



Contact Person	Andrea Spiker	Revision	7.2
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PROPERTY MANAGEMENT POLICY

1.0 APPROVAL RECORD

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- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training and Documents Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The Ames Laboratory Property Management Policy has been developed to assist the Property Services Office, Ames Laboratory personnel and Department of Energy (DOE) Chicago Office (CH) Ames Site Office (AMSO) to provide appropriate controls for U.S. government-owned personal property at the Ames Laboratory. The Laboratory takes a graded approach to the risks presented by various types of personal property and control as appropriate.

This only applies to personal property, which includes all equipment, material, and supplies not classified as real property, intellectual property, internal use software, motor vehicles, federal government records, special nuclear material, or atomic weapons [as defined by Section 11 of the Atomic Energy Act of 1954 (42 U.S.C. 2014) as amended].

This Policy enables Ames Laboratory to comply with the requirements of its contract with DOE (Contract no. DE-AC02-07CH11358), CRD DOE Order 580.1A Change 1, and 48 CFR 970.5245-1, and to accomplish the following:

- Provide for the cost-effective, risk-based life cycle management (from acquisition to disposition) of DOE-owned personal property accountable to the Contract in accordance with 48 CFR 970.5203-1
- Incorporate the uniform principles, policies, standards, guidance and performance expectations of DOE personal property management
- Be consistent with the terms and conditions of the Contract and prescribed federal statutes and regulations
- Perform assessments of the Laboratory's personal property management systems, in accordance with directions provided by DOE, to determine whether the systems meet DOE Personal Property Management Program expectations, reporting assessment

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results to DOE Property Management and taking corrective action when weaknesses are identified

- Ensure the Laboratory's subcontractors at any tier are in compliance by flowing down requirements of the CRD, and efficiently managing the DOE-owned personal property that is provided to them

The Policy is based on the Department of Energy CRD Order 580.1A Change 1, 48 CFR 970.5203-1, requirements of the Contract, requirements imposed by Federal law, regulations, and DOE directives, and generally accepted business practices.

All Ames Laboratory employees who are responsible for DOE property, and those providing review and oversight of this program, are responsible for becoming familiar with the sections of the policy pertinent to their duties. Deviation from this policy requires the concurrence of the Purchasing and Property Services Manager.

4.0 DEFINITIONS

- **Administratively controlled property:** Personal property for which there is no DOE requirement for formal property records to be maintained and is not subject to inventory. Personal property having an acquisition cost between \$2,000 and \$10,000 is given a numbered and barcoded label to identify. Although not accountable personal property, administratively controlled property merits deliberate internal controls to prevent loss, theft, unauthorized removal, and abuse.
- **Accountable personal property:** All government property that is reportable in a property system of records. Accountable personal property includes: property purchased or otherwise obtained having a unit acquisition cost of \$10,000 or more, sensitive property/high risk personal property (HRPP) and precious metals, regardless of cost. This includes personal property of any value that is controlled or managed at the item level and leased property items (capital lease) of any value.
- **Cannibalization:** The act of removing serviceable parts from one item of equipment so they can be installed on another item of equipment.
- **Capitalized Property:** Property put on a depreciation schedule. The capitalization threshold for items acquired prior to October 1, 2011 is \$50,000. For items acquired on or after October 1, 2011, the threshold is \$500,000. Capitalized property is to be managed in accordance with the DOE Financial Management Handbook.
- **Controlled substances:** Drugs which have been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens, and cannabis. The basis for control and regulation is the danger of addiction, abuse, physical and mental harm (including death), the trafficking by illegal means, and the dangers from actions of those who have used the substances.
- **Controlled unclassified information (CUI):** Unclassified information controlled within the Ames Laboratory because its release could cause damage. Official Use Only (OUO) information falls under CUI at the Ames Laboratory. Examples of OUO include: Personally Identifiable Information, Export Controlled Information, proprietary information, and other information not covered by other DOE directives.
- **Contractor requirements document (CRD):** The portion of a DOE Order that is applicable to contractors. The DOE Order and CRD referenced in this Policy is 580.1A Change 1. This Order does not apply to intellectual property, internal use software,

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records and information, motor vehicles, or real property.

- **Deltek Costpoint** (*referred to as Costpoint*): The Laboratory's financial systems software. Purchasing & Property records databases are included in Costpoint.
- **Energy Asset Disposal System (EADS)**: The tool within www.gsaxcess.gov used to report, select and transfer excess personal property exclusively within DOE.
- **Equipment**: Defined in this Policy as a tangible asset that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. (FAR 45.101; 48 C.F.R. Subpart 45.101)
- **Equipment held for future projects (EHFFP)**: The name given to the space in the Ames Laboratory's warehouse, also commonly known as the hold area, designated for retaining equipment, based on approved justifications for a known future use, or for a potential use in planned projects.
- **Explosives**: Any chemical compounds or mechanical mixtures which are designed to function as explosives, or chemical compounds which function through self-reaction as explosives, and which, when subjected to heat impact, friction, shock or other suitable initiation stimuli, undergo very rapid chemical changes with the evolution of large volumes of highly heated gases that exert pressure in the surrounding medium. The term applies to materials that either detonate or deflagrate.
- **Export controlled property**: Personal property that is subject to certain restrictions and/or licensing by the U.S. Department of Commerce, the U.S. Department of State or the U.S. Nuclear Regulatory Commission, or authorization by the DOE.
- **Hazardous property**: Personal property that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Materials Transportation Act (49 U.S.C. 5105), the Resource Conservation and Recovery Act (42 U.S.C. 6901-6981), or the Toxic Substances Control Act (15 U.S.C. 2601-2609 or is contaminated with hazardous material, e.g., beryllium).
- **High risk personal property (HRPP)**: Property that must be controlled and securely disposed of because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns. The Order provides accountability and control requirements for only the following categories of HRPP: specially designed or prepared property, export controlled property, hazardous property, radioactive property, nuclear weapon-like components *that do not contain nuclear material as listed in DOE O 474.2*, proliferation sensitive property, and firearms, ammunition, pyrotechnics, and explosives.
- **Laboratory Equipment Donation Program (LEDP)**: The program formerly known as ERLE, which grants available excess used energy-related laboratory equipment to middle schools, high schools, universities, colleges, junior colleges, technical institutes, museums, or hospitals in the United States for use in energy-oriented educational programs.
- **Off-site property**: All property with a numbered and barcoded label that is not located in an Ames Laboratory or Iowa State University building. This property includes items purchased under subcontract and items used by Ames Laboratory at various other locations .
- **Other accountable property**: Any other property that must be controlled and managed to protect against unauthorized use, disclosure, or loss or because control is required by law, policy, regulation, or agency direction. Computing devices, routers, switches and

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servers are other accountable property. These items have a numbered and barcoded label and are inventoried wall-to-wall biennially.

