



LBL Property Management Procedure

Field Tagging

Owner

Policy - Property Management – Property Manager
Procedure - Property Management – Property Manager
Process – Property Management

Overview of the Process

Equipment, sensitive and administratively controlled property must be identified and marked as U.S. Government property. There are some situations where an asset cannot be tagged at Central Receiving or where a barcode tag comes off during use and the asset must be re-tagged. The process is called Field Tagging and is accomplished by the Property Management Group.

Regulations:

- Department of Energy Order 580.1, CRD, Section 2.d., Identification and Marking
- LBNL Personal Property Policy Manual (10/01/07), Section 3.1 Receiving and Tagging Property, 4.0 Property Control
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

Definitions:

- Equipment is any item of personal property having a unit acquisition cost of \$ 5,000 or more and having the potential for maintaining its integrity (i.e. not expendable due to use) as an item. Equipment may also be a component of a larger piece of equipment when the component substantially retains its original physical appearance.
- Sensitive Property is defined as property, regardless of value, that requires special control and accountability because of susceptibility to unusual rates of loss, theft, or misuse, or due to national security and export control considerations.
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/SensitivePropertyList.pdf>
- Administratively Controlled or Low Value Property is property costing less than \$ 5,000 per unit and not defined as Sensitive.

Roles:

- Property Management - develops the internal policy and procedures for the identification, tagging and asset creation of assets fabricated at the Laboratory
- Divisions-are responsible for implementing the Laboratory's policy

Responsibilities:

Property Management:

- Coordinate and tag all Sensitive and Equipment assets that require "field tagging"
- Coordinate and tag all Sensitive and Equipment assets that require "retagging"

Divisions:

- Assist in tagging assets that are administratively controlled items or "low value"
- Assist in tagging assets that are "property of others"



LBLN Property Management Procedure

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Tagging Requirements:

- Sensitive assets must be tagged and entered into Sunflower within 15 continuous days of notification to tag.
- all Equipment assets must be tagged and entered into Sunflower within 30 continuous days of notification to tag
- all High Risk assets must be tagged and entered into Sunflower within 15 continuous days of notification to tag

Procedure:

New Assets

- Property Management specialist receives notification from Receiving
- Property Management specialist contacts custodian to confirm
 - assets location
 - sets up meeting to tag asset(s)
- At arranged meeting time, Property Management specialist will verify the following prior to placing DOE# tag on asset
 - serial Number
 - model
 - manufacture name
- Property Management specialist will affix DOE# tag on asset
- Property Management specialist will create asset record in Sunflower

Retag of an Existing Asset

- Custodian sends Property Management Specialist retagging request using Property Managements retagging form
- Property Management specialist receives retagging notification
- Property Management specialist contacts custodian to confirm
 - assets location
 - sets up meeting to tag asset(s)
- At arranged meeting time, Property Management specialist will verify the following prior to placing DOE# tag on asset
 - serial Number
 - model
 - manufacture name
- Property Management specialist will affix new DOE# tag on asset
- Property Management specialist will update asset record in Sunflower

Tagging Administratively Controlled Property

- Property Management specialist will send Divisional Property Representative a roll of "low value" tags
- Divisional Property Representative will tag assets per Property Management guidance

Tagging Property of Others Assets

- Property Management specialist will send Divisional Property Representative a roll of "Property of Others" tags
- Divisional Property Representative will assist in tagging assets that are classified as Property of Others
- Divisional Property Representative will write in name of entity that owns asset



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Forms:

Property Retagging Form

- Property Management website: http://www.lbl.gov/Workplace/CFO/pro/property/prty_forms.html

Reports:

No Reports



LBNL Property Management Procedure

Field Tagging

Property Management

Administratively Controlled Items to be Identified and Tagged Effective March 1, 2009

DOE Order 580.1. CRD, requires the Laboratory to identify and mark as U.S. Government property (or U.S. DOE if space is limited) all personal property. The Laboratory attempts to identify and mark all Government property: the following list identifies 22 types of administratively controlled property (acquisition cost less than \$ 5K, and not sensitive) that the Laboratory makes a focused effort to identify and tag.

- Air conditioner
- Binoculars
- Calibrator
- Calorimeter
- Computer external device, CD, DVD, etc.
- Copier
- Fax machine
- Freezer
- Hand truck
- Laser
- Microscope
- Microwave Oven
- Monitor (computer, TV)
- Oscilloscope
- Oven
- Overhead projector
- Plotter
- Power Supply
- Refrigerator
- Scanner
- Telescope
- Television