

Subject: DOE Mission Movement (Collaboration) and Loan of Government Personal Property from PPPL to a Foreign entity.	Effective Date:	Initiated by:
	August 29, 2016	Head, Material Services
	Supersedes: MC-002, Rev 3 Dated 12/6/13	Approved: Director

Management System (Primary): 08.00 Facilities and Property Management
 Management System Owner: Head, Engineering and Infrastructure
 Management Process: 08.01 Personal Property Management
 Process Owner: Head, ES&H
 Subject Matter Expert (SME): Head, Material Services Division

1. Applicability

This procedure is applicable to Laboratory personnel initiating the Mission Movement (hereinafter referred to as “Property Collaboration”) or Loan of government personal property to a foreign government or other foreign entity for official purposes. Property Collaborations are designated as strictly Department of Energy (DOE) mission related according to contractual terms and conditions. Property Loans are for convenience of the recipient and not necessary to support DOE mission. Domestic loans and domestic property collaborations are addressed in procedure MC-003.

2. Introduction

All personal property provided on foreign property collaborations and loans must be inventoried annually by the foreign organization and inventory results reported to PPPL Property Manager to assure proper accounting of US Government Personal Property. Reporting of inventory results are required for formal Personal Property inventories, unless a loss, theft, damage or destruction occurred to any borrowed personal property (see procedure MC-008). Inventory results are provided by the Material Services Head to the DOE Contracting Officer (CO), or as delegated by the CO or Organizational Property Management Officer (OPMO).

2.1 Foreign Property Collaboration

Government personal property which is purchased and used/utilized, incorporated into an end item, consumed or expended during a DOE mission related foreign activity when covered by international agreements or treaty and collaboration/cooperative agreement for the mission of the Laboratory are designated as Foreign Property Collaborations. Foreign Property Collaborations may be approved for a period not to exceed the length of the collaborative agreement between the U.S. and the foreign entity as validated and covered by international agreements or treaty and project agreements. To assure proper control and protection of PPPL and DOE's interests, such Property Collaborations must be approved per terms and conditions of Office of Science Policy Memorandum from C. Melendez regarding Mission Related Personal Property dated August 31, 2015, and receive DOE required reviews (High Risk, Hazardous Property and Export Control) and be documented through the completion and submittal of the PPPL Property Collaboration Form (Attachment 3).

2.2 Foreign Property Loan

Government personal property which is not excess and would otherwise be out of service for temporary periods may be loaned to a foreign entity for official purposes that are not designated as DOE mission related according to contract terms and conditions. Foreign loan agreements may be approved for a period of up to five years or the length of the collaborative agreement between the U.S. and the foreign entity, when covered by international agreements or treaty or memorandum of understanding (cooperative agreement). In addition, the Government personal property must be used to perform research, studies, and other efforts that result in benefits to both the U.S. Government and the borrower but are not necessarily related to DOE mission-related activities. To assure proper control and protection of PPPL and DOE's interests, such loans must be approved per terms and conditions of DOE 580.1A and Change 1 thereto, and receive DOE required reviews (High Risk, Hazardous Property and Export Control) and be documented through the completion and submittal of the U. S. Department of Energy Personal Property Loan Agreement form (DOE F 4420.2). PPPL also reviews property loans and collaborations against the Master Equipment List to confirm that the equipment is not needed elsewhere at the Laboratory.

3.0 Reference Documents

Memorandum form C. Melendez, Subject: Mission Related Personal Property, Dated August 31, 2015
 DOE Order 580.1A and Change 1, DOE Personal Property Management Program
 41 CFR 109-1.5103, Loan of Personal Property
 41 CFR 102-36.385 & .390, Dispose of Foreign Excess Personal Property
 PPPL Material Services Policies & Procedures Manual
 Engineering Department - Master Equipment List (MEL)
 Material Services Property Collaboration and Loan Register

4.0 Definitions

Borrower	Person(s) authorized to accept responsibility for the PPPL government personal property on a property collaboration or loan agreement to their foreign government or organization.
Cognizant Department/Project Head	Person(s) authorized to review MEL (Master Equipment List modification request form) for acceptance or disapproval for the loan of existing PPPL government personal property to foreign government or foreign organizations.
Property Manager	Person authorized to identify appropriate Department(s)/Project Head for circulation of Master Equipment List (MEL) and maintain master listing
Engineering & Infrastructure Department Head	Person authorized to approve or disapprove final MEL modifications.

