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| Subject: Loan of Government Equipment or Material from PPPL to International Governments or Organizations | Effective Date: September 11, 2003 | Initiated by: Materiel Control Division Head |
| | Supersedes: MC-002, Rev 1 2/28/97 | Approved: Director |

Applicability

This procedure is applicable to Laboratory personnel initiating the loan of government equipment or material to foreign governments or organizations for official purposes.

Introduction

Government equipment or material, which is not in current use and can be released, may be loaned to foreign governments or organizations for up to one year when covered by international agreements or treaty or memorandum of understanding. To ensure proper control and protection of PPPL and DOE's interests, such loans must be documented through the completion of the U. S. Department of Energy Personal Property Loan Agreement form.

Reference Documents

DOE PMR 109-1.5104.(b) Loan of Property

Definitions

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| Borrower | Person(s) authorized to accept responsibility for the PPPL equipment or material loaned to their foreign government or organization |
| Contract Specialist | DOE person responsible for reviewing and approving loan agreements. |
| Loan Agreement Coordinator | PPPL person responsible for documenting and controlling loan agreements. |
| Lender | PPPL person initiating or coordinating the loan of government equipment or material to a foreign government or organization. |
| Property Coordinator | PPPL person responsible for maintaining the PPPL Equipment Tracking and Control System (ETACS). |
| Receiving Clerk | PPPL person in Receiving Section responsible for receiving, inspecting and processing incoming material and equipment. |
| Shipper | PPPL person in Shipping, Packaging and Transportation Section responsible for shipment of materials and equipment. |

ProcedureResponsibilityActionInitial Loan

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| Lender | <ol style="list-style-type: none"> 1. Submits request by e-mail or web “Request To Loan Property” Form (Attachment 1) to PPPL Loan Agreement Coordinator. Provides name of organization, borrower, address, phone, fax, e-mail numbers, property number, description (including vendor, model/serial number), acquisition cost, and duration of loan (not to exceed one year). 2. Provides name and copies, if available, of international agreement, treaty, or memorandum of understanding, its date of execution and termination. 3. Provides name of Department Head, Division Head and Project Planning and Control Officer/ Project Administrator. 4. Provides approved MEL (Material Equipment List) to Loan Agreement Coordinator. |
| Loan Agreement Coordinator | <ol style="list-style-type: none"> 5. Reviews written request. Complies with the requirements of the Material Control Procedure for the control of High Risk property. 6. Completes loan agreement form. Sends copy to Property Coordinator for review. |
| Property Coordinator | <ol style="list-style-type: none"> 7. Reviews loan agreement equipment information. Notifies Loan Agreement Coordinator of updates. Tags items (if applicable). |
| Loan Agreement Coordinator | <ol style="list-style-type: none"> 8. Sends loan agreement to Contract Specialist/DOE Program Office for review/approval to offer loan. 9. Sends loan to Borrower. 10. Prepares “Export License” review form and forwards to Shipper for review. |
| Shipper | <ol style="list-style-type: none"> 11. Reviews form and obtains export license (if applicable). 12. Notifies Loan Agreement Coordinator of review results. |
| Borrower | <ol style="list-style-type: none"> 13. Provides, (if applicable), title and copy of the international agreement/ treaty/ memorandum of understanding, its date of execution, termination, and location where property will be used. 14. Signs and returns loan agreement form to Loan Agreement Coordinator. |
| Loan Agreement Coordinator | <ol style="list-style-type: none"> 15. Verifies information and updates (if applicable) equipment information. |

