



## LBLN Property Management Procedure

### Incoming Administrative Transfer

#### **Owner**

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

#### **Overview of the Process**

Property that is deemed excess to the needs of another DOE Laboratory, DOE Facility or DOE Agency-Level Organization may have title transferred to Lawrence Berkeley National Laboratory (LBLN) via an Administrative Transfer.

Administrative Transfers must be justified by the LBNL Custodian/Requester by identifying the active DOE/LBNL mission-oriented research project to which the asset(s) will be directly applied.

When assets are offered to LBNL by any entity outside of the “DOE community” they are considered to be a “gift” to the University of California Regents. Gifts to the Laboratory are processed by the Office of Sponsored Projects and Industry Partnerships (OSPIP) and are not part of this procedure.

#### **Regulations**

- LBNL Personal Property Policy Manual Section 11.7 Property Transferred Outside the Laboratory
  - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

#### **Definitions**

- (Government) Personal Property means any property, except real property. The term excludes records of the federal government and naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines.
- Excess Personal Property means any personal property under the control of any federal agency that is no longer required for that agency’s needs, as determined by the agency head or designee. *Ownership is retained within the federal government.*
- Surplus Personal Property means excess personal property no longer required by the federal agencies as determined by GSA. *Ownership is relinquished by the federal government.*
- Salvage means property that has value greater than its basic material content but for which repair or rehabilitation is clearly impractical and/or uneconomical.
- Scrap means property that has no value except for its basic material content.

#### **Roles**

##### **LBLN:**

- Property Custodian (Requester)
- Division Property Representative
- Property Management Group Specialists
- High Risk Manager
- Property Accounting Representative
- Property Manager



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#### Originating Organization:

Roles are unique to each organization

- Property Custodian (Requester)
- Property Management Group Specialists
- High Risk Reviewer
- Property Accounting Representative
- Property Manager

#### Responsibilities

##### LBLN:

- **Property Custodian (Requester)**
  - Completes and submits Property Management Transfer Request form
  - Assists Property Specialist (Tagging/Sunflower) with attaching LBNL/DOE property tags to all acquired assets that meet tagging criteria

Note: Custodian can appoint a “coordinator” to assist during the process. If appointed, they will be included in all correspondence and distribution of documentation.
- **Division Property Representative**
  - Assists Custodian with completion of paperwork
  - Copied on all correspondence during transfer process
- **Property Specialist (Transfers) – Property Management Core Team**
  - Reviews all incoming Transfer Order documentation from originating organization
  - Notifies Custodian (intended recipient) of Transfer Order
  - Provides information and updates to Custodian
  - Coordinates with property contacts at originating organization
  - Prepares Transfer Order package for Property Manager review and signature
- **High Risk Manager – Property Management Core Team**
  - Reviews and provides high risk determination for assets included in transfer
  - Identifies special requirements, notifications, and/or approvals for items meeting high risk categories, as appropriate
  - Obtains Office of Science approval for exemptions to the “Presumption of Destruction” when considering transfer to another Government Agency and/or when considered in the best interest of the Government
- **Property Specialist (Tagging/Sunflower) – Property Management Core Team**
  - Tags all assets being acquired that meet criteria (sensitive and/or capital)
  - Creates records in Sunflower AMS for all acquired assets that have been tagged
- **Property Manager – Property Management Core Team**
  - Authorized signatory
  - Reviews Transfer Order documentation for signature
- **Property Accounting Representative**

IF CAPITAL assets are included

  - Receives and processes Transfer Voucher from originating organization
  - Adjusts general ledger for any “capitalized” assets acquired via Transfer Order



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#### Originating Organization:

Responsibilities are unique to each organization

- **Property Custodian**
- **Property Management Specialist**
- **High Risk Reviewer**
- **Property Manager**
- **Property Accounting Representative**

IF CAPITAL assets are included

- Assigned responsibilities depend on the organization's structure and policies
- Responsibilities also determined if the organization is a DOE M&O Laboratory or DOE/Federal Agency