Environmental Services	Organization that performs Hazardous Property Reviews in support of property collaborations or loans.
Lender	PPPL employee requesting the foreign property collaboration or loan agreement request.
Operations Center	PPPL organization responsible for maintaining operational records including MEL and approved MEL modifications.
Property Coordinator	PPPL person responsible for maintaining the PPPL Personal Property Business System.
Property Manager	PPPL person responsible for documenting and controlling foreign property collaboration and foreign loan agreements and trained to prepare High Risk Property reviews and circulate other required reviews and approvals.
Receiving Clerk	PPPL person in Receiving & Shipping group responsible for receiving, inspecting and processing incoming personal property and alerting Property Manager of incoming personal property from existing foreign property collaboration and foreign loan agreements.
Shipper	PPPL person in Shipping office that is responsible for foreign shipments of personal property and who is trained to conduct reviews for Export Control, High Risk Property and hazardous materials.

5.0 Procedure

<u>Responsibility</u>	<u>Action</u>
<u>Initial Foreign Property Collaboration or Loan</u>	
Lender	1. Submits request by e-mail or web “Request for Property Collaboration or Loan Personal Property Form” (Attachment 1) to PPPL Property Manager (available on Material Services Home Page). Provides name of organization, borrower, title, address, phone, fax, e-mail accounts, personal property number, description (including vendor, model/serial number), acquisition cost, and duration of collaboration or loan. Note: Collaboration – Not to exceed the length of the collaborative agreement between the U.S. and the foreign entity or project agreement. Loan - Not to exceed five years or length of the collaborative agreement between the U.S. and the foreign entity.
	2. Provides name and copies, if available, of international agreement, treaty, or memorandum of understanding (cooperative agreement), its date of execution and termination.
	3. Provides name of Department Head, Division Head and Project Planning and Control Officer/ Project Administrator.

Borrower	4. Provides (if applicable) title and copy of the international agreement, treaty, or memorandum of understanding (cooperative agreement), its date of execution, termination, and location where personal property will be used (not applicable, if information is already obtained by Property Manager).
Property Manager	5. Reviews written request. Complies with the requirements of the Material Services Policies & Procedures Manual requirements for the control of High Risk and Sensitive personal property and preparation of PPPL High Risk Review Form. 6. Completes property collaboration or loan agreement form. Sends copy to Property Coordinator for review.
Property Coordinator	7. Reviews property collaboration or loan agreement and associated personal property information for accuracy. Verifies information and updates (if applicable). Notifies Property Manager of updates. Retags items (if applicable).
Property Manager	8. Updates personal property information on property collaboration or loan agreement (if applicable). 9. Forwards property collaboration or loan agreement for PPPL fabricated equipment to Head, Technology Transfer for patent review. 10. Initiates Master Equipment List (MEL) Modification (Attachment 3) for justification, when property was originally purchased for PPPL internal use. 11. Assigns the MEL form number, updates MEL listing (Master Equipment Listing records). 12. Determines and designates Liaison approvers on MEL form that are appropriate for review. 13. Circulates and collects Liaison approvals if accepted or unaccepted, forwards to Engineering & Infrastructure Department Head.
Engineering & Infrastructure Department Head	14. If accepted by Liaison approvers, approves final MEL form. If unaccepted by Liaison approvers, investigates impacts to the laboratory (if any) and notifies everyone involved. 15. Sends final original MEL form to Operations Center and forwards copy to Property Manager.
Property Manager	16. Maintains Master Equipment List.

Operations Center	17. Maintains original approved Master Equipment List Form (MEL).
Property Manager	18. Initiates Hazardous Property Review Form for Environmental Services to review for hazardous materials clearance.
Environmental Services	19. Reviews personal property for hazardous material and waste and completes Hazardous Property Review Form. 20. Submits completed Hazardous Property Review Form to Property Manager.
Property Manager	21. Request Export Control review from Shipper
Shipper	22. Prepares Export Control review form and obtains export license (if applicable). 23. Notifies Property Manager of Export Control review results.
Property Manager	24. Sends <u>Loan Agreements only</u> to Contract Specialist/HQ DOE Program Office for review and approval/concurrence to offer loan or extension. 25. Sends property collaboration or loan to Borrower for acceptance of Property Collaboration or Loan Agreement Terms.
Borrower	26. Has organizations authorized signature authority sign and return collaboration agreement or loan agreement form to Property Manager.
Property Manager	27. Submits property collaboration or loan agreement to Head, Material Services.