16. Submits loan agreement to Materiel Control Division Head.
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| Materiel Control Division Head | 17. Reviews and approves (valid) loan agreement (not to exceed one year). Returns loan agreement form and documentation to the Loan Agreement Coordinator. |
| Loan Agreement Coordinator | 18. Forwards approved loan agreement and supporting documentation to Contract Specialist. |
| Contract Specialist | 19. Reviews documentation and approves (valid) loan agreement. Returns loan agreement form and documentation to the Loan Agreement Coordinator. |
| Loan Agreement Coordinator | 20. Distributes approved loan agreement copies to Borrower, Lender, Property Coordinator, Shipper, and Planning and Control Officer/Project Administrator. |
| | 21. Places copy of loan agreement in file and maintains log. |
| Lender | 22. Contacts Shipping Office, upon receipt of approved copy of loan, for shipping order. <u>Shipping order must accompany item(s) whether hand carried or shipped.</u> |
| Shipper | 23. Reviews material to be shipped. |
| | 24. Issues shipping order and export license as applicable and ships item(s) in accordance with loan agreement/ treaty/ memorandum of understanding, DOE Orders, and international transportation regulations. Distributes copies to Lender, Accounting and Financial Control Division, Property Coordinator and Loan Agreement Coordinator. |
| | 25. Places copy of U. S. Department of Energy Personal Property Loan Agreement and shipping order in suspense file. |
| Property Coordinator | 26. Updates Equipment Tracking and Control System to indicate pertinent information of equipment/material location. |
| Loan Agreement Coordinator | 27. Places copy of shipping order in file and updates log. |
| | 28. Issues the annual listing of loaned equipment/material to Department Heads, Division Heads, and Project Planning and Control Officer/Project Administrator. |

Loan Renewal/Return

- Loan Agreement Coordinator 29. Sends e-mail notice (approximately 90 days before) of pending expiration to the Lender for disposition instructions. Sends copy to Project Planning and Control Officer/Project Administrator, Division Head and Department Head and Property Coordinator.
- Lender and Project Planning and Control Officer/ Project Administrator 30. Provides authorization instructions and, if any changes, new documentation by return e-mail to Loan Agreement Coordinator.

Renewal

- Loan Agreement Coordinator 31. Prepares documentation to renew loan agreement per response on Lender's e-mail.
- Loan Agreement Coordinator 32. Issues loan agreement (extension) form and sends to Borrower.
- Borrower 33. Provides, (if applicable); title and copy of new international agreement/ treaty/ memorandum of understanding, its date of execution, termination, and location where property will be used.
- Borrower 34. Signs and returns U.S. Department of Energy Personal Property Loan Agreement to the Loan Agreement Coordinator.
- Loan Agreement Coordinator 35. Verifies and updates (if applicable) information.
- Loan Agreement Coordinator 36. Forwards copy to Property Administrator for review (if applicable.)
- Property Coordinator 37. Reviews loan agreement information.
- Property Coordinator 38. Notifies Loan Agreement Coordinator of updates.
- Loan Agreement Coordinator 39. Submits Loan Agreement to Materiel Control Division Head.
- Materiel Control Division Head 40. Reviews US Department of Energy Personal Property Agreement form and documentation. Approves valid loan agreement (up to one year). Returns approved form and documentation to Loan Agreement Coordinator.
- Loan Agreement Coordinator 41. Forwards approved loan agreement and documentation to Contract Specialist.
- Contract Specialist 42. Reviews loan agreement and documentation. Approves valid loan agreement. Returns approved loan agreement and documentation to Loan Agreement Coordinator.

- Loan Agreement Coordinator 43. Distributes approved loan agreement copies to Borrower, Lender, Property Coordinator, Project Planning and Control Officer/ Project Administrator.
44. Places copy of loan agreement in file and updates log.
- Property Coordinator 45. Updates Equipment Tracking and Control system, (if applicable), to indicate pertinent information of equipment material location.

Return of Loaned Property

- Loan Agreement Coordinator 46. Forwards e-mail to Borrowing Agency requesting return of equipment and material, per response on Lender's e-mail.
47. Sends copies of e-mail to Lender, Property Coordinator, Shipper, Receiving Clerk, and Project Planning and Control Officer/Project Administrator.
- Borrower 48. Contacts PPPL Shipper for instructions.
- Shipper 49. Issues shipping instructions to Borrower.
50. Contacts freight carrier and makes arrangements for return shipment.
- Receiving and Shipping Group Leader 51. Notifies the PPPL Lender by phone upon receipt of equipment or material.
52. Requests disposition instructions and distributes receiving report as follows: Lender, Loan Agreement Coordinator, Accounting and Financial Control (if applicable), Property Coordinator and file.
- Loan Agreement Coordinator 53. Places copy in file and updates log.
- Property Coordinator 54. Updates Equipment and Tracking and Control System to indicate pertinent information of equipment material location.

Attachments

1. Request to Loan Property Form
2. U. S. Department of Energy Personal Property Loan Agreement Form

