Quick Guide to Managing Physical Biosciences Division Property

ACTION	PROCESSES AND PROCEDURES
Use and Maintenance	• Custodians/users assigned to Berkeley Lab Property are required to follow Berkeley Lab Property Management Policy & Guidance. • Custodians/Users must take reasonable measures to properly use and safeguard property against theft, loss, destruction, and damage. • Management may deem Custodian/User be held financially responsible for repair or replacement of property that is lost, damaged or stolen as a result of their willful misconduct or gross negligence with assigned property.
Lost, Stolen, or Damaged	• Lost, stolen or damaged items must be reported to PBD Property. • If stolen, a report must be made with the local police where the incident occurred. • Lost or stolen laptops and external hard drives must be reported to IT Security, and to LBNL Security: 510-495-2904. • The custodian must submit a Property Retirement Form to Berkeley Lab Property Management.
Returns, Exchanges, Upgrades, or Trade-ins	• Contact PBDPurchasing@lbl.gov to find the **Purchase Order (PO)** and Berkeley Lab Buyer associated with the property that will be returned/exchanged. • Work with the Berkeley Lab Buyer to obtain a Return Merchandise Authorization (RMA) or Return to Vendor (RTV) from the Vendor. • Send property back through NetShip **OR** for Vendor pick-up: A) Complete a Vendor Pick-Up form for the driver to sign when picked up. B) Remove DOE tag and attach it to form. C) Send form to PBD Property (MS: Donner–Room 0201). • Notify PBD Property confirm property will be retired from the LBNL Property System.
Repairs (Out to Vendor)	• Obtain an RMA from the Vendor when a DOE tagged property is sent out for repair. • Update property record in Lab Property Review (LPR). • For Vendor pick-up: A) Complete a Vendor Pick-Up form for driver to sign when picked up. B) Scan and email the signed form to PBD Property. • DOE tag remains on property item if expected to be returned to Berkeley Lab.
Salvage and Storage	• Contact PBD Property for assistance with salvaging or storage of DOE-tagged property. • **DO NOT drop off property at any non-Berkeley Lab salvage facility or e-waste sites.**
Dismantling/Cannibalizing	• Berkeley Lab Property Management **must** approve dismantling/cannibalizing of property. • Once approved, an Inventory Retirement Form (IRF) is submitted to PBD Property for processing. • PBD Property will assist with retiring property and taking dismantled parts to salvage.
PBD Property Pass	• A Division Property Pass is required when property is taken off-site or on travel. • Contact PBD Property to request a form or fill one out online.
Changes	• Report a change of location, custodian, or user of property through the LPR **or** notify PBD Property.
Leaving Berkeley Lab	• Assigned property must be returned to your immediate supervisor or to the Division Office. • Send a report through LPR that you no longer have the property and to whom it was given. • The immediate supervisor of departing staff/guests are responsible for overseeing appropriate transfer of all DOE-tagged property in their possession and advise PBD Property of the changes.

Property Assistance Contacts	Email	Telephone
Nils Nilsson—PBD Property Representative	pbdproperty@lbl.gov	(510) 486-4311 (510) 486-7080 (Fax)
David McFann – Senior Property Specialist	djmcfann@lbl.gov	(510) 486-6679
Nils Nilson—PBD Purchasing Point of Contact	pbdpurchasing@lbl.gov	(510) 486-4311

Quick Access Links	
Forms & Guidelines	Property Management Main Page
Returns/Exchanges	Procurement Returns Center
LBNL Shipping	Facilities NetShip
Filing IT Report	LBNL IT Security
Update Property File	Lab Property Review System