Head, Material Services	<p>28. Reviews and signs (valid) property collaboration or loan agreement. Note: Property Collaboration not to exceed the length of the collaborative agreement between the U.S. and the foreign entity or project agreement; Loan not to exceed five years or the length of the loan agreement between the U.S. and the foreign entity or any other agreement in affect. Foreign Property Collaborations - Returns approved property collaboration form and supporting documentation with annual inventory verification to the Property Manager for distribution and forwards a copy to DOE-PSO for information purposes only. Head, Material Services approval is required for previously approved foreign property collaboration requests requiring additions, or changes of personal property. Foreign Property Loans – Forwards approved loan agreement form and supporting documentation with annual inventory verification to the Property Manager and to DOE-PSO for appropriate DOE review and approval by DOE Contracting Officer(CO). DOE approval is required for previously approved foreign loan requests requiring extensions, additions, or changes of personal property (country-to-country or collaborative agreement must still be in effect) with notification to the DOE Property Administrator and Organizational Property Management Officer (OPMO).</p> <p>29. Upon receipt of DOE-approved loan from PSO, forwards to Property Manager for distribution.</p>
Property Manager	<p>30. Upon receipt of Head, Material Services approved property collaboration or DOE-approved loan, distributes approved property collaboration or loan agreement copies to Borrower, Lender, Property Coordinator, Shipper, and Planning and Control Officer/Project Administrator.</p> <p>31. Places copy of property collaboration or loan agreement in file and updates PPPL active Property Collaboration or Loan Register.</p>
Lender	<p>32. Contacts Shipping Office, upon receipt of approved copy of property collaboration or loan, for shipping order. <u>Shipping order must accompany item(s) - hand carried or shipped.</u></p>
Shipper	<p>33. Reviews personal property provided for shipping against loan or collaboration agreement for accuracy and completeness.</p> <p>34. Issues shipping order and export license as applicable and ships item(s) in accordance with property collaboration or loan agreement/ treaty/ memorandum of understanding, Federal Regulations, DOE Orders, and international transportation regulations. Distributes copies to Lender, Accounting and Financial Control Division, Property Coordinator and Property Manager.</p> <p>35. Places copy of PPPL Property Collaboration or DOE F 4420.2, U. S. Department of Energy Personal Property Loan Agreement, and shipping order in suspense file.</p>

Property Coordinator	36. Updates PPPL Personal Property Business System to indicate pertinent information of personal property location and updates personal property status code accordingly.
Property Manager	37. Places copy of shipping order in property collaboration or loan agreement file and updates log. 38. Supplies Head, Material Services with foreign property collaboration and loan log on a monthly basis.
Head, Material Services	39. Places foreign property collaboration and loan log on the Material Services Web Site under “Foreign Property Collaboration and Loan Log” for Department Heads, Division Heads, and Project Planning and Control Officer(s) review.
<u>Property Collaboration and Loan Extension, Addition, Transfer or Abandonment</u>	
Property Manager	40. Sends e-mail notice (approximately 90 days prior to expiration) to the Lender for disposition instructions. Sends copy to Project Planning and Control Officer/Project Administrator, Division Head and Department Head.
Lender and Project Planning and Control Officer/ Project Administrator	41. Provides authorization for loan extension, addition, transfer or abandonment, as applicable, consistent with project mission.
Property Manager	42. Foreign property collaborations with a duration of 10 years or longer will be viewed for final disposition and evaluated for abandonment, transfer or donation by requesting authorization through the DOE Organizational Property Management Officer (OPMO) following step 44 below. Exceptions may occur when the collaborative or other contractual agreements have a duration of ten years or longer. If a foreign loan extension is requested, prepares documentation to extend the foreign loan agreement per response on Lender’s e-mail by repeating steps 2 through 37 above (as applicable). 43. If additions or changes to foreign property collaboration or foreign loan are requested, prepares documentation to add or change items to foreign property collaboration or loan agreement per response on Lender’s e-mail by repeating steps 1 through 38 above (as applicable). 44. If transfer or abandonment is requested, follows 41 CFR 102-36.385 &.390.

