

<b>Subject:</b>  <b>Property Pass Procedures</b>	<b>Effective Date:</b>  September 16, 2003	<b>Initiated by:</b>  Materiel Control Division
	Supersedes Revision 1 dated 3/10/00 and TCR- MC-007,R1-001	<b>Approved:</b>  Director

**Applicability**

This procedure is applicable to Laboratory personnel, subcontractors and visitors who require the use of government owned property at an off site location in the performance of official Laboratory work.

**Introduction**

PPPL is required by regulation to maintain accountability of government owned property. Property passes provide administrative control when equipment or material is being utilized off Laboratory property for official business. Users are responsible for the proper care, use, and safeguarding of any property charged to their care on a property pass.

Property passes can only be issued for up to one year and are required for all equipment, material, or property being transported for use off-site, including tools and scrap. Property passes are not required for property being transported off-site for repair, shipment, etc. These movements will be accompanied by a service order, shipping document, or other documentation showing the reason for the transport.

**Reference Documents.**

41CFR109-1.5106 Property Management Regulations

**Definitions:**

Government Property	Property owned, leased, 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 Department of Energy (DOE) or any government agency is defined as Government property.
Domestic Property Pass	A form used to document the use of government property at an off site location within the United States.
International Property Pass	A form used to document the use of government property at a location outside the United States. Note: An international loan agreement must be initiated for any government equipment or material loaned to international governments or organizations for official purposes. The loan must be covered by an international agreement or treaty (see procedure MC-002.)
Property Pass Authorizing Personnel	Person authorized to approve property passes. Approves property passes for individuals assigned to his/her Division or Department.
User (Borrower)	PPPL employee, subcontractor, or visitor requesting use of property at an off-site location.

**Procedure**

**Responsibility**

**Action**

- |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User (Borrower)                                     | <ol style="list-style-type: none"> <li>1. Completes appropriate property pass (domestic or international.) Signs loan agreement to certify accountability, acceptance of conditions, and physical possession of items. Note: Property Passes are available in the Stockroom. An electronic MS Word version of the pass may be used and can be found at: <a href="http://oorm-1.pppl.gov/users/mat/">http://oorm-1.pppl.gov/users/mat/</a>. In those instances where the “User” is off-site, facsimile signatures on the electronic pass may be used for property pass <u>renewals</u> to indicate the “User’s” acceptance of the loan conditions and the “Authorizing Persons” approval of the renewal.</li> <li>2. Obtains approval signature from individual listed as a Property Pass Authorizing Personnel (see Attachment 1).</li> </ol>                                                                                                                               |
| Property Pass Authorizing Person (See attachment I) | <ol style="list-style-type: none"> <li>3. Reviews/Approves Property Passes for up to one year for government property being removed from the Laboratory for official off-site use. In those instances where the “User” is off-site, facsimile signatures on the electronic pass may be used for property pass <u>renewals</u> to indicate the “User’s” acceptance of the loan conditions and the “Authorizing Persons” approval of the renewal.</li> <li>4. Ensures loan agreement is signed by User. (Property Pass Authorizing Person may not sign a pass for themselves).</li> <li>5. Retains copy of property pass in suspense pending return of property. Notifies the appropriate equipment custodian when passes are issued for equipment items.</li> <li>6. Ensures property is returned or a new pass is issued prior to expiration of the property pass.</li> <li>7. Upon return of the property, notifies custodian. Destroys all copies of the pass.</li> </ol> |
| User                                                | <ol style="list-style-type: none"> <li>8. Distributes copies of the pass as follows:               <ul style="list-style-type: none"> <li>• Attach two copies to property being transported off-site.</li> <li>• Surrender one copy to security guard, if challenged. One copy remains with property until it is returned.</li> </ul> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Equipment Custodian                                 | <ol style="list-style-type: none"> <li>9. Maintains log/records of sensitive and capital equipment out on property passes.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Property Administrator                              | <ol style="list-style-type: none"> <li>10. Conducts periodic spot-check of inventories of custodial accounts and verifies the use of property passes.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Security                                            | <ol style="list-style-type: none"> <li>11. Monitors the movement of materials and equipment. When appropriate, challenges individuals transporting property off-site.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Attachments:**

1. Property Pass Authorizing Personnel List
2. Domestic Property Pass
3. International Property Pass.
4. Domestic Property Pass (Electronic Version)
5. International Property Pass (Electronic Version)

