

TEMPORARY CHANGE REQUEST

TCR NO. TCR-MC-004-002

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Chris Gillars

Department Name: Materiel Control

Document Number: MC-004 **Revision No.:** 0

Document Title: Acquisition and Disposal of Excess Government Property

Reason for change:

Correct the referenced web site where excess property listings are located.
Replace Attachment 2 "Excess Property Tag" with new Tag.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Replace TCR-MC-004-001 with TCR-MC-004-002

1. Does this TCR significantly alter the intent or scope of the document? **YES:** **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:** **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

(Chris Gillars)
Department/Division Head Approval

7/20/99
Date

(J.W. Anderson)
Head, ES&H and Infrastructure Support/designee

7/22/99
Date

Release/Effective date of this TCR:

Incorporate this TCR into next revision of this document? **Yes-** X **No-**

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-004 Rev 0 page 1 of 2
	Subject: Acquisition and Disposal of Excess Government Property	Effective Date: September 1, 1995	Initiated by: Materiel Control Division
		Supersedes: MC P & P 1101.1	Approved: Director

Applicability

This procedure is applicable to Laboratory personnel, including subcontractors and visitors, who are authorized to obtain and use excess government property in the performance of official Laboratory work.

Introduction

It is the policy of PPPL and the Department of Energy (DOE) to consider excess property as a first source of supply. The DOE requires PPPL to utilize excess items in the performance of work and to give careful consideration to the availability of excess property before making purchases. It is the responsibility of the requisitioner to check excess sources prior to forwarding requisitions to the Procurement Division. Listings of excess personnel property are received from the DOE, DOE contractors, the Department of Defense (DOD) and the General Services Administration (GSA). Property declared excess to the needs of PPPL is disposed of through ~~the~~ Property Management ~~Branch~~, Excess Property Section.

Reference Documents

41 CFR 109-43.001 Property Management Regulations

Definitions

- Government Property Property owned or leased to the government or acquired by the government under terms of the contract. It includes both government-furnished property and contractor-acquired property. Any equipment, materials, or services provided to PPPL that is funded by the DOE or any government agency is defined as government property.
- Requester PPPL contact person requesting acquisition of government excess property.
- Excess Property Coordinator PPPL person responsible for the acquisition, documentation, control, and disposal of government excess property.

Procedure

Listings of ~~DOE~~ excess property are ~~located in the PPPL Library, C site Property Management Administration office, Project Planning and Control Officers'/Project Administrators' offices, and are~~ available through Materiel Control's home page under FEDS/EADS "REAPS" at <http://oorm-1.pppl.gov/users/mat/excess.htm>. ~~www.doe.gov/html/procure/reaps/reaps.html~~. Laboratory personnel, including subcontractors and visitors, requesting excess property should contact the Excess Property Coordinator who will search for the items requested and if found, place a hold on item(s).

A. Acquisition of Excess Property

Responsibility Action

- Requester 1. Contacts Excess Property Coordinator and requests a hold be placed on the item(s) on a current excess list.

Requester (cont'd)	<ol style="list-style-type: none"> 2. Completes a Justification for the Acquisition of Excess Property form (Attachment 1) and sends to Excess Property Coordinator. 3. Requests Excess Property Coordinator to review future excess lists, if item is not on current list, and if appropriate.
Excess Property Coordinator	<ol style="list-style-type: none"> 4. Receives property want lists from the Budget Office, departmental Project Planning and Control Officers/Project Administrators, and circulates lists to GSA. Upon receipt of verbal or written requests, searches for property and if found, places hold on item(s). 5. Upon receipt of Justification for the Acquisition of Excess Property form (Attachment 1), completes GSA Transfer Form SF122 (Attachment 4). Obtains approval from Materiel Control Division Head. Distributes SF122 copies as follows: <ol style="list-style-type: none"> A. Accounting and Financial Control Division B. Requester C. Receiving and Shipping Group Leader D. Files copy in pending file
Materiel Control Division Head	<ol style="list-style-type: none"> 6. Reviews, approves and signs GSA Transfer form (Attachment 4) where applicable.
Excess Property Coordinator	<ol style="list-style-type: none"> 7. Notifies Receiving and Shipping Group Leader upon delivery of requested excess property. Insures item(s) is(are) delivered to Requester.

