

Procedure: Property Management – Disposition of Personal Property

Personal Property Manual Section	3216
Revision	1
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Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

1 Purpose

This procedure defines how FNAL disposes of government property acquired by or under which is no longer necessary to accomplish the Laboratory's mission.

2 Procedure

When government property is no longer required, the custodian initiates disposal procedures by notifying the Property Staff.

2.1 Disposal Criteria

- 2.1.1 To be eligible for disposition, government-owned personal property meets the criteria defined in *Policy: Disposition of Property*
- 2.1.2 Property custodians complete a Material Move Request (MMR) form to excess property assets to the Property Staff.

2.2 Loss, Damage or Destruction of Personal Property

- 2.2.1 If an individual discovers personal property lost, damaged, or destroyed during normal activities or when completing an inventory, they contact SEMD Security Department to file a security report and notify DOE Site Office staff as outlined in *Procedure: Loss, Theft, Damage, or Destruction of Property*.

2.3 Cannibalization of Equipment

- 2.3.1 If personal property repairs are economically unfeasible, and the salvaged parts can be used to repair like equipment, the property can be considered for the laboratory's cannibalization process.
- 2.3.2 Property custodians or requestors notify Property Staff prior to cannibalization of assigned assets.
- 2.3.3 The custodian of the property removes the property tags from the item and prepares an MMR form.
- 2.3.4 The custodian sends the completed form and the numbered property tag to Property Staff.
- 2.3.5 Upon receipt of the form and tag, Property Staff enters the appropriate information into the personal property management system database. This step

relieves the custodian of responsibility for the property.

- 2.3.6 After high-risk, hazardous, radiological, and export control reviews are completed, Property Staff places non-usable metal parts in the appropriate metal scrap containers for disposal and sale under the current metal scrap contract.

2.4 Guidelines for Decommissioning all Automated Data Processing Equipment (ADPE).

- 2.4.1 Property Staff works with the FNAL Security and Emergency Management Division (SEMD) Cyber Security department to ensure that all automated data processing equipment (ADPE) is sanitized per DOE guidance.

- 2.4.2 Property Staff sanitize hard drives, removing data, information, and software, with approved sanitization software.

- 2.4.2.1 A qualified individual responsible for sanitization signs, dates and attaches a certificate indicating that the devices have either been sanitized or that the hard drive has been removed.

- 2.4.2.2 Hard drives that have been removed from devices are shredded.

2.5 Exchange Sale Property

- 2.5.1 The Procurement Department approves the disposition of Property when exchange/sales occur as part of a procurement file. This includes trade-ins, exchanges, upgrades, and returns for credit.

- 2.5.2 Property Staff references 41 CFR 102-39 to determine if the trade or trade-in is permissible.

2.6 Transfer of Personal Property Outside GSA PPMS System to Other DOE Contractors or Universities

- 2.6.1 Custodians contact Property Staff to initiate the transfer of government-owned property to other institutions.

- 2.6.2 Property Staff initiates an SF-122 and obtains signatures from the Logistics and Property Control Manager and the member of institution receiving the property.

- 2.6.3 Custodians create Material Move Request (MMR) forms and send the property to Property Staff with the MMR.

- 2.6.4 Property Staff completes four reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous). Property Staff shares these reviews with the receiving institution. When the recipient is outside the government, restricted party screenings are also conducted, and an end-use agreement is signed by the recipient.

- 2.6.5 Property Staff enter transactions (MMR documentation, final event for assets) in the personal property management system.

- 2.6.6 Property Staff maintains a file with all pertinent documentation.

2.7 Transfer of Personal Property and Donations/Gift of Personal Property (Computers for Learning Program / State Agencies for Surplus Property) Within the GSA PPMS Excess System

- 2.7.1 Property Staff lists all excess property with a condition code of 1, 4, or 7 on the GSA PPMS system.

