

TEMPORARY CHANGE REQUEST

TCR NO. **MC-004, R1-001**

(e.g., TCR-ENG-021-001)

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: Fran Cargill

Department Name: Engineering and Infrastructure Phone Ext: 3396

Document Number: MC-004 Revision No.: Rev 1

Document Title: Acquisition and Disposal of Excess Government Property

Reason for change: Three year review.

Change description: (Summarize and attach changed pages, with changes clearly indicated)
Minor editorial changes, organizational name and telephone number changes.

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

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

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

O OY knc o u
Department/Division Head Approval

J. DeLooper

Head, Best Practices and Outreach

'9B7B3
Date

7/15/11

Date

Release/Effective date of this TCR: 7/18/11

Incorporate this TCR into next revision of this document? Yes No

Subject: Acquisition and Disposal of Excess Government Property	Effective Date: March 9, 2007	Initiated by: Facilities & Site Services Division
	Supersedes: Rev. 0 Dated September 1, 1995	Approved: Director

MC-004, R1-001

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 or initiating a PCard purchase.** Listings of excess personal 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 Material Services Branch’s Excess Property Office.

Reference Documents

DOE Order 580.1	Personal Property Management Program
41 CFR 109-109-1.53	Management of High Risk Property
41 CFR 109, Subchapter G	Aviation, Transportation and Motor Vehicles
41 CFR 109-50	Special DOE Disposal Authorities
	ESH&S Departmental Records Inventory Schedule, current revision

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.
Property Coordinator	PPPL person responsible for maintaining personal property records and Asset Management Business System.

Procedure**A. Acquisition of Excess Property****Responsibility****Action**

Requester	<ol style="list-style-type: none"> 1. Reviews on-line lists of available excess property for suitable property prior to initiating a PCard purchase or submitting a purchase requisition. Links to DOE's EADS and GSA's GSAExcess websites are available from the Material Services Branch web page at http://oorm-1-priv.pppl.gov/users/mat/. 2. Contacts Excess Property Coordinator and requests a hold be placed on the item(s) located on a current excess list. 3. Completes a Justification for the Acquisition of Excess Property form (Attachment 1) and sends to Excess Property Coordinator. 4. 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"> 5. Receives property request "want lists" (verbal or written) from the Budget Office, departmental Project Planning and Control Officers/Project Administrators, and/or laboratory personnel. Upon receipt of verbal or written requests, searches for property and if found, places hold on item(s). 6. Upon receipt of Justification for the Acquisition of Excess Property form (Attachment 1), completes GSA Transfer Form SF122 (Attachment 4). Obtains approval from Material Services Branch 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. PPPL Property Coordinator E. Files copy in pending file
Material Services Branch Head	<ol style="list-style-type: none"> 7. Reviews, approves and signs GSA Transfer form (Attachment 4) where applicable.
Excess Property Coordinator	<ol style="list-style-type: none"> 8. Notifies Receiving and Shipping Group Leader and Property Coordinator upon delivery of requested excess property. Ensures item(s) is (are) delivered to Requester.
Property Coordinator	<ol style="list-style-type: none"> 9. Creates property record and enters appropriate property information into Asset Management Business System.

B. Disposal of Excess Property

<u>Responsibility</u>	<u>Action</u>
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 Excess Property Coordinator, MS-04. 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 Material Services home page under "PPPL In-Use Equipment and Excess Property Lists." Updates EADS excess property computer file, and maintains list in Property Management offices. 4. Arranges scheduling, pick-up, and disposal of excess property upon receipt of PPPL Excess Property Tag (Attachment 2). Coordinates with the Environmental Services group for pick-up and management of excess chemicals and hazardous materials.
Property Coordinator	<ol style="list-style-type: none"> 5. Updates equipment status and location data in Asset Management Business System based on information received from Excess Property Coordinator.
Excess Property Coordinator	<ol style="list-style-type: none"> 6. Processes excess property for reutilization, transfer, sale, donation or disposal in accordance with DOE Orders and regulations and applicable Material Services Procedures. Coordinates with Environmental Services group for removal and proper disposal of hazardous materials identified in excess property. The Environmental Services group is responsible for handling and disposal of all hazardous materials and chemicals. 7. Retains Excess Property Tags and associated excess property documentation in accordance with ES&H/IS Departmental Records Schedule.

Attachments

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

PRINCETON UNIVERSITY: Plasma Physics Laboratory:**TO:** Property Management
Excess Property Coordinator**DATE:****FROM:****SUBJECT: JUSTIFICATION FOR THE
ACQUISITION OF EXCESS PROPERTY**

TO BE COMPLETED BY THE PERSON(S) REQUESTING EXCESS PROPERTY1. Planned use of property: _____

2. Estimated cost of transporting items:

A. Shipping: _____

B. Rigging: _____

C. Crating: _____

3. Estimate of current purchase price FOB - PPPL: _____

4. Will item need repair? yes no

If yes, estimated cost: _____

5. Item(s) will be physically inspected before delivery? yes no

6. Where will the item(s) be stored? _____

7. Cost Center Number for Shipping Charges: _____

8. Cost Center Manager approval for Shipping Charges: _____

Signature

9. Requester Name _____ Signature

10. Division Head Name _____ Signature

11. Department Head Name _____ Signature



☆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.

New Custodian

Date

PLASMA PHYSICS LABORATORY
PROPERTY ADMINISTRATION BRANCH
Equipment Transfer Form

Check Box If Excess

FROM BLDG.		ROOM NO.	TO BLDG.		ROOM NO.
TAG NO.	CD	NOUN	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

PPPL

PRINCETON PLASMA
PHYSICS LABORATORY

PROCEDURE

No. MC-004 Rev.1
Page 1 of 1

GSA Transfer Form SF122

Attachment 4

MC-004, R1-001

STANDARD FORM 122
JUNE 1974
GENERAL SERVICES
ADMINISTRATION
FPMR (41 CFR) 101-32.308
FPMR (41 CFR) 101-43.318

**TRANSFER ORDER
EXCESS PERSONAL PROPERTY**

1. ORDER NO.

2. DATE

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		10. APPROPRIATION SYMBOL AND TITLE	
A. SIGNATURE	B. DATE		
C. TITLE	11. ALLOTMENT	12. GOVERNMENT B/L NO.	

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

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