Note: Assets being offered to LBNL from an academic institution are routed through LBNL's Sponsored Projects Office and are not considered a "transfer"

#### Procedure

##### **SF122 Transfer Order Request**

- Transfer Order Excess Personal Property (SF122) is received by LBNL Property Management Core Team Property Specialist (Transfers) from Originating Organization
- Property Specialist (Transfers) checks to see if there is an existing Borrow (Loan) associated with this transfer
- If YES, Property Specialist (Transfers) determines if ALL assets associated with the Borrow are included in the Transfer Order (if so, this may result in the closing/completion of the Borrow)

##### **Property Management Transfer Request**

- Property Specialist (Transfers) sends an email, with a link to the Property Management website to download a blank Property Management Transfer Request form, to the LBNL Requester (intended Property Custodian) for the asset(s), asking if they would be agreeable with accepting the administrative transfer, with copy to Division Property Representative
- If YES, Requester completes the Property Management Transfer Request form, including "justification", and returns it to the Property Specialist (Transfers)

##### **High Risk Evaluation**

- A copy of the SF122, and any accompanying documentation, is submitted to the High Risk Manager for review
- Reviews property against the Nuclear Suppliers Group's Trigger List, the Dual-Use List and the Department of State Munitions List, providing high risk determination for listed property
- Identifies special requirements, notifications, and/or approvals for all property meeting high risk category, as appropriate
- Ensures an Export Restriction Notice is included as part of the documentation
- Provides High Risk approval or disapproval on the Request for High Risk Review form
- When complete, forwards all documentation to Property Specialist (Transfers) for continued processing



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#### LBLN Property Manager Signature

- Property Specialist (Transfers) assembles Transfer Order (SF122), Property Listing (if applicable), Property Management Transfer Request, High Risk Review, and any other relevant documentation
- Property Specialist (Transfers) submits Transfer Order package to LBNL Property Manager for review and signature
- If approved, Transfer Order (SF122) is signed by LBNL Property Manager

#### Originating Organization Property Manager Signature:

- Signed Transfer Order (SF122) is sent back to Originating Organization's Property Management Specialist (via fax or email)
- Transfer Order is signed by Originating Organization's Property Manager
- Copy of the counter-signed/completed Transfer Order is provided to Property Specialist (Transfers) from Originating Organization's Property Specialist
- Property Specialist (Transfers) sends email to LBNL Requester and Division Property Representative with status of Transfer Order, along with copy (scanned PDF) of completed Transfer Order for their records
- Property Specialist sends any removed property identification back to Originating Organization's Property Management Specialist

#### Asset Verification / LBNL Property Tagging / Sunflower AMS

- Property Specialist (Transfers) sends an email requesting the specific location(s) of the asset(s) for physical verification (and possible tagging) purposes to the Requester, with copy to Division Property Representative
  - Requester and/or Division Property Representative provides specific location(s) of asset(s) to Property Specialist (Transfers)
- IF assets meet LBNL Property tagging criteria, Property Specialist (Transfers) completes Equipment Receival form(s) for each applicable asset
  - Equipment Receival form(s) is submitted to Property Specialist (Tagging/Sunflower)
- Property Specialist (Tagging/Sunflower) schedules appointment with Requester for a physical verification and tagging of any sensitive and/or capital assets
- Physical verification and tagging is performed
- Property Specialist (Tagging/Sunflower) creates new records in Sunflower AMS for all newly tagged assets associated with Transfer Order
  - Property Specialist (Transfers) verifies asset(s) are in Sunflower with new LBNL property tag(s)

Note: If assets are already located at LBNL (e.g. Borrow), this process will take place prior to submitting Transfer Order to LBNL Property Manager for review and signature

#### Forms

Property Management Transfer Request

LBLN High Risk Review

Transfer Order Excess Personal Property (SF122) (includes Export Restriction Notice)

Equipment Receival

- Property Management website: [http://www.lbl.gov/Workplace/CFO/pro/property/prty\\_forms.html](http://www.lbl.gov/Workplace/CFO/pro/property/prty_forms.html)

#### Reports

No formal reports