<u>Return of Property Collaboration or Loan of Personal Property</u>	
Property Manager	<p>45. Forwards e-mail to Borrowing Agency requesting return of personal property per response on Lender’s e-mail.</p> <p>46. Sends copies of e-mail to Lender, Property Coordinator, Shipper, Receiving Clerk, and Project Planning and Control Officer/Project Administrator.</p>
Borrower	47. Contacts PPPL Shipper for instructions.
Shipper	<p>48. Issues shipping instructions to Borrower.</p> <p>49. Contacts freight carrier and makes arrangements for return shipment.</p>
Receiving Clerk/Shipper	<p>50. Notifies the PPPL Lender by phone or e-mail upon receipt of personal property.</p> <p>51. Requests disposition instructions and distributes receiving report as follows: Lender, Property Manager, Accounting and Financial Control (if applicable), Property Coordinator and file.</p>
Property Coordinator	52. Updates Personal Property Business System to indicate pertinent information of personal property location and status.
Property Manager	<p>53. Places copy of receiving report in foreign property collaboration or foreign loan file and updates property collaboration or loan log accordingly.</p> <p>54. Initiates (MEL) form, assigns the MEL form number, updates MEL listing records and designates other Liaison approvers on MEL form for change in disposition, as applicable.</p> <p>55. Circulates and collects Liaison approvals and forwards to Engineering & Infrastructure Department Head.</p>
Engineering Infrastructure Department Head	<p>56. Approves final MEL form for disposition.</p> <p>57. Sends final original MEL form to Operations Center and forwards copy to Property Manager for Property Collaboration and Loan documentation.</p>
Operation Center	58. Retains approved MELs and Master Equipment List per applicable DOE Records Schedule.

6.0 Training

<u>Responsibility</u>	<u>Action</u>
------------------------------	----------------------

Head, Material Services	Ensures the following Training is provided.
-------------------------	---

Target Audience:

Laboratory department heads, department managers, custodians and individuals who perform foreign property collaborations, loans and other foreign transactions for Government Personal Property.

Training Method and Frequency:

- Read only – Upon revision of procedure - Routine distribution/training via e-mail distribution of this procedure to Supervisors by Best Practices.
- Read only – Annual – Contact and Custodian Listings with property information/updates to personal property processes.
- Verbal/e-mail – Direction supplied on an as needed basis to perform Foreign Property Collaborations and Loans.

7.0 Records Requirements Specific To This Procedure

Records Custodians must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
Request Property Collaboration or Loan Agreement Form	Property Manager	Material Services	Dispose 5 years after last transaction EAR 762.2
Master Equipment List Modification Form	Operations Center	Operations Center	Destroy 2 years from list date or discontinuance or removal. A3 9.a
PPPL High Risk Review Form	Property Manager	Material Services	Dispose 5 years after last transaction EAR 762.2
PPPL Hazardous Property Review Form	Property Manager	Material Services	Dispose 5 years after last transaction EAR 762.2
Master Equipment List	Operations Center	Operations Center	Destroy 2 years from list discontinuance or removal. A3 9.a
Material Control Policies and Procedures Manual	Head, Material Services	Material Services	Destroy when superseded A17 22.a.1
Export Control Review Form	Export Control Office	Material Services	Dispose 5 years after last transaction EAR 762.2

Export Control Review Checklist	Export Control Office	Material Services	Dispose 5 years after last transaction - EAR 762.2
Export License	Export Control Review Checklist	Export Control Office	Dispose 5 years after last transaction - EAR 762.2
Property Collaboration and Loan Register	Property Manager	Material Services	Delete with related records or when no longer needed for administrative, legal, audit, or operational purposes, whichever is later - A20 9
PPPL Personal Property Collaboration Agreement Form	Property Manager	Material Services	Dispose 5 years after last transaction - EAR 762.2
U. S. Department of Energy Personal Property Loan Agreement Form DOE F 4420.2	Property Manager	Material Services	Dispose 5 years after last transaction - EAR 762.2
International Agreement	Director's Office	Director's Office	Cut off records series annually, destroy 10 years after termination of agreement - Work for Others & CRADA's 1.a.1
Treaty	Director's Office	Director's Office	Cut off records series annually, destroy 10 years after termination of agreement - Work for Others & CRADA's 1.a.1
Memorandum of Understanding	Director's Office	Director's Office	Cut off records series annually, destroy 10 years after termination of agreement - Work for Others & CRADA's 1.a.1
Loan Agreement & Property Collaboration	Property Manager	Material Services	Dispose 5 years after last transaction - EAR 762.2
Shipping Instructions	Shipping Office	Material Services	Dispose 5 years after last transaction - EAR 762.2
Shipping Order	Property Manager	Material Services	Dispose 5 years after last transaction - EAR 762.2
Suspense File	Shipping Office	Material Services	Destroy after action is taken. If suspense copy is the file copy, incorporate it into the official files - A23 6.b
PPPL Personal Property Business System	Property Administration Office	Material Services	Delete with related records or when no longer needed for administrative, legal, audit, or

			operational purposes, whichever is later - A20 9
Receiving Report	Head, Material Services	Material Services	Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule (e.g., implementing the auto-delete feature of electronic mail systems) - A23 7
Annual Inventory Verification	Property Manager	Material Services	Destroy 2 years from list date or discontinuance or removal - A3 9.a
Request for Disposition Instructions	Property Manager	Material Services	Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule (e.g., implementing the auto-delete feature of electronic mail systems) - A23 7
Foreign Loan or Property Collaboration Extension	Property Manager	Material Services	Dispose 5 years after last transaction - EAR 762.2

