

# Property

## 2.0

**Effective Date 1/1/99**

## 3.0

### Scope

This policy addresses the management of real and personal property at the laboratory.

## 4.0

### Applicability

This policy applies to all employees of Fermilab, Users and Visitors.

## 5.0

### Policy

Fermilab is committed to maintaining a property management system that efficiently and economically manages and controls property entrusted to its care. The concept of property management at the laboratory is to assign accountability for property to the division, the line management, and the property custodian using the item. Operational details of the property management procedures may be found in the Fermilab Property Manual.