- **Personal property:** All equipment, material, and supplies not classified as real property, intellectual property, internal use software, motor vehicles, federal government records, special nuclear material, or atomic weapons [as defined by Section 11 of the Atomic Energy Act of 1954 (42 U.S.C. 2014) as amended].
- **Personal property management:** The system of acquiring, maintaining, using and disposing of personal property under the stewardship of that organization or entity. It includes monitoring and control relative to the lifecycle management of the property in support of organizational objectives, sound business practices, and compliance with applicable standards, policies, regulations, and contractual requirements.
- **Pilferable items:** Those that have a ready resale value or application to personal possession and that are, therefore, especially subject to theft.
- **Precious metals:** Uncommon and highly valuable metals including gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium.
- **Property records:** Items with a record in the Costpoint property management database.
- **Property transfer tags (known as green tags):** Tags used by Ames Laboratory property custodians, employees and associates to remove property from an office or laboratory location to the property pool, or hold area.
- **Radioactive property:** Personal property that is radioactive or radioactively contaminated as described in DOE O 458.1, Chg. 3.
- **Royalty property:** Property purchased with Laboratory royalty funds only. *Property purchased with royalty and DOE funds combined are DOE property.*
- **Sensitive property:** Property that would be potentially dangerous to public safety or security if stolen, lost or misplaced or that shall be subject to exceptional physical security, protection, control and accountability. Examples may include controlled substances, radioactive materials, hazardous materials or wastes, and precious metals (48 CFR Subpart 45.101). See Appendix C for the sensitive property listing.
- **Shop stock:** Parts and materials stored by Facilities and Engineering Services to replenish repair parts and materials that are installed during preventive and corrective maintenance activities. Examples may include electrical supplies, plumbing supplies, HVAC supplies, general construction supplies, machine shop supplies and electronics shop supplies.
- **Stores items:** On-hand operating materials and supplies normally used or consumed in maintenance, and/or general use. Stores items are formally controlled using a stock record account.
- **Strategic Partnership Projects (SPP) property:** Property purchased, constructed or produced with non-DOE funds under a fully executed technology transfer agreement.
- **Walk-throughs:** Systematic reviews of Ames Laboratory space performed to identify unused property eligible for reutilization or that needs to be designated as excess.

5.0 ROLES AND RESPONSIBILITIES

5.1. Facilities and Engineering Services

- Notifies property services of any property fabricated in-house with a cost greater than \$2,000
- Stores and manages shop stock items

5.2. Internal Audit

- Validates the results of physical inventory, and provides independent oversight of the Laboratory's Property Management program

5.3. Manager, Purchasing and Property

- Establishes, coordinates and distributes the Property Management Policy; ensuring it is current, fulfilling the needs of the Laboratory and meeting the requirements of the Ames Laboratory Contract
- Implements and operates the Property Management Policy and maintains the Costpoint property management database
- Trains property services personnel
- Compiles and submits property reports to the Contracting Officer (CO) and/or Organizational Property Management Officer (OPMO) as required
- Retires and transfers property from Costpoint
- Administers property loans
- Reviews policies and procedures annually and revises as appropriate to incorporate changes

5.4. Precious Metals Custodians

- Responsible for physical control of precious metals and for storing them securely in their assigned space in accordance with Section 13 of the Property Management Policy
- Only personnel with an active group leader code (GLC) may be assigned as precious metals custodians
- Must justify annually need for unused precious metals upon request from Property Services personnel

5.5. Property Custodians

- Only personnel who have an active group leader code (GLC) can be assigned property custodianship
- Administers and accounts for property held in their custodianship or group in accordance with the Laboratory's Property Management Policy
- Notifies Property Services staff when property becomes missing
- Notifies Property Services staff when property will be transferred to another group or to another group leader's custodianship
- Identifies excess property with a property transfer tag (*green tag*) when it is no longer needed or does not work
- Assists or delegates someone to assist Property Services personnel in locating property during inventory checks regarding accurate property locations, retirement and reutilization of property

5.6. Property Services Storekeeper

- Administers property pool and hold areas
- Assists with clearing Laboratory spaces
- Prepares property for GSAXcess.gov website
- Conducts property inventories as required per the inventory schedule

5.7. Supervisor, Materials and Transportation

- Maintains precious metals property control records in Costpoint
- Administers the precious metals program
- Assigns a property type to new property records
- Provides accounting information for the retirement of capitalized property

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- Facilitates excess Laboratory personal property through the GSAXcess.gov site
- Oversees the personal property pool and hold areas
- Manages the storeroom
- Manages the off-site ADP authorization records
- Tracks vehicle use, fuel use and authorized users of General Services Administration (GSA) leased vehicles

6.0 MARKING AND IDENTIFICATION

- 6.1.** When practical, property is identified and marked as “US GOVERNMENT PROPERTY - AMES LABORATORY” at the time of receipt by the Laboratory’s central receiving personnel or by individual purchase card holders. Property identification markings are done on a best effort basis on non-consumable items (e.g., computer monitors, hand tools, small equipment less than \$2,000).
- 6.2.** Property fabricated at the Laboratory with a value of \$2,000 or more.
- Facilities and Engineering Services personnel will notify property services upon completion of fabrication and then Property Services personnel will provide a six-digit barcode and assign a property type in the property database.
- 6.3.** Accountable property, sensitive property, high risk property, capitalized property and administratively controlled property shall be given a six-digit barcode label that is visible on the outside of the property item.
- When the label cannot be applied during receipt at time of central receipt, receiving personnel notify Property Services personnel, who then apply the label in the laboratory or office space to which it is delivered.
 - Barcoded property will be put into the property management database or be captured in the Deltek Costpoint Autocreate table within 30 days of receipt.
 - Large equipment that must be assembled or installed may take longer than 30 days to enter into Costpoint. Property Services will work with the property custodian to ensure the property is labeled appropriately prior to installation.
 - Property Services reviews purchase card transactions each month to identify any property that requires six-digit barcode identification. Once identified, Property Services applies the property label and enters the information into the property management database.
 - For property in the storeroom, the property number is assigned to the custodian of the storeroom until property is issued to the end user, or property custodian. Upon issuance, Property Services personnel update the property management database.
- 6.4.** Property is recorded in the property management database and is further identified by a property type to determine the type of control (see Appendix A for property type listing).
- 6.5.** Property is provided a classification code in the property management database to further identify the type of property purchased.
- 6.6.** Property on loan from other organizations will not be assigned an Ames Laboratory property label. The control of the loaned equipment will be accomplished utilizing the lending organization’s property label or via paperwork identifying the property on loan to

Ames Laboratory.

