Property Tagging

BRIEF

Policy Summary

Whenever practical, Berkeley Lab shall identify and tag government personal property as U.S. Government Property or U.S. DOE Property upon physical receipt or as early as reasonably possible after physical receipt. To the extent possible property, items will be received in the Receiving Department or at an officially designated forward delivery location. Property tagging will be completed as part of the official receiving function for accountable and administratively controlled property.

Who Should Read This Policy

This policy applies to divisional requesters, Procurement, Property Management, Facilities, Berkeley Lab Central Receiving, Joint Genome Institute (JGI) Central Receiving, Transportation, and the Information Technology (IT) Division.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page ®

Contact Information

Property Manager

POLICY

A. Purpose

This policy describes the requirements for the receipt and tagging of material that meets the established DOE tagging criteria that is shipped to Berkeley Lab and purchased through the eProcurement (ePro)/Procurement Card (Pcard) or eBuy systems.

B. Persons Affected

Divisional requesters, Procurement, Property Management, Facilities, Berkeley Lab Central Receiving, Joint Genome Institute (JGI) Central Receiving, Transportation, and the IT Division. These groups work together to ensure that all Berkeley Lab property is received, tagged, and documented per Department of Energy (DOE) and Property Management requirements.

C. Exceptions

Not applicable

D. Policy Statement
1. **General**
   1. Material arriving at Berkeley Lab Central Receiving or JGI Central Receiving that meets the DOE established tagging criteria must be identified and tagged as U.S. Government Property or U.S. DOE Property. Berkeley Lab Central Receiving and JGI Central Receiving personnel must enter all information associated with a received asset into the Property Management database.
   2. Non-government property will be evaluated by Property Management and tagged as “Property of Others” when appropriate.

2. **Property Tagging Criteria.** Property tagging requirements vary by the property category. Property will be tagged and tracked based on the criteria below:
   1. **Controlled Property (Equipment)** meeting the following criteria will be individually tagged.
      1. Functionally complete, non-expendable assets that retain their identity and are not intended to be incorporated into another asset
      2. Have an acquisition cost of $10,000 or greater
      3. In addition, Personal property with an original acquisition cost of $500,000 or greater will be classified as Capital Property
   2. **Attractive Property.** Berkeley Lab has identified drones, laptops, desktops, tablets, servers, and radios as Attractive Property. These items will be individually tagged regardless of acquisition value.
   3. **Sensitive Property.** Precious metals and controlled substances will be tracked regardless of acquisition value.

**E. Roles and Responsibilities**

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<th>Responsibility</th>
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| Procurement                   | • Reviews ePro-generated requisition to determine whether item requested meets established DOE established tagging criteria  
                                 | • Ensures the DOE Tag field in PeopleSoft ePro is checked                                      |
| Central Receiving Material Handler | • Off-loads courier and freight deliveries  
                                 | • Performs a “Receive Scan” to verify delivery package counts                                   
                                 | • Performs receipt of controlled and high-value items when applicable                          
                                 | • Ensures that a DOE Property Tag is affixed to all material that meets established DOE tagging criteria except for items that require tagging in the field  
                                 | • Enters all required property information into PeopleSoft                                      
                                 | • Scans material into the iBox tracking system                                                  
                                 | • Creates and maintains hard copies of packing slips at receipt location containing PO information |
| Central Receiving Material Specialist | • Is the prime point of contact for Central Receiving                                             
                                 | • Determines disposition of material and paperwork when error/damage has been observed         
                                 | • Provides guidance and direction to material handlers                                          
                                 | • Coordinates with Transportation personnel to deliver nonroutine items                        
                                 | • Performs all duties assigned to Central Receiving material handlers                           |
| Sr. Material Specialist       | • Receiving, Property Tagging                                                                     |
| Logistics Supervisor          | • Provides line management to the Receiving, Transportation, and Shipping functions             
                                 | • Ensures staff compliance with all Berkeley Lab, DOE, and DOT requirements                   |

**F. Definitions/Acronyms**

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<tr>
<th>Term</th>
<th>Definition</th>
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| Attractive Property | Property that is highly portable, easily converted to personal use, and is more susceptible to theft than other equipment. Attractive property must be barcoded and is subject to Laboratory inventory requirements. The property listed below is considered "attractive property," regardless of its acquisition cost:  
- Desktops (workstations)  
- Drones  
- Laptops  
- Radios (two-way)  
- Servers  
- Tablets (iPad, Kindles, etc.) |
| Controlled Property | Functionally complete, non-expendable assets that retain their identity and are not intended to be incorporated into another asset, and have an acquisition cost of ≥ $10,000 |
| eBuy | The Laboratory's electronic commerce ordering system for purchasing low-value catalog items. eBuy allows Laboratory personnel to purchase items directly from a supplier's Web catalog. |
| eProcurement (ePro) | An online ordering source that is part of the PeopleSoft/Oracle Financial Management System (FMS) and is used for processing the Laboratory's purchases via the Procurement Department. |
| iBox Tracking System | The barcode scanning program used by Receiving personnel to document the receipt of all material arriving at the Berkeley Lab Receiving dock. This receipt process is called "sorting."

### G. Recordkeeping Requirements

None

### H. Implementing Documents

None

### I. Contact Information

Property Manager

### J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
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<td>1/2/2012</td>
<td>0</td>
<td>L. Chen</td>
<td>Rewrite for wiki (brief)</td>
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<td>9/16/2015</td>
<td>1.1</td>
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<td>Minor updates made throughout policy during periodic review</td>
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<td>D. McFann</td>
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### Document Information

**DOCUMENT INFORMATION**

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<tr>
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<th>Property Tagging</th>
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<tbody>
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Source Requirements Documents

- Code of Federal Regulations, Title 49, Transportation, Parts 100-1699, Other Regulations Relating to Transportation
- Berkeley Lab Property Manual (PUB-3032)
- Personal Property Policy Manual, Section 3.1, Receiving and Property Tagging

Implementing Documents

None