- 2.7.2 When an outside institution requests FNAL-held government-owned personal property from GSA the following occurs:
- 2.7.2.1 Approvals take place within the GSA excess system.
 - 2.7.2.2 GSA generates a notification, sent to Property@fnal.gov, with:
 - pertinent information,
 - institution receiving property,
 - the receiving individual's information
 - 2.7.2.3 Institution receiving property is responsible for paying any freight.
- 2.7.3 Property Staff
- 2.7.3.1 Completes the four required reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous). And shares these reviews with the receiving institution. When the recipient is outside the government, restricted party screenings are also conducted, and an end-use agreement is signed by the recipient.
 - 2.7.3.2 Creates Material Move Request (MMR) and sends property to shipping department along with MMR.
 - 2.7.3.3 Enters transactions (MMR documentation, final event for assets) in Sunflower.
- 2.8 *Donations / Gifts of Personal Property Using Math and Science Program*
When donations or gifts are a potential method for property disposition, the following requirements apply.
- 2.8.1 Custodian contacts Property Staff to initiate the transfer of government-owned property to another institution.
 - 2.8.2 Property Staff initiates an Equipment Gift Agreement, when applicable (see DOE checklist for eligibility requirements) and obtains appropriate signatures – the DOE Site Office works with the OPMO and member of the institution receiving the property.
 - 2.8.3 Relocation:
 - 2.8.3.1 If property currently resides with the receiving institution, no Material Move Request (MMR) required.
 - 2.8.3.2 If property is located at FNAL, the custodian creates an MMR and sends the property to Property Staff.
 - 2.8.3.3 The receiving institution is responsible for shipping charges.
 - 2.8.4 Property Staff completes restricted party screening on recipient and institution and conducts four required reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous). Property Staff shares these reviews with the receiving institution.
 - 2.8.5 Property Staff enters transactions (MMR documentation, final event for assets) in computerized asset management system (i.e., Sunflower).
 - 2.8.6 Property Staff maintains the property file with all pertinent documentation.
- 2.9 *Abandonments of Personal Property Located at Other Institutions*
When abandonment of government-owned property located at other institutions is the preferred method for property disposition, the following requirements apply.
- 2.9.1 Custodian contacts Property Staff to initiate the abandonment of government-

owned property to another institution.

- 2.9.2 Property Staff lists the assets on the GSA PPMS excess system. Once all the assets have been screened through GSA PPMS, Fermilab receives local disposition.
- 2.9.3 Property Staff completes the four required reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous), and includes the Export Restriction Notice. Property Management shares these reviews with the receiving institution. Restricted party screening is also conducted.
- 2.9.4 Property Staff initiates the appropriate documentation.
 - 2.9.4.1 For loans use DOE Form 4420.2 Personal Property Loan Agreement for the existing loan agreement to be abandoned in place.
 - 2.9.4.2 For shipments in support of mission utilize the existing FNAL shipments in support of mission form used to move the property.
 - 2.9.4.3 For international transactions include a copy of the country-to-country agreement.
 - 2.9.4.4 Justification for abandonment, fair market value, original acquisition cost, cost of storage, and shipping back to DOE, if applicable.
- 2.9.5 Property Staff obtains appropriate signatures/concurrence from DOE Headquarters Program Office and acceptance of abandonment letter/email from an eligible member of the institution receiving the property. Also sends institution an end-use agreement for appropriate signature.
- 2.9.6 Property Staff sends the abandonment package to DOE for approval. DOE returns completed abandonment package to Property Staff. For international transactions, the Office of International Affairs will provide approval/disapproval.
- 2.9.7 Property Staff enter transactions (final event for assets) in Fermilab's personal property management tracking system.
- 2.9.8 Property Staff maintain the property file with all pertinent documentation.

