Materials and Property, Excess

BRIEF

Policy Summary
When government property is deemed “excess” to the needs of the property custodian and the division, the property is sent to Excess. Upon receipt at Excess, the property is made available for reutilization to Berkeley Lab employees, Department of Energy (DOE) agencies, other federal government contractors, educational institutions, and nonprofit organizations.

Who Should Read This Policy
This policy applies to Berkeley Lab employees responsible for determining the status of Laboratory property and equipment no longer needed by any division or the individual user.

To Read the Full Policy, Go To:
The POLICY tab on this wiki page

Contact Information
Property Manager

POLICY

A. Purpose
This policy provides Lawrence Berkeley National Laboratory (Berkeley Lab) employees with guidance on excessing government property. Property that is deemed “excess” to the needs of the property custodian and the division is sent to Excess.

B. Persons Affected
This policy applies to Berkeley Lab employees responsible for determining the status of Laboratory property and equipment no longer needed...
by any division or the individual user.

C. Exceptions

Not applicable

D. Policy Statement

Per DOE Order 580.1 A., the Laboratory is required to submit reportable DOE excess personal property for Departmental reutilization using the Energy Asset Disposal System (EADS).

Laboratory employees, with the exception of Property Reuse personnel, can participate in the same competitive sales process (sealed bid/bid-for-assets Internet sales) to acquire government personal property as the general public, provided employees warrant in writing prior to award that they have not directly or indirectly (1) obtained information not otherwise available to the general public, (2) participated in the determination to dispose of the property, (3) participated in the preparation of the property for sale, or (4) participated in the determination of the method of sale.

The Property Reuse function also processes scrap metal for sale to an awarded contractor. The process for the sale of scrap metal is included as part of this procedure.

E. Excess Process

1. The Requestor determines the equipment is "excess" to the needs of his or her division.
2. The Requestor determines that the equipment is clean of all hazards and liquids.
3. The Requestor arranges transportation of the equipment to Excess.
4. The Property Specialist checks that all un-encapsulated liquids have been drained from the equipment.
   a. The Property Specialist returns the equipment to the Requestor if he or she is unable to determine this or if un-encapsulated liquids have not been drained.
   b. The Property Specialist determines working condition and assigns an assets condition code to the equipment.
5. The Property Specialist determines if the equipment is "reportable" or "non-reportable" through entry into GSA Excess, which evaluates equipment based on the following:
   a. Condition code.
   b. Original acquisition cost.
   c. Federal Supply Classification Code.
6. The Property Specialist places reportable equipment in the screening area.
7. If the equipment is non-reportable, the Property Specialist:
   a. Removes the DOE tag and places the tag on the appropriate disposal sheet.
   b. Disposes of the equipment through the appropriate process.
8. The Property Specialist enters all DOE-tagged assets into the Excess module in Sunflower and verifies DOE-tagged equipment is still active in Sunflower.
   a. If an asset comes into Excess with a DOE number that has been previously retired, the DOE# will be reactivated.
9. The Property Specialist manages and monitors the federal screening process to determine if equipment is reportable. He or she:
   a. Enters equipment information into the federal screening system GSAXcess.
   b. Enters equipment information into the federal screening section when equipment has completed DOE screening.
   c. Facilitates the transfer or donation of equipment selected by another entity from the federal screening process.
10. The Property Specialist determines the appropriate disposal process, once the equipment has completed screening and has not been selected in the federal screening process.

F. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Berkeley Lab Employee (Requestor)</td>
<td>• Determines the equipment is &quot;excess&quot; to the needs of his or her division</td>
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<tr>
<td></td>
<td>• Determines that equipment is clean of all hazards and liquids</td>
</tr>
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<td></td>
<td>• Arranges transportation of equipment to Excess</td>
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</table>
Property Excess Specialist
- Determines all un-encapsulated liquids have been drained from the equipment:
  - Returns to the Requestor if he or she is unable to determine this or un-encapsulated liquids have not been drained
- Determines working condition and assigns an assets condition code to the equipment
- If the equipment is not in working condition:
  - Removes the DOE tag and places it on an appropriate disposal sheet
  - Disposes of equipment through the scrap sale process
- Enters all DOE-tagged assets into the Excess module in Sunflower
- Monitors the federal screening process:
  - If equipment is in working condition:
    - Enters equipment information into the federal screening system GSAXcess
    - Facilitates the transfer or donation of equipment selected by another entity from the federal screening process
  - Determines the appropriate disposal process, once equipment has completed screening and has not been selected in the federal screening process

Property Management
- Directly oversees Excess

G. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Energy Asset Disposal System (EADS)</td>
<td>A module contained within DOE/GSA</td>
</tr>
<tr>
<td>Excess Property</td>
<td>Supplies, materials, and equipment no longer required for the needs of the Laboratory</td>
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</tbody>
</table>

H. Recordkeeping Requirements

Records that are generated as a result of implementing policy requirements must be maintained in accordance with the records-retention requirements outlined in the Requirements and Policies Manual (RPM) and Berkeley Lab implementing documents.

I. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>N/A</td>
<td>Property Management Procedure – Excess Process</td>
<td>Procedure</td>
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<tr>
<td></td>
<td>Energy Asset Disposal System (EADS – GSA – ERLE – CFL)</td>
<td>System</td>
</tr>
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</table>

J. Contact Information

Property Manager

K. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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</table>

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.
Minor updates made throughout policy during periodic review; removed procedural items covered by Property Procedures. Moved from the Shipping and Receiving policy area under the Facilities Management section.