Name	Type of Pass	Name	Type of Pass
J.W Anderson	Domestic and International	M. Lawson	(Scrap Only)
M. Awad	Domestic	J. Levine	Domestic
D. Barnes	Domestic and International	R. Majeski	Domestic
S. Baumgartner	Domestic	J. Malsbury	Domestic
J. Bavlish	Domestic and International	D. McCune	Domestic and International
T. Bayes	Domestic and International	D. Meade	Domestic and International
M. Bell	Domestic and International	S. Meade	Domestic
W. Blanchard	Domestic and International	S. Murphy	Domestic and International
T. Bleach	Domestic and International	R. Nazikian	Domestic and International
J. Chrzanowski	Domestic	C. Neumeyer	Domestic and International
R. Davidson	Domestic and International	D. O'Neill	Domestic
S. Davis	Domestic	G. Oliaro	Domestic
J. DeLooper	Domestic and International	M. Ono	Domestic and International
A. Demeo	Domestic and International	E. Perry	Domestic and International
L. Dudek	Domestic and International	C. Potensky	Domestic
P. Efthimion	Domestic	W. Reiersen	Domestic
T. Egebo	Domestic	N. Sauthoff	Domestic and International
J. Faul (DOE/PAO)	Domestic	J. Schmidt	Domestic and International
N. Fisch	Domestic and International	S. Schoen	Domestic and International
J. Gennuso	Domestic	B. Schupsky	Domestic (DOE/IG)
C. Gillars	Domestic, International and Scrap	R. Sheneman	Domestic
R. Goldston	Domestic and International	R. Shoe	Domestic and International
R. Hawryluk	Domestic and International	R. Simmons	Domestic and International
P. Heitzenroeder	Domestic and International	T. Stevenson	Domestic and International
S. Holcombe	Domestic and Scrap	S. Stronczer	Domestic (DOE/IG)
M. Hondorp	Domestic and International	R. Strykowski	Domestic and International
J. Hosea	Domestic and International	W. Tang	Domestic and International
S. Iverson	Domestic and International	R. Templon	Domestic
D. Johnson	Domestic and International	H. Towner	Domestic
S. Kemp	Domestic	A. Von Halle	Domestic and International
R. Kimble(DOE/PAO)	Domestic and International	M. Williams	Domestic and International
G. Labik	Domestic	E. Winkler	Domestic and International
D. Lawson	Domestic and International		

**NOTE:** Any recent updates or changes to the above list are posted to URL  
<http://oorm-1-priv.pppl.gov/users/mat/Propass.doc>

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PRINCETON UNIVERSITY Plasma Physics Laboratory  
P.O. Box 451 Princeton, New Jersey 08543PROPERTY PASSNO. **18387**

Issue Date \_\_\_\_\_

\_\_\_\_\_  
(name)\_\_\_\_\_  
(department/branch)

is authorized to remove the following from PPPL.

Item Description

Manufacturer

Property/Serial No.

Expiration date/estimated return date \_\_\_\_\_

Approved by \_\_\_\_\_  
(printed name) / (signature)

Date returned \_\_\_\_\_ Received by \_\_\_\_\_

white copy-retained by approving person  
yellow copy-on request, surrendered to security  
manila copy-retain on equipment until return

} affix to property

Reverse side  
of white copy  
must be  
completed**LOAN AGREEMENT**

In connection with the loan of Government equipment listed on the reverse, the undersigned agrees as follows:

- 1) Said Government property will be used only in research activities within the scope of my employment at PPPL in furtherance of Prime contract DE-AC02-76CH03073. No other person shall be permitted to use the property without written authorization from PPPL or the Government.
- 2) Title to said property shall remain with the Government and shall not be affected by attachment or incorporation to any property not owned by the Government.
- 3) I assume the risk of loss or damage to Government property while in my possession and will be responsible and accountable for such property. In the event the property is damaged, lost, stolen, destroyed, or otherwise unaccounted for, I agree to repair or replace it with property of like value and function which is acceptable to PPPL and the Government. Normal wear and tear to such property is excepted, as are acts of God.
- 4) Reports, in such manner and at times as may be required by PPPL or the Government, will be made.
- 5) Government property will be returned for inspection upon 24 hour notice.
- 6) Should my employment be terminated for any reason, I agree to return the Government property prior to the last day of my employment or on any other date on which a demand is made by PPPL or the Government.

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)

☆ U.S. GOVERNMENT PRINTING OFFICE:1997-505-464

PRINCETON UNIVERSITY Plasma Physics Laboratory  
P.O. Box 451 Princeton, New Jersey 08543**INTERNATIONAL  
PROPERTY PASS****NO. 18387**

Issue Date \_\_\_\_\_

\_\_\_\_\_  
(name) (department/branch)

is authorized to remove the following from PPPL.

Item Description	Manufacturer	Property/Serial No.

