



LBLN Property Management Procedure

High Risk

Owner

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

Overview of the Process

High Risk personal property requires exceptional control and disposal due to its potential impact on public health and safety, the environment, national security interests, or proliferation concerns.

High Risk personal property shall be identified and controlled in order to protect the public, employees, and the environment and to advance the national security and the nuclear nonproliferation objectives of the U.S. Government. In no case shall property be transferred, disposed of, or released to the public unless it receives a High Risk assessment and is handled accordingly.

LBLN is responsible for managing and controlling Government-owned High Risk personal property in an efficient manner. Property identified as High Risk when it is received at the Laboratory is so noted in the Sunflower asset management database. Some High Risk personal property which by its nature cannot be marked—such as stores items and metal stock— is exempt from this requirement.

Regulations:

- Title 41 CFR Subpart 109–1.53—Management of High Risk Personal Property
- Department of Energy (DOE) Order 580.1 Personal Property Management Guide (12/07/05)
- Personal Property Policy Manual Section 18.2 High Risk Property
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

Definitions:

- Especially-Designed or Prepared Property – Equipment and material designed prepared especially for use in the nuclear fuel cycle and described in the Nuclear Suppliers Group Trigger List.
- Export Controlled Property – Property whose export is subject to licensing by the U.S Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorization by the U.S. Department of Energy.
- Nuclear Weapon Components or Weapon-Like Components – Parts of a whole war reserve nuclear weapon systems, joint test assemblies, trainers, or test devices, including associated testing, maintenance, and handling equipment, or items that simulate such parts.
- Proliferation-Sensitive Property – Nuclear-related or dual-use equipment, material, or technology as described in the Nuclear Suppliers Group Trigger List and Dual-Use List, or equipment, material or technology used in the research, design, development, testing, or production of nuclear or other weapons.
- High Risk Property at LBNL – Assets, in Sunflower, that have an “H” in the Flag field
- Dual-Use Property – Equipment, components, material or technology that can be and is useful in the production of fissile materials, or in the research design, testing or production of nuclear weapons. Dual-use property may be sold to the general public.



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Roles:

- Custodian/Requestor
- Divisional Property Representatives
- Excess Personnel
- Excess Lead
- Property Management (Specialist)
- High Risk Manager

Responsibilities:

Custodian/Requestor:

- Will not relocate High Risk property without prior approval from the High Risk Manager

Division Property Representative:

- Become familiar with High Risk property in their division

Excess Personnel:

- Receive excess property, reviewing documentation for identification of High Risk property
- Segregate property considered High Risk or not appropriate for release to the public during a continued evaluation and processing period
- Coordinate disposal of High Risk property with the Excess lead and subject matter experts
- Conduct property sales and initiate/coordinate High Risk review documentation for Excess Lead signature
- Ensure an Export Restriction Notice is included as part of the disposition documentation

Excess Lead:

- Review all property items against the Nuclear Suppliers Group's Trigger List, the Dual-Use List and the Department of State Munitions List prior to disposition
- Determine appropriateness and/or method of destruction
- Coordinates with the High Risk Manager – Property Management on the destruction of any trigger list items to ensure that the proper destruction procedures are followed and, as needed, on all disposal actions for High Risk property
- Provide High Risk approval or disapproval for property dispositions under donations, gifts, excess transfers, grants and sales
- Ensure an Export Restriction Notice is included as part of the disposition documentation for all Excess disposals

Property Management Specialist – Property Management:

- Run and review ASMN6075 Inventory Asset Initial Events report on a weekly basis
- Identify assets that are High Risk and notates Sunflower record with "H" flag
- Ensure an Export Restriction Notice is included as part of the disposition documentation for all Property Management retirements



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High Risk Manager – Property Management:

- Review and provide High Risk determination for property provided under loans, subcontracts, transfers and abandonments
- Identify special requirements, notifications, and/or approvals for items meeting High Risk categories, as appropriate
- Ensure that destruction of Trigger List items meet the applicable requirements, unless an exemption is approved
- Obtain Office of Science approval for exceptions to the “Presumption of Destruction” when considering transfer to another Government Agency and/or when considered in the best interest of the Government