- 6.7. Property located in Ames Laboratory buildings and rented spaces may not always be the property of the Ames Laboratory. Some equipment may be the property of ISU and labeled as such. Other equipment may be the property of ISU but does not possess any unique identifiers or labels to indicate as such.
- 6.8. All government markings and labels are removed prior to disposal, transfer, or permanent release of the property.
- 6.9. ISU equipment is found in many Ames Laboratory spaces. If ISU property is no longer required in an Ames Laboratory space, ISU's Equipment/Excess Property Disposal Procedure should be followed, which can be found on the Web at www.policy.iastate.edu/policy/equipment/disposal.

7.0 RECORDS

- 7.1. Property control records are established and maintained in the property management database by Property Services and Accounting staff for government-owned or administratively controlled property, accountable personal property and capitalized property in accordance with DEAR 970.5245-1. Property control records (acquired after October 1, 2012) include the following:
 - Property control number
 - Receipt date or acceptance date
 - Description
 - Manufacturer
 - Model number (as applicable)
 - Serial number (as applicable)
 - Unit acquisition price
 - Quantity
 - Unit of measure
 - Custodian accountable for the property/Group Leader Code (GLC)
 - Location
 - Use status
 - High risk designation (if applicable)
 - Property type (*Appendix A*)
 - Depreciated value (applies to capitalized equipment only)
 - Property loan agreement information (if applicable)
 - Retirement number (if applicable)
 - Off-site ADP authorization (if applicable)
- 7.2. All property in the property database is controlled under DOE contract number DE-AC02-07CH11358.
- 7.3. All property accountable to the Contract is in new or useable condition unless otherwise listed in supporting documentation.
- 7.4. Reference section 13.0 for precious metals inventory records.

- 7.5.** Property records are created upon receipt of property by utilizing the Costpoint autocreation table or via manual entry into the Costpoint property management database.
- For those property items meeting the property record requirement, receiving personnel assign a property label with a barcode and number. The property number along with required information listed in 7.1 is entered into the autocreation table. The information in the table is then converted to the property management database.
 - When receiving personnel are unable to assign a barcode label to the property at time of receipt, they provide notification to the Property Services storekeeper that the property has been received and still requires a property record. The Property Services storekeeper collects and provides required information to the Property Services Manager for entry into the property management database.
- 7.6.** The Supervisor of Materials and Transportation runs monthly reports to ensure all property received has been entered into the property management database within 30 days of receipt (15 days of receipt for any items considered high risk and/or sensitive).
- The Property Services storekeeper keeps a list of any equipment not entered into the property management database within 30 days of receipt in order to ensure the equipment will receive a six-digit barcode label when ready.
- 7.7.** The Property Services storekeeper reviews a monthly purchase card transaction report to identify whether any items purchased via purchase card require a property record.
- 7.8.** Property transferred to the Ames Laboratory receives a six-digit barcode label and is assigned a property type based on the original acquisition cost listed on the transfer order.

8.0 PROPERTY UTILIZATION

- 8.1.** Excess government property should be utilized to the maximum extent possible to reduce operational costs. Employees are encouraged to use GSAXcess.gov and the Laboratory's property pool to review available property.
- 8.2.** Property Services personnel perform walk-throughs in all operating office and storage areas at a minimum of every two years to identify idle and obsolete property that can be reutilized or designated excess. Walk-throughs are completed as a part of the independent walk-through by ESH&A.
- Results are documented and tracked by ESH&A on a report with the safety and health findings. Results include areas covered, participants in walk-through and the property identified to be reviewed for reutilization or excess.
 - Results will be sent to Contracting Officer for review.
- 8.3.** Property may be designated as **equipment held for future projects (EHFFP)**, and located in the property hold area of the warehouse. These property items are designated for future projects.
- The Laboratory creates a number that begins with a "T" for property in the hold area that does not already have a numbered label in order to track property information.
 - Property Services provides a list of equipment in the property hold area to

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custodians annually. Custodians complete and return the written justification to continue holding items for another year.

- Custodians sign-off on the retention of items held one year or less. Division/program directors or department managers must sign-off on equipment held for more than one year. The Laboratory Director must approve the retention of items kept in the hold area for more than two years.
- If custodians choose not to justify retention of the equipment, it is moved from the property hold area to the property pool area.

8.4. The **property pool** serves as a point for Laboratory-wide reutilization of excess and idle inventory. Any Ames Laboratory employee or associate may request to re-utilize the items in the property pool area for Ames Laboratory projects.

- Personnel may deem property excess to their research space or office, and with the knowledge of the property custodian, should submit a completed property transfer tag (green tag) to ESH&A. ESH&A surveys the property item for contamination. If the property item is found to be free of contamination, ESH&A authorizes release to the property pool area and notifies Facilities and Engineering Services. If ESH&A determines that the property is contaminated, it is moved to a secure storage area and special measures are taken for disposal.
- Facilities and Engineering Services personnel pick up property and move it to the property pool area for reutilization.
- Property Services publishes a list on the Ames Laboratory Property Services webpage of all items in the property pool area that are available for reutilization.
- Property Services maintains a list of all re-utilized property from the property pool area for reporting purposes.
- Approximately twice a year, or as space becomes limited, Property Services personnel evaluate the items in the property pool area to determine which to dispose of, recycle or post on the Energy Asset Disposal System (EADS).

8.5. Property may not be dismantled or cannibalized without approval from the Property Services office.

- All requests for cannibalization of working personal property shall be requested in writing to the CO with justification for cannibalization.
- Property in disrepair may be dismantled or cannibalized upon approval by the Property Services office. Property Services will disposition the property, retiring it from the property database and removing any and all property tags.

