

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-MC-008,R0-005

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-008 Revision No.: 0

Document Title: Reporting Loss, Damage or Destruction of Govt. Property

Reason for change: Revised reference document for 3 year review period.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Replace TCR-MC-008-004 with TCR-MC-008-005. Minor editorial revisions.

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:

Michael D. Williams

Department/Division Head Approval

John DeLooper

Head, Best Practices and Outreach

1/31/12

Date

1/31/12

Date

Release/Effective date of this TCR: 2/2/12

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

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>PROCEDURE</b>	No. MC-008 Rev 0 page 1 of 3
	<b>Subject:</b>  <b>Reporting Loss, Damage, or Destruction of Government Property</b>	<b>Effective Date:</b>  October 22, 1993	<b>Initiated by:</b>  Facilities & Site Services Division
<b>Supersedes:</b> Material Services P & P 1001.2		<b>Approved:</b>  Director	

**Applicability**

This procedure is applicable to all activities conducted at the Laboratory; including those by employees, subcontractors and visitors.

**Introduction**

This procedure is intended to assure compliance with Department of Energy Order 580.1 – *Personal Property Management Program* which requires that any Government property that has been lost, damaged or destroyed be reported, investigated, and retired from official government records.

**Definition:**

Government Property	All property owned by 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 are funded by the Department of Energy (DOE) or any other government agency are defined as Government Property.
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**Reference Documents**

DOE Order 580.1 – Personal Property Management Program

**Procedure**

PPPL personnel who detect the loss, damage or destruction of government property shall immediately report the occurrence to the Property & Fleet Supervisor and/or Material Services Branch Head, the Equipment Custodian, and PPPL's Site Protection Division. If information technology equipment (computers, laptops, PDAs, etc.) is involved, the PPPL Help Desk and Cyber Security Officer must also be notified. Items not located during property inventories shall be thoroughly investigated prior to being considered lost. Site Protection must be notified of all inventory losses.

**Responsibility**

**Action**

Cognizant Person

1. Immediately notifies Property & Fleet Supervisor and/or Material Services Branch Head, the Equipment Custodian, and PPPL's Site Protection Division upon detecting the loss, damage or destruction of government property in any instance other than a property inventory.
2. If the lost property includes information technology equipment (computers, laptops, PDAs, etc.), also notify the PPPL Helpdesk (x2275 or helpdesk@pppl.gov) and the Cyber Security Officer (x3388 or cyberadmin@pppl.gov).
3. If missing property is identified during an inventory, Cognizant Person must notify the Property Custodian and coordinate with Material Services personnel to conduct a thorough investigation to locate the missing property.

Material Services  
Property Coordinator

4. If missing property is identified during an inventory, the Material Services Property Coordinator conducts a thorough investigation to locate the missing property in conjunction with Property Custodian, Contact, and appropriate PPPL management. The investigation should include contacting other PPPL organizations and employees, examining equipment storage areas, examining work areas, interviewing employees, etc. to locate the missing equipment. Items found missing during inventories are not considered to be lost until a thorough investigation to locate the missing items is completed.

Site Protection

5. Initiates, upon notice of the loss, damage or destruction of Government Property, a through investigation and notifies Property & Fleet Supervisor and Material Services Branch Head of the results via a security report.
6. If property loss is the result of a property inventory, Site Protection may, at its discretion, conduct a follow-up investigation or rely on the investigation conducted by the Property Custodian and Material Services personnel.

Material Services  
Property Coordinator

7. Assists cognizant individual, upon notice of lost Government Property, in the search for property, and notifies Excess Property & Fleet Coordinator of any items reported as damaged or destroyed.
8. Retains copies of security report and associated documentation in suspense for 90 days while security investigation is conducted. After 90 days, submits security report and associated documentation to Excess Property & Fleet Coordinator for retirement.

Head, Material Services  
Branch

9. Notifies appropriate DOE officials, within 24 hours of investigation completion, instances of loss, damage, destruction of government property.

Excess Property & Fleet  
Coordinator

10. Initiates a retirement notice for accountable property items which cannot be located after a thorough search and investigation by PPPL Security.
11. Arranges for equipment that is damaged or destroyed to be returned to the Receiving 3 storage area for cannibalization and/or for scrap after a retirement notice has been approved by DOE.

Head, Material Services  
Branch

12. If property loss is from the result of a property inventory, documentation is submitted to DOE-PSO for approval in conjunction with Retirement Notice and Inventory Results. Distribution includes DOE-PSO, PPPL Director, Deputy Director, and Head, Site Protection Division.

Material Services  
Property Coordinator

13. Upon receipt of approved retirement form, closes accountable property in PPPL Asset Management Business System.

**Attachments**

None