Expiration date/estimated return date \_\_\_\_\_

Approved by \_\_\_\_\_  
(printed name) / (signature)Date returned \_\_\_\_\_ Received by \_\_\_\_\_  
Internationalwhite copy-retained by approving person  
yellow copy-on request, surrendered to security  
manila copy-retain on equipment until return

} affix to property

Reverse side  
of white and  
pink copy  
must be  
completed

## LOAN AGREEMENT

In connection with the loan of Government equipment listed on the reverse, the undersigned agrees as follows:

- 1) Said Government property will be used only in research activities within the scope of my employment at PPPL in furtherance of Prime contract DE-AC02-76CH03073. No other person shall be permitted to use the property without written authorization from PPPL or the Government.
- 2) Title to said property shall remain with the Government and shall not be affected by attachment or incorporation to any property not owned by the Government.
- 3) I assume the risk of loss or damage to Government property while in my possession and will be responsible and accountable for such property. In the event the property is damaged, lost, stolen, destroyed, or otherwise unaccounted for, I agree to repair or replace it with property of like value and function which is acceptable to PPPL and the Government. Normal wear and tear to such property is excepted, as are acts of God.
- 4) Reports, in such manner and at times as may be required by PPPL or the Government, will be made.
- 5) Government property will be returned for inspection upon 24 hour notice.
- 6) Should my employment be terminated for any reason, I agree to return the Government property prior to the last day of my employment or on any other date on which a demand is made by PPPL or the Government.

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)

Princeton Plasma Physics Laboratory
P.O. Box 451 Princeton, New Jersey 08543

PPPL Domestic Property Pass
Lab Procedure MC-007

Domestic Property Pass No:\*

\*Enter borrower's 4 digit badge # - date (MMDDYY). (Example: 1080-011600)

Issue Date:

[Empty box for Name]

(Name)

[Empty box for Department/Branch]

(Department/Branch)

is authorized to remove the following from PPPL:

Table with 3 columns: Item Description, Manufacturer, Property/Serial No.

Note: Use Strikethrough to indicate returned items.

Expiration Date/Estimated Return Date:

[Empty box for Expiration Date]

Approved by:

[Empty box for Printed Name]

(Printed Name)

[Empty box for Signature]

(Signature)

Date Retn'd:

[Empty box for Date Retn'd]

Recv'd by :

[Empty box for Recv'd by]

- Copy #1 - retained by approving person
Copy #2 - on request, surrendered to security - affix to or retain with property
Copy #3 - retain on equipment until return - affix to or retain with property

Loan Agreement

In connection with the loan of Government equipment listed above, the undersigned agrees as follows:

- 1) Said Government property will be used only in research activities within the scope of my employment at PPPL...
2) Title to said property shall remain with the Government...
3) I assume the risk of loss or damage to Government property while in my possession...
4) Reports, in such manner and at times as may be required by PPPL or the Government, will be made.
5) Government property will be returned for inspection upon 24 hour notice.
6) Should my employment be terminated for any reason, I agree to return the Government property prior to the last day of my employment...

(Signature)

(Date)

Princeton Plasma Physics Laboratory  
P.O. Box 451 Princeton, New Jersey 08543

PPPL International

## Property Pass

Lab Procedure MC-007

International Property Pass No\*:

\*Enter borrower's 4 digit badge # - date (MMDDYY). (Example: 1080-011600)

Issue Date:

(Name)

(Department/Branch)

is authorized to remove the following from PPPL:

Item Description	Manufacturer	Property/Serial No.

Note: Use ~~Strikethrough~~ to indicate returned items.

New Location of property:

Expiration Date/Estimated Return Date:

Approved by:

(Printed Name)

(Signature)

Date Retn'd:

Recv'd by :

Copy #1 - retained by approving person

Copy #2 - on request, surrendered to security - **affix to or retain with property**

Copy #3 - retain on equipment until return - **affix to or retain with property**

### Loan Agreement

In connection with the loan of Government equipment listed above, the undersigned agrees as follows:

- 1) Said Government property will be used only in research activities within the scope of my employment at PPPL in furtherance of Prime contract DE-AC02-76CH03073. No other person shall be permitted to use the property without written authorization from PPPL or the Government.
- 2) Title to said property shall remain with the Government and shall not be affected by attachment or incorporation to any property not owned by the Government.
- 3) I assume the risk of loss or damage to Government property while in my possession and will be responsible and accountable for such property. In the event the property is damaged, lost, stolen, destroyed, or otherwise unaccounted for, I agree to repair or replace it with property of like value and function which is acceptable to PPPL and the Government. Normal fair wear and tear to such property is excepted, as are acts of God.
- 4) Reports, in such manner and at times as may be required by PPPL or the Government, will be made.
- 5) Government property will be returned for inspection upon reasonable notice.
- 6) Should my employment be terminated for any reason, I agree to return the Government property prior to the last day of my employment or on any other date on which a demand is made by PPPL or the Government.

(Signature)

(Date)