



GOVERNMENT PERSONAL PROPERTY ACKNOWLEDGEMENT FORM

Laboratory Policy P 821 states; All government personal property, that is owned by or leased to the federal government or acquired by the government under the terms of the Prime Contract. This includes both government-furnished government personal property and contractor-acquired government personal property, such as telephones, pagers, computers, fax machines, electronic devices, special equipment, government vehicles, tools, materials, or supplies.

Per P 821, Section 4.10, Laboratory workers are responsible to:

- Safely and appropriately use government personal property.
- Acquire only nationally recognized testing laboratory (NRTL) electrical equipment or obtain electrical safety officer (ESO) guidance and approval for exceptions.
- Submit an [Interior Planning Service Request \(IPSR\)](#) to initiate the furniture procurement process. Submit the IPSR and/or general questions to ipsr@lanl.gov.
- Sign Property Accountability Statements for assigned barcoded government personal property, including when new government personal property is assigned to him/her. Access the statement via the LANL Property homepage.
- Know the location and condition of assigned barcoded government personal property and make it available for inventory and inspection.
- Report in advance any change in barcoded government personal property assignment or location to his/her property specialist.
- Acquire proper documentation before transporting or shipping government personal property from its assigned location.
- Report any unneeded government personal property to the property specialist.
- Report if the government personal property is not safe for public release to the organization’s waste management coordinator.
- Report to the information system security officer (ISSO) or organizational computer security representative (OCSR) for classified information technology equipment.
- Ensure assigned government personal property is safeguarded and contact his/her manager immediately upon discovering problems in a storage area.
- Notify his/her manager and property specialist before dismantling or cannibalizing any government personal property.
- Protect all government personal property, assigned or otherwise, from loss, damage, destruction, or theft, and report immediately if any of these instances do occur via loststolen@lanl.gov.
- Properly and timely report government personal property that is recovered or relocated via loststolen@lanl.gov.

Failure to adhere to Laboratory requirements and procedures for managing government personal property may result in disciplinary action up to, and including, termination.

INSPECTIONS AND SEARCHES

The Laboratory reserves the right to inspect and search vehicles, persons, and personal items entering and leaving any Laboratory area, including leased facilities.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES WITH REGARDS TO GOVERNMENT PERSONAL PROPERTY.

Employee’s Name	Z Number
Employee’s Signature	Date