8.6. Employees or associates leaving Ames Laboratory are responsible for returning off-site ADP and other government-owned property to the Laboratory prior to checking out. Property custodianship will transfer to the group leader by default unless specifically requested to transfer to another custodian.

- It is the responsibility of the supervisor to account for all property prior to the departure of an employee or associate through the check-out process ([Plan 48200.003, Check-in and Check-out – Laboratory Employment](#)).
- Reassignment of custodianship for any property must be communicated to the Property Services Office.

9.0 ACCOUNTABLE PROPERTY – TYPE 38 AND 39

- 9.1** A complete wall-to-wall inventory of accountable property (type 38) is conducted biennially with a target inventory accuracy of 98%.
- 9.2** Property type 39 is identified as other accountable controlled property. This property, regardless of value, is given a barcode label. This includes computing devices (e.g. desktops, notebooks, tablets, thin clients, zero clients), network routers, network servers, network storage and network switches.
- A complete wall-to-wall inventory of this property is conducted every other fiscal year with the accountable property inventory.

10.0 SENSITIVE PROPERTY – TYPE 37

- 10.1.** Sensitive property is a subset of accountable property and is identified using the Sensitive Items List, Appendix C.
- 10.2.** The Sensitive Items List is compiled by Property Services annually and approved by the CO or OPMO.
- 10.3.** Sensitive property is subject to internal controls, physical security and protection, control and accountability.
- For the control and security of precious metals, refer to section 13.0 of this policy.
 - Refer to [ESH&A Program Manual \(10200.002\) Section 4](#) regarding chemical inventories and hazardous materials.
 - Refer to [ESH&A Program Manual \(10200.002\) Section 6.5](#) regarding hazardous wastes.
 - Refer to [ESH&A Program Manual \(10200.002\) Section 7](#) regarding radioactive materials.
- 10.4.** Purchasing sensitive property with an Ames Laboratory purchase card is prohibited. Property Services conducts a monthly review of all purchase card purchases to determine whether any sensitive property was purchased.
- 10.5.** Property Services conducts inventory on all precious metals and those items classified as property type 37 (if in the property management database) annually with an inventory accuracy target of 100%.

11.0 HIGH RISK PERSONAL PROPERTY (HRPP) – TYPE 33 AND 34

- 11.1.** HRPP is a subset of accountable property.
- 11.2.** HRPP must be identified at acquisition or, if modified, whenever it comes under U.S. export controls, and must be controlled throughout its lifecycle.
- 11.3.** HRPP is more often subject to internal controls and physical security, from acquisition through disposal. Additional controls include special receiving, receipt acknowledgement, annual physical inventory and disposal requirements.
- 11.4.** The Laboratory is not currently authorized to acquire any firearms, ammunition, pyrotechnics, explosives or associated components. This includes property purchased under subcontracts.
- 11.5.** HRPP is identified by the purchasing agent or by an Environmental, Safety, Health &

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Assurance ESH&A representative during acquisition and is indicated on the purchase order. The purchasing agent notifies Property Services to ensure incoming property is identified as HRPP.

- All Laboratory Equipment and Ionizing Radiation commodities requisitioned are sent through ESH&A for review and approval. ESH&A will notify Purchasing for any items requisitioned that ESH&A warrant matching specifications to the Nuclear Supplier Groups Trigger List. Purchasing will notify Property Services upon receiving notification from ESH&A.
- Purchasing requests export designation for equipment items. If the requisitioned property is designated by the manufacturer or distributor as export controlled, Purchasing notifies Property Services. Property Services will notify the Export Control Office upon placing the order. The Export Control Office will work with the custodian and users of the HRPP to ensure appropriate measures are in place to receive and then appropriately control the export-controlled HRPP.
- All HRPP is received at the central receiving warehouse and is given a barcode label and entered into the property management database. This property is flagged in the asset master database as High Risk property, property types 33 and 34.

11.6. HRPP will be inventoried annually with an inventory accuracy target of 100%.

12.0 ADMINISTRATIVELY CONTROLLED PROPERTY – TYPE 35

12.1. Administratively controlled property is property acquired between \$2,000 and \$10,000 that does not meet the criteria of sensitive, HRPP or capitalized property. This includes all network printers with an acquisition cost of less than \$10,000.

12.2. Property with an acquisition cost greater than \$2,000 is given a barcode label and entered into the property management database. This is in order to prevent loss, theft, unauthorized removal and abuse and provides information for end of lifecycle.

12.3. For property less than \$2,000, “US GOVERNMENT PROPERTY - AMES LABORATORY” labels will be applied when possible and practicable as described in section 6.0.

13.0 PRECIOUS METALS MANAGEMENT

13.1. Per the Order, Precious Metals include gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium. See section 4.0 for the definition.

13.2. Property control records for precious metals include the following:

- Property custodian
- Type of precious metal
- Form of the material (bullion, labware or other as applicable)
- Quantity held in each form to the nearest gram. All quantities with a market value of \$250 or less may be expensed and excluded from inventory if approved by the OPMO or the CO.

13.3. Acquisition

The first source for the acquisition of precious metal bullion is the DOE Business Center

for Precious Metals Sales and Recovery (DOE BCPMSR).

- Purchasing routes all requisitions through the supervisor of Materials and Transportation for review of quantities and values to determine whether the precious metals shall be inventoried and acquired from DOE BCPMSR or the open market, or transferred from Ames Laboratory Materials Preparation Center (MPC).
- Metals required to be acquired in the form of labware, with lots described by sheet, tube, wire, rod, crucible(xble) and dish, may be acquired via the DOE BCPMSR as bullion and sent to a vendor for fabrication or if in small quantities, acquired from another vendor. Small quantities of bullion or labware may be transferred from the Materials Preparation Center onsite.
- Purchasing acquires Precious Metals from sources other than the DOE BCPMSR when preparing samples for Strategic Partnership Projects.

13.4. Receiving

All precious metal bullion will be forwarded to the Supervisor of Materials and Transportation from central receiving to validate weights, assign lot numbers and prepare Precious Metals Transaction Requests for custodial signature ([Precious Metals Transaction Request](#)).

13.5. Protection

Security for precious metals onsite will include being under lock and key or combination lock except for consumption and physical inventory activities.

13.6. Physical Inventories

A scheduled physical inventory is conducted annually. See section 14.

