



LBLN Property Management Procedure Loans

Owner

Policy - Property Management-Property Manager

Procedure - Property Management-Property Manager

Process - Property Management-Property Specialist

Overview of the Process

The Laboratory may loan personal property to other entities to support research, studies and other efforts that benefit the Laboratory and the borrower. Domestic Loans may be made for a period of three years with an opportunity for one renewal if justified, foreign loans for a period of five years. During the period of the loan, the borrower assumes financial responsibility for the property. Property on loan is subject to Laboratory inventory requirements and must be returned to the Laboratory at the conclusion of the loan period unless otherwise approved by the Property Manager. Property shipped out on loan and being returned to the Laboratory is done so at the expense of the borrower.

Regulations:

- Department of Energy Order 580.1, CRD, Section 2.c., Loaning Personal Property
- LBNL Personal Property Policy Manual (10/01/07), Section 13.0 Property Loans
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

Some Loan Cans and Cannots

- Only the custodian of record can loan property
- Property shall not be procured for the purpose of loaning it
- Property shall not be retained for the purpose of loaning it
- Property may be loaned to organizations not individuals
- Property on loan is subject to all inventory requirements
- Property may not be shipped until the loan is approved
- Property must be returned to the Laboratory at the expiration of the loan

Definitions:

Not Applicable

Roles:

- Property Management - Reviews and approves all loan requests
- Requester (Custodian of Record) - Initiates the loan process
- Property Representative - Provides support to the Requester

Responsibilities:

Property Representative:

- Provides assistance to the Requester in putting the loan request package together
- Maintains a copy of the loan request package
- Maintains a copy of the Approved Loan Notification from Property Management
- Updates location and adds Loan Agreement # to 3rd Structure in Sunflower for assets on loan
- Assures accountable property on loan is inventoried
- Scans assets upon return to the Laboratory
- Updates location and removes Loan Agreement # from 3rd Structure in Sunflower for assets returned to the Laboratory



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Custodian/Requester:

- Completes the Request for Loan Agreement
- Provides
 - Program justification for making the loan
 - Supporting statement from Division Director or Business Manager for making the loan (email is acceptable)
 - Loan Equipment List
 - Written support from DOE Headquarters Program Manager (if foreign loan)
 - Written concurrence from LBNL Export Control Officer (if foreign loan)
- Ensures property is not shipped until loan is approved
- Prior to terminating employment with the Laboratory
 - Closes loan and recalls all property to LBNL, or
 - Has property reassigned to new custodian
 - Provides new custodian all pertinent files/information on loan
 - Notifies Property Representative, Property Management and Borrower of the change
 - FAILURE ON THE PART OF THE REQUESTER TO MAKE SUCH NOTIFICATION WILL RESULT IN PROPERTY MANAGEMENT RECALLING THE PROPERTY TO LBNL AND CLOSING THE LOAN
- Requests extension of loan, if appropriate, 90 days in advance of expiration
- Assures property is returned to the Laboratory at the conclusion of the loan

Property Management:

- Reviews Request for Loan Agreement and supporting documentation
- Conducts High Risk review
- Completes the Personal Property Loan Agreement, 4420.2, and provides to Borrower for signature
- Prepares the Loan Package
- Property Manager approves the Property Loan Agreement, 4420.2
- Prepares Loan Package cover letter
- Submits the Loan Package to DOE for approval
- Sends Approved Loan Notification to Property Representative, Requester and Borrower
- Enters the loan into the Sunflower Agreements Module
- Notifies Property Representative, Requester and Borrowing Entity 90 days in advance of expiration date
- Verifies the return of all accountable property to the Laboratory
- Sends Loan Closeout letter to Borrowing Entity with copy to Property Representative and Requester
- Removes the loan and assets from the Sunflower Agreements Module

Procedure:

