

Definitions:

U. S. Government Personal Property (USGPP)	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 supplies provided to PPPL that is funded by the Department of Energy (DOE) or any government agency is defined as USGPP.
Domestic Property Pass	A form used to document the use of USGPP at an off site location within the United States.
International Property Pass	A form used to document the use of USGPP at a location outside the United States in conjunction with a Temporary Export Documentation, if applicable. Note: An international loan agreement must be initiated for any USGPP loaned to international governments or organizations for official purposes. The loan must be covered by an international agreement or treaty (see procedure MC-002.)
Temporary Export Documentation	A form used only in conjunction with an international property pass for temporary export to satisfy Export Administration Regulations in regards to tools of trade. Tools of trade are considered export of commodities and software used by the exporter for associated business practices, while out of Country. Tools of trade must remain under effective control of exporter.
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 or subcontractor requesting use of property at an off-site location.
Property Coordinator	Administrator of Property Pass System.

Procedure

A. PPPL Property Pass System

Responsibility

Action

User (Borrower)

1. Access PPPL Property Pass System entering user name and password. A “HELP” button is supplied at the bottom of the screen to view a tutorial to familiarize you with the property pass system. The “CONTACT” button is used to contact system developers, and the “ABOUT” button explains the use of Property Passes and TMP’s (Temporary Export Document).
2. Click on “New Property Pass” tab to complete required information for domestic or international property passes. Click on “submit” for approval.
3. Receives an e-mail confirmation during the steps of the approval process, keeping user informed at all times. When property pass is approved, user will receive e-mail confirmation and link to the approved property pass. Note: A temporary export document (TMP) should accompany all international property passes. A link to request a TMP appears on your home page along with approved international property pass. User prints pass acknowledges the terms and conditions of the agreement and signs. Property Pass is to remain with the property at all times.
4. Notifications will be received one month, one week and then daily prior to expiration of Property Pass. The notification will request an action that is required “RENEW or RETURN”. Note: Property passes can be returned at any time by accessing the Property Pass System. If “RENEW” is selected, the process will be repeated by assigning a new property pass number and forwarding request to your Property Pass Authorizing Person for approval
5. Receives e-mail notification form Property Pass System when the Property Pass is closed by Property Pass Authorizing Person..

Property Pass
Authorizing Personnel

6. Receives system e-mail notification requests for property passes that require approval, approval for return, or approval to renew, with the applicable property pass number link. Note: The approvers home page provides all property passes that are pending approval, pending return or currently active under their authorization.

Property Coordinator

7. Receives all e-mail notifications that the system generates. Updates Computer Business System accordingly. Addresses any actions that need to be taken within the Property Pass System that are pending required actions from users and Property Pass Authorizing Individual.

- | | |
|--------------------|---|
| Property Custodian | 8. Coordinates with Property Pass Authorizing Person and/or Property Coordinator regarding any property located off-site. |
| Security | 9. Monitors the movement of personal property. When appropriate challenges individuals transporting property off-site. |

Procedure

B. Manual Property Pass Procedures - for emergency situations only

Responsibility

Action

- | | |
|----------------------------------|--|
| User (Borrower) | <ol style="list-style-type: none"> 1. Completes appropriate property pass (domestic or international.) Signs property pass (loan agreement) to certify accountability, acceptance of conditions, and physical possession of items. Note: Property Passes are available in the Stockroom. Electronic MS Excel versions of the passes (both domestic and international) can be located on the Material Services website http://material-control.pppl.gov/ under Property Management Information. 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. 2. Completes Temporary Export Documentation located on the Material Services website http://material-control.pppl.gov/ under PPPL Shipping Information in conjunction with international property pass, if applicable (see Attachment 6). Note: All PPPL IT equipment that will be transported out of the United States should not have PII information stored on the device. See PPPL PII Protection Policy P-095. 3. Obtains approval signature from individual listed as a Property Pass Authorizing Personnel that is assigned by Division and Department Head. |
| Property Pass Authorizing Person | <ol style="list-style-type: none"> 4. Reviews/Approves Property Passes for up to one year for USGPP being removed from the Laboratory for official off-site use. |

- | | |
|----------------------|--|
| | 5. Ensures loan agreement is signed by User (Property Pass Authorizing Person may not sign a pass for themselves). |
| | 6. Retains copy of property pass in suspense pending return of property. Notifies the appropriate equipment custodian when passes are issued for equipment items. |
| | 7. Ensures property is returned or a new pass is issued prior to expiration of the property pass. |
| | 8. Upon return of the property, notifies custodian. Retains copies of closed/expired property passes for a minimum of three months as required by DOE Records Schedule A18. |
| User (Borrower) | 9. Distributes copies of the pass as follows: <ul style="list-style-type: none"> • Attach two copies to property being transported off-site. • Surrender one copy to security guard, if challenged. One copy remains with property until it is returned. |
| Equipment Custodian | 10. Maintains log/records of all equipment and material that are loaned out using Manual Property Pass process. |
| Property Coordinator | 11. Conducts periodic spot-checks of inventories of custodial accounts and verifies the use of property passes. |
| Security | 12. Monitors the movement of materials and equipment. When appropriate, challenges individuals transporting property off-site. |

Training

Responsibility

Action

Property
Manager

Ensures the following Training is provided.

Target Audience:

Laboratory department heads, department managers, custodians and individuals who take USGPP off-site for official business.

