

Subject: Use of Laboratory (DOE) Resources	Effective Date: August 18, 2008	Initiated by: Head, Business Operations
	Supersedes: <i>NEW</i>	Approved: Director

APPLICABILITY

This policy applies to all users of PPPL resources and property.

REFERENCES

The following Laboratory documents include additional specific requirements regarding the use of Laboratory resources:

- DOE Order 203.1 Limited Personal Use Of Government Office Equipment Including Information Technology
- DOE Order 580.1 Department of Energy Personal Property Management Program
- P-088 PPPL Computer Use Policy
- P-099 PPPL Limited Personal Use of Laboratory (DOE) Office Equipment, Including Information Technology
- Personnel Practices Manual *Use of Telephones, Cellular Phones and Calling Cards*
- Usage of the University Name and Laboratory Resources*

POLICY

Laboratory property is to be used **exclusively** for Laboratory business, except: 1. in response to “emergencies threatening loss of life or property” (DOE Order 580.1); and, 2. where the incidental personal use of Laboratory property is specifically permitted by Laboratory policy. PPPL has written policies (P-099 *Limited Personal Use of Laboratory (DOE) Office Equipment, Including Information Technology*, P-088 *Computer and Computer Technology Use Policy*, Personnel Practices Manual “*Use of Telephones, Cellular Phones and Calling Cards*”) in place permitting, pursuant to well defined guidelines, the incidental personal use of office equipment, including information technology. Laboratory supervisors are responsible for ensuring that these guidelines on the use of Laboratory property and resources exclusively in performing the official business of the Laboratory, unless the above exceptions are applicable, are communicated to their employees.

The above restriction applies to all Laboratory resources. A sample list of Laboratory resources, to which the above restriction is applicable, includes, but is not limited to, the following:

- Staff and Staff Time
- Telephones, Computers and Information Technology
- Duplicating Equipment
- Vehicles
- All Tools
- Laboratory Facilities
- Test Equipment

PPPL is funded exclusively by the US Department of Energy (DOE), and therefore, all Laboratory resources and property are owned by the DOE. Accordingly, PPPL must comply with the restrictions placed upon the use of Laboratory (DOE) property included in our Prime Contract and applicable DOE Orders. Failure to comply with PPPL's rules with respect to use of Laboratory (DOE) property will be a violation of the Laboratory's code of conduct, and pursuant to the Laboratory's Personal Practices Manual, will result in disciplinary action. Furthermore, since Laboratory property is owned by the DOE, failure to comply with PPPL's rules with respect to use of Laboratory (DOE) property may represent a violation of federal law and may result in civil and/or criminal penalties.

It is noteworthy that DOE regulations do not specifically define the clause "emergencies threatening loss of life or property", and thus, determining the applicability of this exception may require the exercise of individual judgment. Be advised that your judgment may be questioned in accordance with the standard of a reasonable person having knowledge of all the relevant facts. Accordingly, Laboratory employees and supervisors are encouraged to interpret this clause conservatively (narrowly) and to limit any use of or reliance upon this exception. The Head of Human Resources (x2224) and the Head of Business Operations (x2218) are available to provide guidance and answer questions with respect to interpreting the requirements of the Laboratory's property use policy.