13.7. Return of Metals

Unused, unneeded or unjustified precious metals will become available for return upon approval from the DOE BCPMSR. Unused, unneeded or unjustified precious metals are transferred from the precious metals custodian to the custodianship of Supervisor of Materials and Transportation. These metals are stored in a secure location in the Ames Laboratory storeroom until DOE BCPMSR approves the return.

13.8. Metals Retention

Any unused or unneeded precious metals not returned to the DOE BCPMSR shall be justified annually in writing and approved by the CO.

13.9. Usage and Return Forecasts

Custodians will submit a 3-year forecast for needs and anticipated returns to the DOE BCPMSR. This occurs upon request by the Supervisor of Materials and Transportation. The forecasts provided may have an effect on the availability of precious metals from the DOE BCPMSR.

13.10. Perpetual Inventory Records

A perpetual inventory to the nearest gram (rounded down), is maintained by the Materials Handling group for Ames Laboratory. Individual inventory logs should be maintained at the custodian/user level for consumption or any other inventory adjustments, rounded to the next lowest gram. The custodian should submit any

inventory adjustment to the Materials Handling supervisor for maintenance of the Laboratory's perpetual inventory via [Precious Metals Transaction Request](#).

- 13.11** Custodians shall follow [Precious Metal Reporting and Custodial Requirement Procedure, 48303.003](#) for procedures describing the receipt, administration and inventorying of Precious Metals.

14.0 PHYSICAL INVENTORIES

- 14.1.** Property Services will conduct regular physical inventories of property, while aligning the scheduling, type, method, and scope of the process based on expectations and risk.
- 14.2.** Annual wall-to-wall physical inventories are conducted for:
- Property with an original acquisition cost of \$500,000 or greater with an accuracy target of 100%. (types 02 and 56)
 - Strategic Partnership Projects property with an original acquisition cost \geq \$500,000 (type 30) with accuracy target of 100%.
 - Sensitive property (type 37), as identified on the approved Sensitive Property List in Appendix C (if in the property management database), with an inventory accuracy target of 100%.
 - Precious metals with an inventory accuracy target of 100%.
 - High risk personal property (HRPP) (types 33 and 34) with an inventory accuracy target of 100%.
 - Equipment held for future projects (EHFFP), identified by location.
 - Property on loan (types 10 and 11). Inventory is conducted by verifying with borrower.
- 14.3.** Off-site Property (other than off-site ADP) shall be reviewed annually with the property custodian via written confirmation that the inventory is in its assigned location and in working condition.
- 14.4.** A biennial wall-to-wall physical inventory is conducted for the following:
- Storeroom inventory.
 - Accountable property (types 38 and 55), with an inventory accuracy target of 98%.
 - Other accountable property (type 39).
 - Capitalized property (types 02 and 03) with an acquisition cost less than \$500,000, with an inventory accuracy target of 98%.
- 14.5.** Results of each inventory are sent to the Ames Laboratory Safeguards and Security Office, Accounting Office and the Internal Auditor.
- Safeguards and Security reviews and conducts an investigation of any property not found. Results of the review are reported to Property Services.
 - Internal auditors and the manager of Property Services or the supervisor of Materials and Transportation review and validate the results of all physical inventories.
- 14.6.** Results of all physical inventories are submitted to the CO and the OPMO for approval within 60 days following the conclusion of the inventory.
- Property records are updated and adjustments are made in the property management database or inventory at the conclusion of the inventory.

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- Property not found during inventory is labeled as a retirement in the property management database (refer to 23.0, Retirement of Property).

14.7 Periodic cycle counts are conducted on storeroom items per commodity, as time allows between biennial wall-to-wall inventories.

15.0 SHOP STOCK

15.1 Shop stock items are maintained on-hand by Facilities and Engineering Services for repair and maintenance activities.

15.2 Items are stored in controlled access areas through the Laboratory where access cards or keys are required for entry.

15.3 Items costing more than \$300 per unit are tracked through an inventory Excel spreadsheet maintained by Facilities and Engineering Services.

16.0 STORES INVENTORY MANAGEMENT

16.1. Reorder System

The inventory system incorporates an economic order quantity (EOQ) replenishment formula and also allows for historical and personal knowledge in determining replenishment quantities. Reports used show fiscal year usage, last year usage, case quantities, issue quantities and quantities on hand.

16.2. Turnover Ratios

Turnover ratios are determined at fiscal year-end, dividing the total dollar amount of fiscal year issues by dollar inventory on hand. The storeroom expects to turn over inventory at least two times per year.

16.3. New Products/Parts

New items are suggested by requestors, researchers, and/or users of such parts to aid in the efficiency or economy of their functions. Suggestions may be made by all employees and are usually submitted to storekeepers who pass along the request to the Materials and Transportation supervisor for review. The Materials and Transportation supervisor determines whether or not to stock the item, questioning the potential efficiencies or economies afforded to the Laboratory by adding a new part. New parts with electrical components/requirements are verified UL listed and are reviewed by the Electrical Safety Committee representative prior to purchasing and adding to inventory.

16.4. Annual Review

On an annual basis, the Materials and Transportation supervisor reviews all parts to assess the number of issues and turns associated with each. This helps in determining whether an item should continue to be stocked in the storeroom.

- If the part does not show adequate volume or turnover, the Materials and Transportation supervisor will determine to stop reordering the product and sell through.
- The Materials and Transportation supervisor may also determine the item provides no value to the storeroom and will not sell through. In this case, the items are excess to the Laboratory's needs and a list is submitted to the Manager of Purchasing and Property Service for GSAXcess.

16.5. Controls and security

Access to the storeroom is controlled through the use of an electronic access card system. The Purchasing and Property Manager must authorize all employees who are granted access. A physical inventory is conducted annually by an independent individual from non-storeroom operations and auditors. A reconciliation of inventory quantities is required before inventory result submission. Group leaders and supervisors authorize and review stores issues. These individuals determine and address with requestors if there are any suspect actions for misuse or misappropriation.

17.0 OFF-SITE ADP

17.1. Authorization

Employees may be granted authorization to take ADP equipment off-site for use at home or travel for a maximum of 1 year. The [Off-site ADP Equipment Authorization Form](#) is completed by the requestor, forwarded to the program director and then the Supervisor of Materials and Transportation or the Property Services Manager for approval. Off-site authorizations are tracked via the property management database.

- The signed form states the off-site equipment will be used for official purposes only. The individual using such property off-site assumes responsibility for the property's use and safety, and may be held personally and financially responsible for its improper use, loss, damage, destruction, or theft while in his/her custody.
- If an off-site item is no longer needed off-site, the custodian shall contact Property Services in writing to indicate the off-site authorization may be canceled.