2.10 Sales of Scrap to Recyclers

- 2.10.1 Property Staff maintains sales agreements for heavy steel, sheet iron, wire, and cable.
- 2.10.2 Property Staff works with FNAL Procurement Department to prepare Request for Proposals and send to prospective bidders.
- 2.10.3 After a sales agreement is awarded, FNAL follows guidance on radiological clearance for recycling metals.
- 2.10.4 Property Staff prepares four reviews (High Risk Personal Property, Export Control, radiological and Hazard) and completes an End Use certificate and restricted party screening. If property is classified as proliferation or nuclear-related, high-risk personal property it is not eligible for sale. See *Procedure: Property Management – High Risk Personal Property*.
- 2.10.5 Property Staff maintains a file with all pertinent documentation.

2.11 Sales of Personal Property using Internet Sales

- 2.11.1 Once the asset has been screened through GSA PPMS excess and FNAL

receives local disposition, these assets are eligible to be sold via Internet Sales.

- 2.11.2 For vehicle sales, Property Staff works with DOE to complete Form SF-97.
 - 2.11.3 Property Staff completes four reviews (High-Risk Personal Property, Export Control, Radiological and Hazard) to determine if property is classified as high-risk; and completes an End Use certificate and restricted party screening. High-Risk Personal Property is not eligible for sale if it proliferation sensitive or nuclear-related, see *Procedure: Property Management – High Risk Personal Property*.
 - 2.11.4 Property Staff enters transactions (final event for assets) in computerized asset management system (i.e., Sunflower).
 - 2.11.5 Property Staff maintains property files with all pertinent documentation.
- 2.12 *Transfer using Laboratory Equipment Donation Program (LEDP)*
- 2.12.1 FNAL lists assets with a federal supply classification of 66 on the GSA excess system. After assets **is are** screened within DOE complex, GSA sends information about these assets to DOE Office of Work Force Development for Teachers and Scientists (WDTS).
 - 2.12.2 WDTS maintains the LEDP website for reuse to eligible institutions.
 - 2.12.3 When an asset is granted via LEDP:
 - 2.12.3.1 WDTS generates a notification to the OPMO for approval or disapproval. If approved, the individual receiving the asset(s), their institution, and holding agency (Property@fnal.gov) is notified and provided with the approved request with pertinent information.
 - 2.12.3.2 The receiving institution works with the holding agency's Property staff and makes all shipping arrangements.
 - 2.12.3.3 Property Staff:
 - Completes four reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous) and shares these reviews with the receiving institution. Restricted Party screening of the receiving institution and individuals receiving the property is also conducted.
 - Prepares the package and sends it to the institution.
 - Enters MMR documentation and final event for asset(s) entered in the personal property management system.
 - Maintains a file with all pertinent documentation.
- 2.13 All transfer packages are reviewed by the Logistics and Property Control Manager or Assistant Logistics and Property Control Manager prior to any disposal action.
- 2.14 For assets that are classified as High-Risk Personal Property (which includes dual use and trigger list property), the asset requires the reviews as stated in §109-1.5303 (b)(2) prior to listing the property into a reutilization/disposal program. Trigger list property can NEVER leave DOE. It has to be destroyed, buried in an approved DOE landfill (discuss with ECAP those that are authorized) or an approval to the exception of destruction of trigger list property must be approved by NA-242 in accordance with 41 CFR 109-1.5303. U.S. munition items must be demilitarized in accordance with

109-42.1102-8 and DoD 4160.21-M-1. Other high-risk property, with the exception of ITAR, can be dispositioned through the normal PPMS process.

3 Responsibilities

- 3.1 **Property and Infrastructure Requirement Assurance System Owner** is responsible for approving this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 3.2 **ISD-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 3.3 **FNAL Custodians** that have property that is no longer required for the mission of the Laboratory can dispose of property, with guidance from ISD Logistics and Property Control Department, which includes contacting SEMD security for property misplaced or lost, following the guidance in this policy.
- 3.4 **ISD Logistics and Property Control Department** disposes of excess personal property for the Laboratory and the guidance in this policy outlines the different methods that are utilized.

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

- 5.1 **Regulation:** 41 CFR 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority.
- 5.2 **Form:** SF-97
- 5.3 **Form:** DOE Form 4420.2 – Loan of Personal Property
- 5.4 **Form:** SF-122

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	