- The requester initiates the loan process by completing and submitting the Request for Loan Agreement, with Program justification, supporting statement from Division Director or Business Manager, (and, if foreign loan, written support from DOE Headquarters Program Manager and written concurrence from LBNL Export Control Officer), to Property Management
- The Property Specialist reviews the Request for Loan Agreement and supporting documentation for completeness, returning it to the requester if not complete.
- If the form and supporting documentation is complete the Property Specialist ensures the High Risk review is conducted and includes the High Risk Review form in the Loan Package
- The Property Specialist ensures an Export Restriction Notice is included in the package
- The Property Specialist completes the Personal Property Loan Agreement, DOE F 4420.2 and sends it along with the Loan Agreement Property Listing to the Borrowing Entity for signature



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- If the signed agreement is not returned within 10 working days Property Specialist will follow up with the Borrowing Entity
- Upon receipt of the signed Loan Agreement the Property Specialist prepares the Loan Package for final review and signature by the Property Manager
- The Property Manager reviews the Loan Package, signs off on the 4420.2 and delivers the documents to the DOE Berkeley Site Office
- The Site Office has 21 calendar days to review and approve or reject the Loan Package
 - If this is a foreign loan, Site Office will route the Loan Package to Chicago Operations Office for review and approval
- Upon receipt of the approved Loan Package, evidenced by the signature of the Contracting Officer (CO), or if a foreign loan, the signature of the Organizational Property Management Officer (OPMO), the Property Specialist shall:
 - Send the Loan Approval Notice to the Requester, with a copy to the Borrowing Entity and the Property Representative, including a copy of the approved Loan Agreement and Loan Agreement Property Listing
 - Set up the official loan file
- The Property Specialist enters the Loan Agreement and accountable assets into the Sunflower Agreements Module
- The Property Specialist adds the Loan Agreement to the Open Loan Workload Status Report
- The Property Specialist files the official loan file in the "Open Loans" file drawer
- The Property Specialist conducts an annual Loan Self Assessment during the month of March to be completed by March 31 and reports to the Property Manager on the following:
 - the status of all open loans
 - reconciles all hard copy files to Agreements Module
 - reconciles all assets on loan to Agreements Module
 - condition of the loan files
- The Property Specialist sends a notification letter to the Property Representative, copying the Requester and the Borrowing Entity, 90 days in advance of loan expiration, advising them of the approaching expiration date
- The Property Specialist at loan expiration sends another notification letter to the Borrowing Entity, copying the Requester and Property Representative, directing the return of the assets to the Laboratory
- The Property Representative will scan all accountable assets as they are returned to the Laboratory
- The Property Representative will update the location field and remove Loan Agreement # from 3rd Structure in Sunflower for each asset as it is returned
- The Property Representative will advise the Property Specialist when all loaned assets have been returned and scanned
- The Property Specialist will verify that items have been scanned, location change has been made, and Loan Agreement # removed from 3rd Structure in Sunflower
- The Property Specialist will send the Loan Closeout letter to the Borrowing Entity advising them that all assets have been returned to the Laboratory and the loan is officially closed, copying the Requester and the Property Representative
- The Property Specialist will remove the loan and the assets from the Sunflower Agreements Module



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- The Property Specialist will remove the loan from the Open Loan Workload Status Report and add it to the Closed Loan Workload Status Report
 - The Property Specialist will review the official loan file, making sure all forms, documents and correspondence for the life of the loan are included.
 - The Property Specialist will file the official loan file in the "Closed Loans" file drawer

Forms:

Request for Loan Agreement

Personal Property Loan Agreement, DOE F 4420.2

Loan Agreement Property Listing

Export Restriction Notice

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

Reports:

Annual Loan Status Report - An annual report prepared by the Property Management Group and provided to Business Managers and Division Property Representatives showing information on their respective active loans

Open Loan Workload Status Report - Real time spreadsheet showing all open loans

Closed Loan Workload Status Report - Real time spreadsheet showing all closed loans