8.0 Attachments

1. PPPL Request Property Collaboration or Loan Personal Property Form
2. U.S. Department of Energy Personal Property Loan Agreement, DOE F 4420.2
3. PPPL Personal Property Collaboration Agreement
4. Master Equipment List Modification Request Form
5. Sample PPPL High Risk Review Form
6. Sample PPPL Hazardous Property Review Form
7. Sample Export Control Review Checklist (see MC-013)

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 1
Typical - Request Property Collaboration or Loan Personal Property			Attachment 1

REQUEST PROPERTY COLLABORATION OR LOAN PERSONAL PROPERTY

(Use this form for new Property Collaborations [mission-related property movement] to other Labs, Universities, etc.)

To: Fran Cargill at fcargill@pppl.gov

Date:

From:

Subject: Property Collaboration or Loan of Personal Property to:

_____ **(Full Name of Organization, etc.)**

Request a () Loan Agreement or () PPPL Property Collaboration

Personal Property shipment is initiated for the following items: (Insert additional "Table" rows below or attach Excel spreadsheet if necessary). Please indicate if item is fabricated Equipment by writing 'F' for fabricated in the first column below.

<i>F?</i>	<i>Tag No. /Serial No.</i>	<i>Description</i>	<i>Qty</i>	<i>Est. Cost</i>

ALL ENTRIES SHOULD BE COMPLETED (Call Fran Cargill at x3396 if assistance is needed)

• Borrower's name, title, and telephone number (fax and email if available):
• Name, title, telephone number (fax and email if available) of Individual at Borrowers location that is authorized to sign Property Collaboration or Loan Agreement for Borrower's Organization:
• Borrower's contract number, treaty and/or international agreement name and expiration date:
• Name of Off-Site Project being supported:
• Purpose and benefits of loan:
• Length of loan : (Property Collaborations not to exceed length of the collaborative agreements contract requirements and Loans not to exceed 41 CFR 109-1.5103, Loan of Personal Property
• Ship To address:
• Location of personal property at PPPL: Building: Room:
Building: Room:
• To be packed by: () You or () Shipping Office
• Desired shipping date: Or, will Borrower pickup?
• Is any of this personal property hazardous, radioactive or proliferation sensitive? If yes, please list.
• Name and Job Title of cognizant PPPL department head/division head/P&C Officer:

1. It takes approximately 10 weeks to process, package, and arrange shipment for domestic actions. 2. It takes approximately 16 weeks to process, obtain PPPL and DOE approvals, package, and arrange shipment for international actions

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 1
U.S. Department of Energy Personal Property Loan Agreement, DOE F 4420.2			Attachment 2

DOE F 4420.2
(10-92)
All Other Editions Are Obsolete

OMB Control No.
1910-1000

**U.S. Department of Energy
Personal Property Loan Agreement
OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, AD-241.2 - GTN, Paperwork Reduction Project (1910-1000), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1000), Washington, DC 20503.

DOE-PMR 109-1.5104		1. CONTROL NUMBER		2. LOAN DATE	3. EXPIRATION DATE	4. PAGE 1 of 1
5. NAME ADDRESS TELEPHONE NO. (LENDER) Princeton University, Plasma Physics Laboratory 100 Stellarator Rd PO Box 451 Princeton, NJ 08543 Lender: Phone: 609-243-E-mail:				6. NAME ADDRESS TELEPHONE NO. (BORROWER)		
7. PURPOSE OF LOAN AND LOCATION WHERE PROPERTY WILL BE USED						
8. REFERENCE/CONTRACTUAL DOCUMENTATION/SHIPPING INFORMATION Contact PPPL Shipping (609) 243-3572 prior to return of loaned items for shipping instructions.						
9. ITEM NO.	QUANTITY	PROPERTY NO.	SERIAL NO.	PERSONAL PROPERTY DESCRIPTION	ACQUISITION COST	
(If additional Space is necessary, attach a separate sheet)						

PPPL Contact: Fran Cargill Tel: 609-243-3396 Fax: 609-243-3535 E-mail: fcargill@pppl.gov