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 pass information provided to users and approvers of the system.
- E-mail Distribution – One time only - As needed, or for new users of the property pass system.
- Tutorial – As needed – Provided under the help menu within the Property Pass System.

Records Requirements Specific To This Procedure

Property Office concerning Property Pass System and Property Pass Authorizing Person concerning manual property passes, must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
U. S. Government Personal Property (USGPP) history files	Property Administration Office	Material Services	Dispose 5 years after disposal or clearance of USGPP from project <i>Reference: A17 Cartographic, Aerial Photography, Architectural & Engineering Records (12)</i>
Domestic Property Pass	Property Administration Office	Material Services	Dispose 3 months after closed/expired. <i>Reference: A18 Security, Emergency Planning and Safety Records (12)</i>
International Property Pass	Property Administration Office	Material Services	Dispose 3 months after closed/expired. <i>Reference: A18 Security, Emergency Planning and Safety Records (12)</i>
Temporary Export Documentation	User (Borrower)	PPPL	Dispose 5 years after last transaction <i>Reference: Export Administration Regulations 762.2</i>

Attachments:

1. Sample Property Pass (Electronic Version)
2. Sample Temporary Export Documentation (Electronic Version)
3. Sample Process Flowchart – For Manual Process Only

Sample Only, Electronic Property Pass may be found at:

<https://proppass.pppl.gov/>


☰

New Property Pass

Date	<input type="text" value="09-22-2014"/>	<p>Loan Agreement In connection with the loan of Government personal property listed on this Property Pass, the user agrees as follows: 1) Said Government personal property will be used only in research activities within the scope of my employment at PPPL in furtherance of Prime contract DE-AC02-09CH11486. No other person shall be permitted to use the personal property without written authorization from PPPL or the Government. 2) Title to said personal property shall remain with the Government and shall not be affected by attachment or incorporation to any personal property not owned by the Government. 3) I assume the risk of loss or damage to Government personal property while in my possession and will be responsible and accountable for such personal property. In the event the personal property is damaged, lost, stolen, destroyed, or otherwise unaccounted for, I agree to repair or replace it with personal property of like value and function which is acceptable to PPPL and the Government. Normal wear and tear to such personal 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 personal property will be returned for inspection upon reasonable notice. 6) Should my employment be terminated for any reason, I agree to return the Government personal 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.</p>
Name	<input type="text" value="Joe Staffer"/>	
Badge Number	<input type="text"/>	
Department/Branch	<input type="text"/>	
Property Tag Number	<input type="text"/>	
Type	<input type="radio"/> Domestic <input type="radio"/> International	
Computer System Laptop, Desktop, Server, Digitizer, handheld (smartphone, Android, iPhone)	<input type="radio"/> No <input type="radio"/> Yes	
Item Title	<input type="text"/>	
Item Description / Notes (optional)	<input type="text"/>	
Manufacturer	<input type="text"/>	
Manufacturer Serial Number	<input type="text"/>	
Estimated Date Return	<input type="text" value="09-21-2015"/>	
Supervisor / Approver	<input type="text"/>	

PRINCETON UNIVERSITY
PLASMA PHYSICS LAB: Facility and Site Services Division

TO: International Travelers

FROM: Jerry Siminoff

SUBJECT: Temporary Export Documentation

On the following page you will find the customs form you will need to complete in order to hand carry a laptop computer, PDAs, GPS, etc. and other Information Technology Equipment during your international travel. Print or enter the required information and keep the completed form with you at all times while on travel. **The form should be printed/prepared using PPPL letterhead stationery.** It is not necessary to have the document signed or to provide a copy to the shipping office. The form can be discarded upon your return to PPPL

Your laptop, PDA, GPS or other Information Technology Equipment must be kept under your direct control during your trip, is for your personal use only (it cannot be loaned to or used by others), and must be returned to the United States within one year. These actions satisfy Export Administration restrictions with regard to any PPPL Information Technology Equipment that might contain encrypted software and/or internally developed code.

Please fill in the appropriate information. Information not stamped on your electronic device can be obtained under your name at <https://bcswb.pppl.gov/AnyView/Main.asp>.

If you have questions or need additional information regarding Temporary Export Documentation, please contact Jerry Siminoff x3572 or Fran Cargill x3396.

PRINT THIS FORM BY GOING TO <http://material-control.pppl.gov/> under PPPL SHIPPING INFORMATION "TEMPORARY EXPORT DOCUMENTATION"

Date: _____

Princeton Plasma Physics Laboratory (PPPL) is under contract with the United States Department of Energy. The laptop computer, PDA, GPS, etc. or other electronic device listed below is/are U.S. Government property. The PPPL employee named below is taking the equipment listed below on international business travel as "tools of the trade" for official use. It will remain under the employees direct control at all times and will be returned to PPPL within one year.

Employee's Name: _____

Date(s) of Departure: _____

Date of Return: _____

Destination(s):

(Organization, City, Country): _____

Item(s): _____

Make/Model of Item(s): _____

Country of Manufacture: _____

Property Tag Number(s): _____

Serial Number(s): _____

Property Pass Number(s): _____

Export License Exception: TMP (15 CFR 740.9)

No Electronic Export Information (EEI) submittal required per 15 CFR 30.37(b)

These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

Jerry Siminoff
PPPL Export Control Office
Telephone: 609-243-3572

