

Policy: Property Management – Property and Fleet Management Activities at Sanford Underground Research Facility (SURF) in South Dakota

Personal Property Manual Section	4101
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 describe the requirements of personal property management associated with FNAL activities at the Sanford Underground Research Facility (SURF) in South Dakota.

2 Scope / Applicability

This policy applies to all activities and work derived from subcontracts for the SURF Services and Deep Underground Neutrino Experiment / Long Baseline Neutrino Facility (DUNE / LBNF)

3 Policy

FNAL is required to flow down prime contract requirements to all subcontracts, including those from 41 CFR 109 and 101, 102, FAR 5 2.245-1 and DEAR 970.5245-1. FNAL works with the South Dakota Science and Technology Authority (SDSTA) to ensure personal property and fleet management contract requirements are compliant.

3.1 FNAL creates cost reimbursement subcontracts for the SURF Services, and various reliability works or other needs, as well as contracts supporting the DUNE / LBNF Operations.

3.2 FNAL's Infrastructure Services Division (ISD) Logistics and Property Control (LPC) department is responsible for reviewing subcontracts and managing personal property procured under these subcontracts.

4 Responsibilities

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

4.2 **ISD-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

4.3 **FNAL Fleet Manager** implements procedures in support of this policy.

SURF Representatives are responsible for requisitioning and funding for vehicles and

5 Definitions

Acronyms

SURF	Sanford Underground Research Facility
FNAL	Fermi National Accelerator Laboratory
DUNE	Deep Underground Neutrino Experiment
LBNF	Long Baseline Neutrino Facility
SDSTA	South Dakota Science and Technology Authority
ISD	Infrastructure Services Division
LPC	Logistics and Property Control

6 Authority

6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1 PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

7 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.

8 Approvals

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