17.2. Scope

This policy applies to Ames Laboratory property. Off-site use of Iowa State University property is governed by Iowa State University policy.

18.0 OFF-SITE PROPERTY (DOES NOT INCLUDE PROPERTY ON LOAN)

18.1 Off-site property is tracked by location in the property management database.

18.2 Furnished under a Subcontract

- Government property may be furnished to, purchased by or fabricated by a subcontractor if approved in the subcontract.
- All property furnished by the Laboratory or acquired by the Subcontractor, as a direct cost under the Subcontract is Government property and shall be identified, controlled and protected under DEAR 970.5245-1.
- Property fabricated by the Subcontractor shall pass to the Government upon issuance of material in subcontract performance, commencement of processing or use of material in subcontract performance, or reimbursement of the cost for the price of the material to the Subcontractor.
- Subcontractor invoices that include property acquired or fabricated by the Subcontractor at a cost of \$5,000 or more, and all high risk and sensitive items regardless of cost, shall be completed and remitted by the subcontractor on the [Personal Property Reporting Form](#).
- Property Services will send via mail a numbered and barcoded label to the subcontractor representative to affix to the property. Property Services will enter

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the information from the completed [Personal Property Reporting Form](#) into the Costpoint database.

- Annually, Property Services will verify with the subcontractor the property is in its possession and in working form through written confirmation.
- Disposition of property shall be directed prior to close of the subcontract.
 - In cases where subcontractor continues to support DOE mission, the property may be transferred to the subcontractor by DOE. Ames Laboratory completes a transfer order (status 17).
 - Ames Laboratory may bring the property back to the Laboratory for further use. Ames Laboratory is responsible for paying for all packaging and transportation costs.
 - If the item is excess to the Ames Laboratory, it may follow the disposal path, as outlined in section 23, Retirement of Property.

18.3 Off-site property that is not on subcontract must be in the property custodianship of an Ames Laboratory employee.

- Annually, Property Services will verify with the subcontractor the property is in its possession and in working form through written confirmation. Written confirmations are filed with inventory records.

19.0 LOANING PROPERTY

19.1 Government property may be loaned provided the equipment meets the following criteria:

- Equipment is not excess to the Laboratory's needs.
- Equipment will be used to perform research, studies or other efforts that result in benefits to the both the U.S. government and the borrower, provided the Ames Laboratory and DOE mission is not affected.
- Equipment may be used by another DOE organization, contractor, government agency, or organization that has a valid federal contract, financial assistance agreement, grant, treaty, international or cooperative agreement.
- Equipment may be used by local agencies in support of health, safety, or security requirements upon appropriate DOE notification of emergency conditions.

19.2 Lab personnel who wish to loan property must document the request on the internal [Equipment Loan Request/Renewal Form](#) and submit to the Property Services office for review and processing.

19.3 Property Services will complete [DOE Form 4420.2](#). Loan documentation must indicate that high risk, export control, and hazardous property reviews have been completed prior to approval of the loan.

- Property Services will work with the borrowing organization to achieve acceptance of the loan agreement terms and conditions.
- The complete form shall be submitted to the CO for review and approval.
- Upon approval, Property Services will work with the requestor to ship the property to the borrowing organization.

19.4 Domestic loans may be approved by the CO for a period of up to three years with annual assessments of verifiable need.

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- Property Services will contact the requestor of the loan annually to verify need.
- If the equipment is no longer needed by the borrowing organization, it shall be sent back to the Ames Laboratory and assigned to a GLC.
- If the Ames Laboratory determines the equipment is excess to its needs, it will send such equipment to the property pool (section 8.4) or post on GSAXcess through the Energy Asset Disposal System.

19.5 Ames Laboratory will not loan any equipment on a Strategic Partnership Project prior to receiving approval from the sponsor.

19.6 For foreign loans, refer to section 24.0.

20.0 PROPERTY MAINTENANCE AND REPAIR

20.1 Prior to sending property off-site for repair or maintenance, property custodians submit a completed purchase requisition and a shipping order form to the purchasing office. The purchasing office reviews the request for reasonableness prior to approving the repair or maintenance.

20.2 Items are shipped by the Materials Handling department. Property numbers are left on the equipment. If they are removed during repair, property labels are re-applied when the repaired item has been returned to the Laboratory.

20.3 Under warranty replacement or other replacements, a new property label is provided and entered into the Costpoint database. The original item is retired from the property database.

21.0 LOSS, DAMAGE, DESTRUCTION, OR UNAUTHORIZED USE OF PROPERTY

21.1 Instances of loss or damage during or after shipping, destruction or unauthorized use are documented and reported for all property.

21.2 Safeguards and Security will notify the Property Services Office if property loss is reported to them first.

21.3 If instance is first reported to the Property Services Office, Property Services will notify Safeguards and Security and CO promptly after the property loss becomes known.

- Property Services will provide a review of the facts and circumstances surrounding the property and await instruction from the CO.
- Property Services will abide by DEAR 970.5245-1(f) and (g).

21.4 Safeguards and Security will notify law enforcement when necessary.

21.5 Property Services will follow its retirement policy when item is not recovered or able to be repaired. Refer to section 23.0.

22.0 DISPOSAL OF PROPERTY

22.1 Property Services reviews items in the property pool (section 8.4) at least twice annually for disposal or reutilization.

22.2 All excess property is reviewed for high risk and hazards prior to disposal.

- Facilities and Engineering Services (F&ES) reviews items before disposal to

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check for residual energy or charge remaining in high voltage property and the presence of polychlorinated biphenyls (PCBs). F&ES also reviews the equipment to assess whether or not the excess equipment has any further use to the Laboratory.

- ESH&A reviews items for high risks and hazards and will remove and properly dispose of all PCBs.

22.3 All excess property is reviewed to assess whether it was purchased with Strategic Partner Project (SPP) funding.

- If purchased with SPP funding, Property Services will contact the Budget Office to determine whether the property is non-DOE owned, or if ownership has transferred to DOE.
- If property is non-DOE owned, Ames Laboratory will contact the sponsor for further instruction regarding disposal of the property.

22.4 Reportable DOE property shall be screened for reutilization within DOE using the energy asset disposal system (EADS).

