



Department of Energy
San Francisco Operations Office
1301 Clay Street
California, California 94112-5213

Attachment V.3

To: Shearn

MAY 10 1994

Mr. Rodney M. Fleischman
Associate Laboratory Director
for Administration
Lawrence Berkeley Laboratory
University of California
One Cyclotron Road, MS-50A/5131
Berkeley, CA 94720

Subject: Collection of Miscellaneous Fees from Users of Laboratory Facilities

Dear Mr. Fleischman:

Promoting industrial competition and economic growth is an important mission of the Department. Making Department facilities available to private organizations for research contributes to this mission and the Department recognizes LBL's efforts in this area.

I would like to take this opportunity to summarize departmental policies concerning user fees as collecting appropriate fees from users is an important financial objective.

The Office of Management and Budget issued a revised OMB Circular A-25, **User Charges**, in July 1993. The Circular addresses both fees for government services and sale or use of Government property. I am enclosing a copy for your reference. DOE Order 2110.1A as revised May 18, 1992, **Pricing of Departmental Materials and Services**, also provides guidance in determining user fees as well as **Work for Others**.

Chapter III of the Order provides exceptions to full cost recovery including exceptions for use of Office of Energy Research Facilities. Full or partial costs for use of Designated User Facilities may be waived, provided such costs are appropriately charged to the benefiting DOE program.

However, when users are properly assessed fees, LBL must apply the same requirements as would apply to **Work for Others**, including:

- written agreements which include an estimate of the fees and a user's commitment to pay;

- transactions shall be recorded and reported under Contract SF00098;
- funding is available and provided to the Laboratory under Program WNO202;
revenues are recorded in BNR ZN0202;
- *-- fees shall be collected in advance and deposited to the U.S. Treasury.

Please address questions or comments to Maria Tice, 637-1534, or Douglas Low, 637-1570.

Sincerely,


Camille Yuan-Soo Hoo
Field Chief Financial Officer

Enclosure