TERMS AND CONDITIONS OF LOAN

1. The borrower shall:
 - a. return the loan item(s) in like condition as received from Lender, normal wear and tear excepted, and free of contamination, on or before the expiration date, unless the loan period is formally extended or the loan is terminated before the due date;
 - b. in case of loss or damage of the property loaned, reimburse the Lender at the current price of replacement or repair;
 - c. assume all costs involved in preparation, handling, loading, disconnecting, and transportation from and to the Lender;
 - d. agree to indemnify and hold harmless the Lender and the Department of Energy against any and all liability, loss, damages, claims and costs incidental hereto as a result of Borrower's use or possession of the loaned property; and
 - e. use the loan property only for the purposes specified in this loan agreement.
2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the Lender.
3. The Borrower shall account for, or permit inspection of, the loaned property by the Lender after proper notification.
4. This is United States Government Property. Title to the property is vested in and will remain with the United States and the property shall be used only for official purposes. The Lender reserves the right to cancel the loan or to recall the loaned property upon 10 days notice.

Accepted By: _____
Borrowing Agency/Organization Approval Title Date

Approved By: _____
Signature of Authorized Lender Title Date

Approved By: _____
Department of Energy Official Title Date

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 1
Example PPPL Personal Property Collaboration Agreement			Attachment 3

Princeton University/Princeton Plasma Physics Laboratory
PPPL COLLABORATION
Personal Property Collaboration Agreement

PPPL Generated Form (Revised 6/20/2016)

		1. CONTROL NUMBER		2. COLLABORATION DATE		3. EXPIRATION DATE		4. PAGE 1 OF ____	
5. NAME ADDRESS TELEPHONE NO./FAX/EMAIL OF PPPL (LENDER) Princeton University/Plasma Physics Laboratory P. O. Box 451 Princeton, NJ 08543 Lender:				6. NAME ADDRESS TELEPHONE NO./FAX/EMAIL (BORROWER)					
7. PURPOSE OF COLLABORATION AND LOCATION WHERE PROPERTY WILL BE USED									
8. REFERENCE/COLLABORATION DOCUMENTATION/SHIPPING INFORMATION Please contact PPPL Shipping (609) 243-3572 to arrange return of items.									
9. ITEM NO.	QUANTITY	PROPERTY NO.	SERIAL NO.	PERSONAL PROPERTY DESCRIPTION				ACQUISITION COST	

(If additional Space is necessary, attach a separate sheet)

CC: Notify Fran Cargill of all additions, deletions, changes (609) 243-3396, Fax 3535 E-mail fcargill@pppl.gov

TERMS AND CONDITIONS OF COLLABORATION

1. The Borrower shall:
 - a. Return the collaboration item(s) in like condition as received from Lender, normal wear and tear excepted, and free of contamination, on or before the expiration date, unless the collaboration period is formally extended or the collaboration is terminated before the due date;
 - b. in case of loss or damage of the property, reimburse the Lender at the current price of replacement or repair;
 - c. assume all costs involved in preparation, handling, loading, disconnecting, and transportation from and to the Lender;
 - d. agree to indemnify and hold harmless the Lender and the Department of Energy against any and all liability, loss, damages, claims and costs incidental hereto as a result of Borrower's use or possession of the collaboration property; and
 - e. use the collaboration property only for the purposes specified in this collaboration agreement.
2. The above property shall not be modified, loaned, or transferred to a third party without the written permission of the Lender.
3. The Borrower shall account for, or permit inspection of, the given property by the Lender after proper notification.
4. This is United States Government Property. Title to the property is vested in and will remain with the United States and the property shall be used only for official purposes. The Lender reserves the right to cancel the collaboration agreement or to recall the collaboration property upon 30 days notice.

Accepted By: _____
 Borrowing Agency/Organization Approval Title Date

Approved By: _____
 Signature of Lender on Collaboration Agreement Title Date

Approved By: _____
 Signature of Authorized Lender on behalf of PPPL Title Date

1. Lender's Property Management Office 2. Borrower 3. Custodian (Responsible Property Office) 4. Suspense

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 1
Example Master Equipment List Modification Request			Attachment 4

MASTER EQUIPMENT LIST MODIFICATION REQUEST FORM

1. Item Number (from existing Master Equipment List):
2. Property tag or other ID number: Personal Property on Agreement as follows:
3. Description:
4. Requester:
5. System:
6. Location:
7. Disposition:

leave in place	<input type="checkbox"/>
remove and save for PPPL	<input type="checkbox"/>
remove and save for loan/transfer	<u>X</u> (underline loan or transfer)
remove and scrap/excess	<input type="checkbox"/>
remove to radwaste	<input type="checkbox"/>
other	<input type="checkbox"/>

Note: If an item is being saved, a Justification to Save Worksheet must be attached.