B. Disposal of Excess Property

Responsibility Action

Requester	<ol style="list-style-type: none"> 1. Notifies Excess Property Coordinator by completing a three part Excess Property Tag (Attachment 2) which includes listing the condition assessment. 2. Removes top copy of excess property tag and sends to Property Management Branch, Excess Property Section, C-site. Attaches bottom two copies to property along with a completed Equipment Transfer form (Attachment 3).
Excess Property Coordinator	<ol style="list-style-type: none"> 3. Compiles and maintains government excess property listings which are available through Materiel Control's home page under "PPPL Inn-Use Equipment and Excess Proper Lists." Updates REAPS FEDS/EADS excess property computer file, and maintains list in Property Management Branch Administration office. 4. Arranges scheduling, pick-up, and disposal of excess property upon receipt of PPPL Excess Property Tag (Attachment 2).

Attachments

1. Justification for the Acquisition of Excess Property Form
2. Excess Property Tag
3. Equipment Transfer Form
4. GSA Transfer Order Form SF122

PPPL

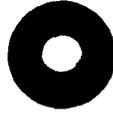
**PRINCETON PLASMA
PHYSICS LABORATORY**

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Excess Property Tag

Attachment 2



☆U.S. GPO: 1998-606-047

EXCESS

DO NOT FILL IN SHADED SECTIONS

892214 - _____

ITEM # _____

DESCRIPTION

PROP. # _____

NOUN: _____

MFG: _____ M/N: _____

CONDITION

SELECT ONE

- EXCELLENT** PROPERTY WHICH IS IN NEW OR UNUSED CONDITION AND CAN BE USED IMMEDIATELY.
- USABLE** PROPERTY WHICH SHOWS SOME WEAR BUT CAN BE USED WITHOUT SIGNIFICANT REPAIR.
- REPAIRABLE** PROPERTY WHICH IS UNUSABLE IN ITS CURRENT CONDITION BUT CAN BE ECONOMICALLY REPAIRED.
- SALVAGE** PROPERTY WHICH HAS VALUE IN EXCESS OF ITS BASIC MATERIAL CONTENT BUT REPAIR OR REHABILITATION IS IMPRACTICAL AND/OR UNECONOMICAL.
- SCRAP** PROPERTY WHICH HAS NO VALUE EXCEPT FOR ITS BASIC MATERIAL CONTENT.
- OBSOLETE** DUE TO AGE OR FUNCTIONALITY THIS PRODUCT IS OBSOLETE.

PROP. LOC.: _____

I HAVE INSPECTED THE EQUIPMENT IDENTIFIED HEREON AND HAVE DETERMINED ITS USEFUL CONDITION TO BE THAT IDENTIFIED ABOVE.

NAME (PRINT) _____

SIGNATURE _____

REMOVE TOP COPY ONLY AND SEND TO EXCESS PROPERTY, C-SITE FOR PICK-UP SCHEDULING. ATTACH REMAINING COPIES TO THE PROPERTY.

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Equipment Transfer Form

Attachment 3

New Custodian

Date

Check Box If Excess

PLASMA PHYSICS LABORATORY
PROPERTY ADMINISTRATION BRANCH
Equipment Transfer Form

FROM BLDG.

ROOM NO.

TO BLDG.

ROOM NO.

TAG NO.

CD

NOV

MODEL NO.

SERIAL NO.

[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]
[]	[]	-	[]	[]	[]	[]	[]

Previous Contact (Print)

New Contact (Print)

Previous Contact (Signature)

New Contact (Signature)

Badge #

Badge #

NOTE: THE INFORMATION BELOW WILL BE FILLED IN BY THE PROPERTY ADMINISTRATOR

[]	[]	[]	[]	[]	[]
BLDG. CODE	ROOM NO.	NEW CONTACT BADGE NO.	NEW CUSTODIAN BADGE NO.	HIGHER ASSEMBLY TAG NO.	TODAY'S DATE

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GSA Transfer Form SF122			Attachment 4

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.318	TRANSFER ORDER EXCESS PERSONAL PROPERTY	1. ORDER NO. 2. DATE
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3. To: GENERAL SERVICES ADMINISTRATION*	4. ORDERING AGENCY (Full name and address)*	
5. HOLDING AGENCY (Name and address)*	6. SHIP TO (Consignee and destination)*	
7. LOCATION OF PROPERTY	8. SHIPPING INSTRUCTIONS	
9. ORDERING AGENCY APPROVAL		
A. SIGNATURE	B. DATE	10. APPROPRIATION SYMBOL AND TITLE
C. TITLE	11. ALLOTMENT	12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION <i>(Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number)</i> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)

14. GSA APPROVAL	A. SIGNATURE	B. TITLE	C. DATE
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FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					