- If F&ES or ESH&A deems the property hazardous, it is safely disposed of and not screened for reutilization using the EADS site.
- Property not selected for use by other DOE organizations is then moved on for further screening in the Laboratory Equipment Donation Program (see section 25.0) and then for further screening government-wide through the GSA website GSAXcess.gov.
- Screening of HRPP is limited to DOE screening only, and shall not be reported to the GSA. This property if not transferred within DOE, will be sanitized and destroyed by the Ames Laboratory with documentation.

22.5 Memory devices and hard drives are removed from all information technology equipment, and transported to ISU's Durham Center to be destroyed to ensure that all data, information, and software is disposed of. If deemed necessary, during green tag evaluation, the computer hard drives are removed and taken to Information System Services for sanitation before final disposal. Disposal is either completed by or witnessed by Ames Laboratory officials to ensure these devices are properly destroyed.

22.6 Ames Laboratory does not have a surplus sales operation and utilizes GSA sales for surplus property.

22.7 Ames Laboratory may sell surplus property when the sale is in the best interest of the government and approved by the CO.

22.8 Export Control

- The following Export Restriction Notice must be included in all transfers, sales or other offerings:
The use, disposition, export and re-export of this property are subject to all applicable U.S. laws and regulations, including the Atomic Energy Act of 1954, as amended; the Arms Export Control act (22 U.S.C. 2751 et seq.); the Export Administration Act of 1979 as continued under the International Emergency Economic Powers Act (Title II of Pub.L. 95-223, 91Stat. 1626, October, 28, 1977); Assistance to Foreign Atomic Energy Activities (10 CFR

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part 810); Export and Import of Nuclear Equipment and Material (10 CFR part 110); International Traffic in Arms Regulations (22 CFR parts 120 et seq.); Export Administration Regulations (15 CFR part 730 et seq.); Foreign Assets Control Regulations (31 CFR parts 500 et seq.); and the Espionage Act (37 U.S.C. 791 et seq.) which among other things, prohibit:

- (a) The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property; and
 - (b) Any use or disposition, export or re-export of the property which is not authorized in accordance with the provisions of this agreement. This statement must accompany any transfer of these commodities.
- Bidders that purchase items through the GSA auction website must agree to the terms and conditions of GSA. This includes an Export Control Notice.

22.9 Specially fitted clothing, acquired for the exclusive, personal use of an employee that cannot be used by anyone else without substantial modification, may be sold to the employee after OPMO and/or CO approval is obtained, when the property is no longer required or the employee transfers or terminates employment. All identifying Ames Laboratory or DOE logos or tags must be removed prior to disposal.

23.0 RETIREMENT OF PROPERTY

23.1 For property that is worn out, lost, stolen, destroyed, abandoned, or damaged beyond economical repair, the property shall be retired via an Equipment Retirement Notice.

- For property that is stolen, the user or custodian of the equipment should contact Safeguards and Security, who will investigate the incident and contact law enforcement if necessary. Safeguards and Security will notify Property Services of the incident.
- For property that becomes destroyed, damaged beyond economical repair, worn out or lost, the user or custodian of the property should notify the Property Services Manager in writing. The written notice should include the property number and a description of how the property became destroyed or damaged. If the property has been lost, the notice should indicate what measures and steps were taken in order to find the lost equipment. The Property Services Manager will evaluate the situation and issue an Equipment Retirement Notice.
- Abandoned property shall be sent to the property pool for re-utilization. This property will be retired after a period of time if it is not re-utilized internally.
- Any property that is not found upon the conclusion of inventory will be investigated by Property Services personnel. In the event the items are not found after repeated attempts, Safeguards and Security will be notified for follow-up. The property will then be deemed as lost or stolen and retired.

23.2 If a user or custodian is not familiar with the condition of the property and does not have a need to utilize it, the user should use the *green tag* system for the equipment to be sent to the Laboratory's property pool (refer to section 8.4).

23.3 All Equipment Retirement Notices are completed by the Property Services Office, and approved by the Manager of Property Services prior to retiring (property type 15).

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23.4 Write-offs of property must be processed as specified in the DOE Accounting Handbook, as applicable.

24.0 FOREIGN TRANSACTIONS

24.1 Property may only be transferred, loaned or abandoned to a foreign entity after a formal request package is approved.

24.2 Package requests are sent to the CO, who then forwards to the OPMO for further processing and approval. CO approval is required for any extensions, additions, or changes of property and the country-to-country or collaborative agreement must still be in effect.

24.3 Requests must include the following:

- Ames Lab property request documentation to transfer, abandon or loan property
- High risk screening certification, unless the property was purchased by a third party in a foreign country
- A list of the equipment including description, quantity and acquisition cost
- Export control and hazardous review
- A copy of the country-to-country or collaborative agreement between the DOE and the foreign entity
- Copy of foreign entity property acceptance letter
- A completed personal property loan agreement (DOE F4420.2) for foreign loan request
- Cognizant headquarters program office concurrence in writing that supports the efforts of the foreign transaction
- CO concurrence
- OPMO achieves approval from Property Executive

24.4 Property purchased for the purpose of directly transferring to a foreign entity must have Ames Laboratory General Counsel and HQ General Counsel review.

25.0 LABORATORY EQUIPMENT DONATION PROGRAM (LEDP)

25.1 Excess property that has completed the EADS screening process and is classified as Federal Supply Group Category (FSC) 66 (Instruments and Laboratory Equipment) is available for the LEDP.

25.2 Ames Laboratory places eligible property into EADS, the educational institution makes a request for the property, and the OPMO reviews and approves or disapproves the LEDP request.

25.3 If approved, the OPMO signs the LEDP document and transmits a copy to the educational institution and the Ames Laboratory.

- Once approved, the Property Services manager coordinates shipping arrangements with the LEDP recipient. The recipient is responsible for shipping and handling cost of the property.
- Property Services moves the property type to transferred (Type 17).
- If the recipient rejects the property that is offered, Ames Laboratory may ask the OPMO to put the property back on LEDP or continue with the excess disposition

process.

26.0 STRATEGIC PARTNERSHIP PROJECT (SPP) PROPERTY

- 26.1** The Laboratory occasionally receives funds from sponsors to purchase property. Property is tagged and managed as a Property Type Code within the property management database.
- 26.2** This property may be identified by querying by Asset Account Project in the property management database.
- 26.3** Property Services will perform inventory on this property based on its Property Type.
- 26.4** Any property procured with an original acquisition cost of \geq \$500,000 will be classified as property type 30. Property will be capitalized and moved to property type 02 at the close of the project if the sponsor allows Ames Laboratory to keep the property.
- 26.5** If a sponsor requires the Laboratory to return property at the end of a project, Property Services will work with the sponsor to disposition the property.