Equipment Custodian: _____

Designated NSTX Liaison: _____

Designated ITER & Tokamaks Liaison: _____

Designated Plasma Science & Technology Liaison: _____

Designated ITER Fabrication Liaison: _____

Designated Engineering Dept. Liaison: _____

Other: _____

Other: _____

Head of Engineering and Technical Infrastructure Dept. approval: _____

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 1
Example High Risk Property Review Form			Attachment 5

PPPL High Risk Review

1. Transaction Document (e.g. Acquisition, Loan, Excess):

2. <u>Item No.</u>	<u>Noun</u>	<u>MFR/Model/Serial</u>	<u>PropertyNo.</u>
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

3. Personal Property Review:

A. _____ I have reviewed the item(s) listed above on the transaction document, against the most current IAEA INFCIR/254 Part I and II (www.iaea.org). My review did not indicate any item(s) that would be classified as proliferation sensitive (High Risk) personal property.

Comments: _____

B. _____ I have reviewed the item(s) listed above on the transaction document, against the most current IAEA INFCIR/254 Part I and II (www.iaea.org). My review indicates that the following item(s) could be proliferation sensitive and require further review:

<u>Item No. (Requiring Further Review)</u>	<u>Reference to IAEA INFCIR/254</u>
_____	_____
_____	_____

Personal Property Reviewer: _____
(Print Name & Title)

Signature: _____ **Date:** _____

4. Technical Review:

I have reviewed the technical specifications for the item(s) shown in 3.B. above, against the guidelines referenced in IAEA INFCIR/254 for classifying proliferation sensitive property. To the best of my knowledge the following items meet the proliferation sensitive (High Risk) property criteria (Write "none" if applicable): _____

Comments: _____

Technical Reviewer: _____
(Print Name & Title)

Signature/Date: _____
(E-Mail correspondence may be used to document technical review)

5. Property Administration:

If Proliferation sensitive (High Risk) property, item(s) will need to be controlled, recorded, tagged, and processed in accordance with DOE guidelines and Material Services Procedures.

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 1
Example PPPL Hazardous Personal Property Review			Attachment 6



Hazardous Personal Property Review Form

PPPL Doc #		Date	
DOE/GSA Form #		Haz. Review Control #	

Hazardous Personal Property Review Determination				
Non-Hazardous Personal Property				
<input type="checkbox"/> I have reviewed the item(s) listed below (or all item(s) on the attached form) against DOE Order 580.1A, Attachment 2, Page-1 (b) Hazardous Property Definition - Personal property that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Materials Transportation Act, (HMTA) (49 U.S.C. 5105); the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6901-6981); or the Toxic Substances Control Act (TSCA) (15 U.S.C. 2601-2609); or is contaminated with hazardous material (e.g., beryllium). Equipment containing or contaminated by radioactive materials are not included as hazardous property. My review indicates the following item(s) are classified as Non-Hazardous Property.				
Item # <small>(Ref. PPPL Doc #)</small>	Property Number	Quantity	Description of the Personal Property	
Hazardous Personal Property				
<input type="checkbox"/> I have reviewed the item(s) listed below (or all item(s) on the attached form) against DOE Order 580.1A, Attachment 2, Page-1 (b) Hazardous Property Definition - Personal property that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Materials Transportation Act, (HMTA) (49 U.S.C. 5105); the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6901-6981); or the Toxic Substances Control Act (TSCA) (15 U.S.C. 2601-2609); or is contaminated with hazardous material (e.g., beryllium). Equipment containing or contaminated by radioactive materials are not included as hazardous property. My review indicates that the following item(s) are classified as Hazardous Property.				
Item # <small>(Ref. PPPL Doc #)</small>	Property Number	Quantity	Description of the Personal Property	Hazard Identified
Comments:				

Reviewed by ESH&S:

Print Name: _____

Signature: _____ Date: _____

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 1 of 3
Example Export Control Review Checklist			Attachment 7

