather to the address shown below:
*Fermilab Receiving
Wilson and Kirk Roads Batavia, IL 60510-0500
Attention: Property Office Loan #XXXXX*
- 2.3.3 Transfer of Responsibility (Stewardship) of Property

- 2.3.3.1 If the FNAL Laboratory no longer has a requirement to utilize the property and the holding institution has a continuing requirement, the responsibility or stewardship may be transferred to the holding institution, if the holding institution is another DOE Facility or Federal Agency, in accordance with the *Procedure – Property Management – Disposition of Personal Property*.
- 2.3.4 Declaration of Excess and Availability
 - 2.3.4.1 If both Laboratory and the holding institution declare that they have no future requirement to retain the property and the property is viable and useful, it is declared excess LPC takes appropriate actions per *Procedure – Property Management – Disposition of Personal Property*.
 - 2.3.4.2 Abandonment in place or sale as scrap within the United States – if both the Laboratory and the holding institution declare they have no future requirement to retain the property AND the property is declared to be obsolete or in accordance with contractual requirements and approval from DOE then ISD LPC and the D/P follow guidance in *Procedure – Property Management – Disposition of Personal Property*.
 - 2.3.4.3 For abandonments in place for property located at a foreign institution as outlined in *Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions*.

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 Department (Property Staff)** are responsible for creating inventory campaigns and documenting results in Fermilab's computerized asset management tracking system.
- 3.4 **Laboratory Custodians, Supervisors of Custodians** are responsible for participating in physical inventory 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
 - LPC** Logistics & Property Control Department
 - OPMO/PA** Organizational Property Management Officer / Property Administrator

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	