



LBLN Property Management Procedure

Borrowing Personal Property for Use

Owner

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

Overview of the Process

LBLN may borrow personal property from facilities within the DOE complex, federal, state or local government agencies, and other organizations as required to accomplish its mission. The formal process is typically preceded by informal discussions between organizations at the PI or staff level. The process may be initiated by any employee after obtaining the appropriate division approval. Property Management utilizes the loaning organization's documentation (loan form) to establish the borrow file. The division borrowing the personal property is responsible for managing, tracking and controlling it until it is returned to the lender. Safety is a prime consideration when property is borrowed from another organization. Review and approval by the division's safety coordinator is required prior to its use.

It is common practice for Laboratory staff to borrow and test equipment from vendors. This type of arrangement is not considered a "borrow for use". Borrows for testing are managed entirely within the division arranging making the transaction and do not require the approval from or notification to Property Management. Please see our procedure governing Borrow for Testing.

Regulations:

- Department of Energy Order 580.1, CRD, Section 2. b., Borrowing Personal Property
- LBNL Personal Property Policy Manual, Section 16.2
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

Definitions:

- Borrow For Use: to obtain personal property for the purpose of using it in pursuit of the Laboratory's mission without support, interaction or collaboration from the lender and without obligation of any kind to the lender except the return of the property.
- Requester: the individual initiating the borrow
- Limited Liability: the circumstances under which the Laboratory will accept financial recourse by the lender for damage to borrowed property as spelled out in the Borrow Agreement.

Roles:

- Property Management-develops the internal policy and procedure
- Divisions implement Laboratory policy
- Custodian/Requester-initiates the process
- ES&H conducts safety review
- Property Representative-provides support to the Custodian/Requester

Responsibilities:

Property Representative:

- Provides support to the requester
- Tags borrowed property with Property of Others stickers
- Removes Property of Others stickers when borrowed property is returned



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Custodian/Requester:

- Provides information to loaning organization sufficient to compete loan documents
- Notifies Property Management when property has been received
- Assures that ES&H has reviewed and cleared borrowed property prior to installation or use at the Laboratory
- Requests extension to borrow when necessary 90 days prior to expiration
- Notifies Property Management when property is being returned

Division:

- Authorizes the borrow of personal property
- Manages, tracks and controls the borrowed property until returned to lender
- Returns borrowed property promptly upon expiration date or recall by lender

ES&H:

- Reviews all borrowed property prior to being placed into use
- Determines if electrical property has been listed or accepted by a Nationally Recognized Testing Laboratory (NRTL). If not, the property may not be used until it has been inspected and accepted by the LBNL AHJ (Authority Having Jurisdiction)

Property Management:

- Reviews loaning organization's loan form for completeness
- Property Manager signs the loan form, officially approving the borrow
- Establishes borrow file using lending organization's documentation (loan form)
- Reviews borrows for use annually
- Verifies that borrowed property has been returned and closes borrow file

Procedures:

Borrowing Property for Use:

- Requester provides information to lending organization necessary to complete loan document
- Property Management receives loan document from lending organization, signs, and returns it to lending organization
- Requester calls the lender to make shipping arrangements
- When the property arrives, the Property Representative tags it with Property of Others sticker
- Requester calls for safety review prior to placing into use
- The Property Representative monitors the status of borrowed property and advises the Requester 90 days in advance of the borrow expiration date
- The requester may request an extension of the borrow by sending an email to Property Management identifying the loan number and copying the division Property Representative
- If an extension is requested, the Property Representative must inventory the property and verify its location
- When borrowed property is returned to the lender, the Requester advises the Property Representative and provides a copy of the shipping document to Property Management
- The Property Representative removes the Property of Others stickers
- Property Management will close the Borrow file

Forms:

DOE F 4420.2 Personal Property Loan Agreement



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Reports:

Title:	Open Borrow Report
Information Displayed:	List of open Borrows for Use agreements as of the date of the report along with the expected termination date.
Purpose of the report:	Identify and review Borrows that have exceeded their termination dates to determine whether <ol style="list-style-type: none">1) property <u>has been</u> returned to the lender and the agreement should be closed;2) property <u>should be</u> returned to the lender and the agreement closed; or3) the agreement should be extended.
Recipient(s):	Internal to Property Management Group
Frequency:	Annually, as of October 1