

Procedure: Property Management – Tracking Offsite Personal Property with South Dakota Science and Technology Authority

Personal Property Manual Section	4201
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

This procedure addresses how personal property is added to FNAL's Computerized Asset Management System from subcontracts for the Deep Underground Neutrino Experiment (DUNE), Long Baseline Neutrino Experiment (LBNF) and South Dakota Services Division (SDSD) when the property is received, shipped, and/or tracked at a location other than FNAL's campus in Batavia, Illinois.

2 Procedure

2.1 Procurements for the Sanford Underground Research Facility (SURF) Services Subcontract

- 2.1.1 The South Dakota Science and Technology Authority (SDSTA) orders equipment assets, via the mechanisms described in their contract with FRA, for use at the SURF site which need to be tagged and tracked as DOE – FNAL Property.
- 2.1.2 These assets are purchased in support of DOE science, are FNAL-DOE owned, and must be tagged and tracked as DOE – FNAL government personal property.
- 2.1.3 SDSTA contacts the South Dakota Services Division and Procurement Administrator responsible for SURF Services subcontract for procurement concurrence and approval.
- 2.1.4 Once an asset is received, SDSTA affixes a DOE – FNAL Property tag. If it is infeasible to tag the asset, SDSTA performs the following:
 - 2.1.5 Photograph the item prior to putting into use
 - 2.1.6 Assign a serialized FNAL property tag to that item
 - 2.1.7 Maintain the property tag in a file, with the item details
- 2.1.8 SDSTA provides the SDSD property custodian with property record information. The custodian forwards the applicable information to the ISD-LPC Manager.

1.1 Procurements for LBNF Reliability Subcontracts

FNAL ISD – Logistics and Property Control (LPC) Department maintains copies of all LBNF reliability subcontracts along with statements of work, if provided, until disposition occurs.

1.2 Procurements for SURF Infrastructure Subcontracts.

FNAL’s ISD-LPC maintains copies of all SURF infrastructure subcontracts along with statements of work, if provided, until disposition.

3 Responsibilities

1.3 Property and Infrastructure Requirement Assurance System Owner

approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

1.4 ISD-Logistics and Property Control Department Head is responsible for

implementing and managing changes to this procedure by assigning appropriate resources.

4 Definitions

Acronyms

FNAL	Fermi National Accelerator Laboratory
DUNE	Deep Underground Neutrino Experiment
LBNF	Long Baseline Neutrino Facility
SDSD	South Dakota Services Division
SURF	Sanford Underground Research Facility
DOE	Department of Energy
SDSTA	South Dakota Science and Technology Authority
ISD	Infrastructure Services Division

5 Resources / Supporting Documents

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	