27.0 FLEET MANAGEMENT

- 27.1** The Laboratory leases all vehicles through the GSA for official use only.
- 27.2** The overall maintenance and management of the fleet is the responsibility of Property Services.
- 27.3** All drivers of the vehicles must have a valid U.S. driver's license to the class required to operate the vehicle, be employees of the Laboratory and be an authorized user as designated by the Laboratory. Authorized users must take and pass the biennial Laboratory GSA Vehicle Operations training, AL-252. Drivers that transport hazardous materials must maintain a Commercial Driver's License (CDL).
- 27.4 Transportation Safety**
- An examination/inspection of the vehicle should be completed prior to operation. If damage is noticed, the concern should be immediately reported to Property Services staff.
 - General safety rules for operating motor vehicles is located in [ESH&A Program Manual, Section 5.21](#).
- 27.5 Use Logs**
Monthly, the Supervisor of Materials and Transportation records miles driven for each vehicle to track usage. The information is compared with utilization criteria for each vehicle.
- 27.6 Maintenance**
- Preventative maintenance notices are e-mailed from GSA to Property Services. The Supervisor of Materials and Transportation notifies the drivers of the vehicles to schedule and complete the preventative maintenance.
 - The preventative maintenance is scheduled by the drivers of vehicles and completed at an approved GSA service center. The service center bills GSA for the preventative maintenance completed and that is reflected on the monthly

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invoice from GSA.

27.7 Local Use Objectives (LUO)/Utilization Criteria

- Annually, Property Services submits mileage usage criteria to DOE for review and approval. Due to the unique nature of the Laboratory's small site, DOE national mileage utilization goals are not an effective measure of vehicle need and utilization.
- If a vehicle does not meet the approved utilization criteria/LUO, the Laboratory shall review continued need for the vehicle and submit a justification to DOE for retention. Or, if determined the vehicle is no longer needed, contact GSA for return of the vehicle.

27.8 Fuel Cards and Fueling

- Fuel cards are kept in a secure location in the Laboratory storeroom and checked out by personnel. Storeroom personnel log fuel card checkout and check-in. When fuel cards are returned, drivers provide the receipt to storeroom personnel and it is logged for reporting. Receipts are retained for one year.
- The Laboratory does not have a re-fueling center and purchase fuel at commercial filling stations where E-85 and diesel are available.

27.9 Accidents

In case of an accident, drivers are assigned to follow the instructions provided by GSA which are in the glovebox of each vehicle. Drivers should also contact the Manager of Purchasing and Property Services to report the accident.

27.10 Safeguarding of Vehicles

- When driving off-site, drivers should safeguard the vehicles by locking the vehicle when they leave it.
- Vehicles shall be locked or stored in a secure facility at the end of each work day.

28.0 APPENDICES

- Appendix A – Personal Property Type Codes
- Appendix B – Inventory Schedule
- Appendix C – Sensitive Property List

APPENDIX A PERSONAL PROPERTY TYPE CODES

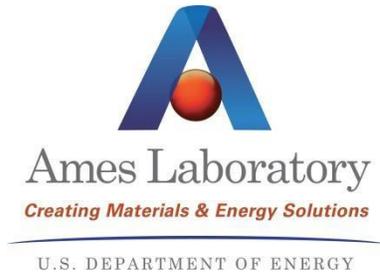
- 2 (Capitalized) Property that has an original acquisition cost \geq \$500,000, or put on a depreciation schedule and a useful life of two years or longer
- 3 (To be capitalized) Property that has an original acquisition cost \geq \$500,000, or put on a depreciation schedule and a useful life of two years or longer
- 4 (Capitalized) on excess
- 10 (Capitalized) on loan
- 11 Property On Loan
- 15 Retired
- 16 (Capitalized) write offs from physical inventories
- 17 Transferred
- 30 Work for Other Property with an original acquisition cost \geq \$500,000
- 33 (Capitalized) High Risk Personal Property
- 34 High Risk Personal Property
- 35 Administratively controlled property with an acquisition cost between \$2,000 and \$10,000 and a useful life of two years or longer (all network multi-function copiers/printers regardless of cost)
- 37 Sensitive Property
- 38 Property with original acquisition cost \geq \$10,000 and is not capitalized
- 39 Other Administratively controlled property $<$ \$10,000 (computing devices, network servers, network routers, network switches).
 - 54 Royalty account administratively controlled property with an acquisition cost between \$2,000 and \$10,000 and a useful life of two years or longer (all network multi-function copiers/printers regardless of cost)
- 55 Royalty account administratively controlled property \geq \$10,000 and is not capitalized.
- 56 Royalty (Capitalized) Property that has an original acquisition cost \geq \$500,000, or put on a depreciation schedule and a useful life of two years or longer

- 96-99 Financial write offs for prior capitalization criteria changes
- CYL Cylinders

**APPENDIX B
INVENTORY SCHEDULE**

Property Type:	2014	2015	2016	2017	2018	2019
02, 03, 30, 56 ≥\$500,000	X	X	X	X	X	X
37, Precious Metals	X	X	X	X	X	X
33, 34 HRPP	X	X	X	X	X	X
Hold Area	X	X	X	X	X	X
10, 11 Property on Loan	X	X	X	X	X	X
Storeroom Inventory	X		X		X	
38 Accountable, 55	X		X		X	
39 Other Administratively Controlled	X		X		X	
02, 03 Cap. <\$500,000	X		X		X	

APPENDIX C



SENSITIVE PROPERTY LIST

Jan. 27, 2016

DOE ORDER 580.1A Chg 1 (03/30/2012)

Sensitive property is potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals (48 CFR Subpart 45.101).

Sensitive Property Listing

- Precious Metals – including gold, silver, platinum, palladium, rhodium, iridium, ruthenium and osmium
- Radioactive Materials
- Hazardous Materials and Waste

Whenever practical, sensitive property will be identified as US Government Property, Ames Laboratory. Precious Metals inventory will be managed through existing checkout processes and annual inventory.

Radioactive materials and hazardous materials/waste will not be entered in the asset database and will be managed through existing ESH&A policies and procedures.

Next Review Date: Jan. 2017