Procedure:

Identifying High Risk Property

- New asset is procured
- Property Management receiving specialist will run and review ASMN6075 Inventory Asset Initial Events report on a weekly basis
- Identify assets that are High Risk and notates Sunflower record with “H” flag
- Open Sunflower
 - In the MGMT module select “Maintain Inventory Asset”
 - Enter DOE# in DOE# field
 - Double click on Flag field
 - Select “H” for High Risk
 - Save

Transfers, Loans and Subcontracts (Property Management)

Requester:

- Complete appropriate request forms as required by Property Management
- Provide sufficient information to allow Property Management evaluation of the request
- Sign and forward all request documentation to Property Management

Property Management:

- Review request for completeness
- Ensure an Export Restriction Notice is included as part of the documentation
- If a laser is involved, obtain LBNL Laser Safety Officer’s signature on the High Risk Review form
- If satisfied that the requester’s documentation is accurate and complete, forward to the LBNL High Risk Manager

High Risk Manager:

- Review property against the Nuclear Suppliers Groups Trigger List, the Dual-Use List and the Department of State Munitions List, providing High Risk determination for listed property
- Identify special requirements, notifications, and/or approvals for all property meeting High Risk category, as appropriate
- Provide High Risk approval or disapproval on the Request for High Risk Review form, when complete, forward all documentation to Property specialist for continued processing
- Ensure an Export Restriction Notice is included as part of the documentation



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Excess Dispositions (Facilities)

Custodian/Requestor:

- Obtain approval from High Risk Manager for approved transport to Excess
- Complete the Equipment Movement Tag for property to be excessed
- Submit completed documentation and property to the Excess Turn-in Center

Excess Turn-in Center:

- Receive property and conduct initial High Risk evaluation based on documentation provided by the requester
- For property considered High Risk or not appropriate for release to the public, segregate property for continued evaluation and processing
- Seek advice from subject matter experts and the LBNL High Risk Manager to determine level of sensitivity and/or High Risk category
- After appropriate method of disposition has been determined (i.e. demilitarization, destruction, scrap etc.), proceed with disposal activity in coordination with the Excess lead
- For property that has been reviewed and released for disposal forward the request for High Risk Review to the Excess lead
- If a laser is involved, obtain LBNL Laser Safety Officer's signature on the High Risk Review form

Excess Lead:

- Provide support and High Risk determination for property received into the Excess Turn-in Center, as requested
- Coordinate demilitarization and destruction efforts with the Excess Turn-in Center for property determined to be High Risk and requiring special handling
- Sign requests for High Risk Review, as appropriate
- Ensure that an Export Restriction Notice is included as part of the disposition documentation

Export Restriction Notice

The use, disposition, export and re-export of this property are subject to all applicable U.S. laws and regulations, including the Atomic Energy Act of 1954, as amended; the Arms Export Control Act (22 U.S.C. 2751 et seq.); the Export Administration Act of 1979 (560 U.S.C. Append 2401 et seq.); Assistance to Foreign Atomic Energy Activities (10 CFR part 810); Export and Import of Nuclear Equipment and Material (10 CFR part 110); International Traffic in Arms Regulations (22CFR parts 120 et seq.); Export Administration Regulations (15 CFR part 730 et seq.); Foreign Assets Control Regulations (31 CFR parts 500 et seq.); and the Espionage Act (37 U.S.C. 791 et seq.) which among other things prohibit:

- a. The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property; and
- b. Any use or disposition, export or re-export of the property which is not authorized in accordance with the provisions of this agreement



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Forms:

High Risk Review (Internal to Property Management)

Reports:

Title:	Sunflower ASMN6075 Inventory Asset Initial Event
Information Displayed:	New assets entered into Sunflower during a defined time period.
Purpose of the report:	To review new purchases for high risk property
Recipient(s):	High Risk Manager
Frequency:	Weekly