Export Control Review Checklist

Export Log#

Reference#

Requestor Name: _____															
Description of Item(s): _____															
Destination Country: _____															
Freight Forwarder(s): _____															
Intermediate Consignee(s): _____															
End User(s) Name: Company: Address:															
Intended End Use: _____															
Other Possible Uses: _____															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Items Reviewed</th> <th style="width: 33%;">ECCN</th> <th style="width: 33%;">Schedule B #</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> </tbody> </table>	Items Reviewed	ECCN	Schedule B #	1.			2.			3.			4.		
Items Reviewed	ECCN	Schedule B #													
1.															
2.															
3.															
4.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">RELATED TECHNOLOGY OR SOFTWARE CONCERN:</td> <td style="width: 20%;">Yes <input type="checkbox"/></td> <td style="width: 20%;">No <input type="checkbox"/></td> </tr> </table>	RELATED TECHNOLOGY OR SOFTWARE CONCERN:	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
RELATED TECHNOLOGY OR SOFTWARE CONCERN:	Yes <input type="checkbox"/>	No <input type="checkbox"/>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">HIGH RISK REVIEW COMPLETE:</td> <td style="width: 20%;">Yes <input type="checkbox"/></td> <td style="width: 20%;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">COPY ATTACHED:</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	HIGH RISK REVIEW COMPLETE:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	COPY ATTACHED:	Yes <input type="checkbox"/>	No <input type="checkbox"/>									
HIGH RISK REVIEW COMPLETE:	Yes <input type="checkbox"/>	No <input type="checkbox"/>													
COPY ATTACHED:	Yes <input type="checkbox"/>	No <input type="checkbox"/>													

GENERAL PROHIBITIONS REVIEWED: (15 CFR 736.1)	1 <input type="checkbox"/> Exports and Re-exports 2 <input type="checkbox"/> U.S. Content Re-exports 3 <input type="checkbox"/> Foreign-Produced Direct Product Re-exports. 4 <input type="checkbox"/> Denial Orders 5 <input type="checkbox"/> End-Use End-User	6 <input type="checkbox"/> Embargo 7 <input type="checkbox"/> U.S. Person Proliferation Activity 8 <input type="checkbox"/> In transit 9 <input type="checkbox"/> Orders, Terms, and Conditions 10 <input type="checkbox"/> Knowledge Violation to Occur	
---	---	---	--

RED FLAG INDICATORS	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Reluctance to offer information about the end use.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Item's capabilities do not fit end users line of business.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Item is beyond destination country's technical level.
Yes <input type="checkbox"/>	No <input type="checkbox"/> End User has little or no traceable background.
Yes <input type="checkbox"/>	No <input type="checkbox"/> End User is unfamiliar with item's capabilities.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Routine installation, training, or maintenance is declined.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Delivery is requested other than end user's address.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Delivery date is vague.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Requested shipping method or route is abnormal for destination.
Yes <input type="checkbox"/>	No <input type="checkbox"/> Requested packaging and/or labeling is inconsistent with stated method of shipment or destination.
Yes <input type="checkbox"/>	No <input type="checkbox"/> End user is evasive about item use, re-export, etc.
Yes <input type="checkbox"/>	No <input type="checkbox"/> P.O. Box or inappropriate address used as final destination.
Yes <input type="checkbox"/>	No <input type="checkbox"/> End user is related to or under the control of the military.

END USER PROFILE SCREENING REVIEW: (Includes any forwarders or intermediate consignees) (See attached <i>Visual Compliance</i> screening summary)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

ENTITY SCREENING REVIEW: (See attached <i>Visual Compliance</i> screening summary)	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

NUCLEAR SCREENING REVIEW: (Review EAR 744.2)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
--	---

MISSILE SCREENING REVIEW: (Review EAR 744.3)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
--	---

CHEMICAL & BIOLOGICAL WEAPONS REVIEW: (Review EAR 744.4)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
--	---

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. MC-002, Rev 4 page 3 of 3
Typical - Export Control Review Checklist			Attachment 7

COMMENTS:

PPPL EXPORT CONTROL OFFICE	
<p>DETERMINATION: I have reviewed the applicable Export Administration Regulations(EAR)for the above listed item(s) and have determined, to the best of my knowledge, that:</p> <p><input type="checkbox"/> An export license under the Export Administration regulations is not required. They may be shipped under the NLR (No License Required) provisions of the regulations.</p> <p><input type="checkbox"/> Export license exception _____ may be used.</p> <p><input type="checkbox"/> An export license is required for this shipment.</p> <p><input type="checkbox"/> The item(s) are not subject to the EAR or any other U. S. Government department or agency</p>	
Name:	_____
Signature:	_____
Date:	_____

PPPL EXPORT CONTROL OFFICE	
Has the Export Control Review form been complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the export documentation been completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Packing List	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commercial Invoice	Yes <input type="checkbox"/> No <input type="checkbox"/>
SED (EEI)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is an Export Restriction notice included with the shipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	_____
Signature:	_____
Date:	_____