



**Clean Air Status and Trends Network
(CASTNET)**

**Quality Assurance Project Plan
(QAPP)**

Appendix 9

**CASTNET Government Property Control
Standard Operation Procedures**

Revision 4.1

Prepared For:

U.S. Environmental Protection Agency

Prepared By:

MACTEC Engineering and Consulting, Inc.

October 2007

CASTNET



Clean Air Status and Trends Network

Quality Assurance Project Plan

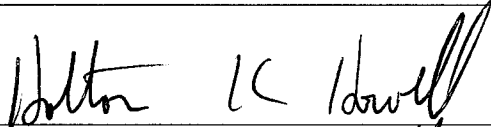
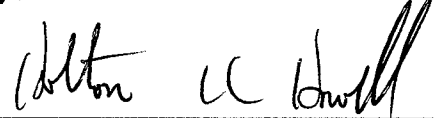
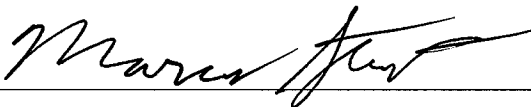
Revision 4.1

Appendix 9:

**CASTNET Government Property Control
Standard Operating Procedures**

October 2007

Government Property Control Standard Operating Procedure

Authorizations		
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Revision/Review History			
Revision No.	Change Description	Date	Reviewed by:
7	Deleted section 11.0 Special Contract Requirements and Procedures Replaced Fig 4.1 and 4.2 Receiving Logs with updated forms Appendix III Procurement Procedures – updated paragraph 4 “GP over” from \$1,501 to \$2,000 and “GP less than or equal to” from \$1,500 to \$1,999. Revised Section 4.3 Tracking Replaced “The logbooks are updated onto the property database on a bi-monthly basis.” With “The property database is updated via the logbooks on a bi-monthly basis.”	7/22/04	MS
8	Updated per July 2004 GCMA Property Audit	1/27/05	MS
9	Updated September 2006 - Sections 4.3 and 9.0	9/26/06	MS

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The intent of these procedures is to control, protect, preserve, and maintain Government Property (GP) in the possession of MACTEC Engineering and Consulting (MACTEC) and its subcontractors.

Acronyms used in this standard operating procedure (SOP) include:

Custodial Property Manager	CPM
Government Property	GP
Government Property Control Procedures	GPCP
Government Property Administrator	GPA
Government Contracting Officer	GCO
Government Project Officer	GPO
Loss, Damage & Destruction	LDD
Plant Clearance Officer	PLCO
Project Manager	PM

1.0 ADMINISTRATION

The Project Manager (PM), or his designee, on each individual contract will act as Custodial Property Manager (CPM) and will be responsible for the administration of the Government Property Control Procedures (GPCP).

2.0 PROCUREMENT

2.1 Contractor Acquired Property

The CPM will have the responsibility for determining the items needed to perform the scope of work set out in the contract and is responsible for property procured under the contract assigned. This shall include screening existing equipment and materials already procured for the contract (including any subcontractors) to avoid unnecessary expenditures. The CPM will then decide whether to rent, lease, or purchase the equipment and/or material using cost and feasibility as the principal decision criteria. Property will be acquired (purchased) in accordance with MACTEC's purchasing procedures (Appendix III). The CPM will complete a purchase requisition and have it approved by another project officer who is familiar with the project (i.e., Project Manager or Division Manager). Upon approval, a serialized purchase order is issued and the order placed with the manufacturer or vendor. The purchase order must reference the specific government project number under which the property will be procured.

2.2 Government-Furnished Property

Government furnished property will be provided as specified by the term(s) of the contract.

3.0 RECEIVING/INSPECTION/IDENTIFICATION

3.1 Contractor Acquired Property

Upon receipt of a shipment the CPM or his designee will verify that the correct item(s) have been received in acceptable condition. Any discrepancies or problems with the shipment will be noted on the receiving report and signed by receiver and shipper (if available). Shipments sent with a Government bill of lading and where carrier liability is indicated, shall have any damages reported by the CPM to the PM and GPA. Damaged items shall be returned to the manufacturer or vendor for replacement. The GPA will be notified immediately by e-mail with a follow up Loss, Damage & Destruction report (see section 7.0) within 5 days. If property is not damaged, the property precedes to be accepted. The CPM will identify each item to a specific category of property (see Appendix I - Property Categories) and assign/affix a GP decal to equipment. The category and decal number will be recorded on the receiving copies next to each item. This will serve to provide the information needed to be included in the property records. Copies of the shipping/receiving report and purchase order will be kept by the CPM. At the end of each month, the CPM and PM itemize equipment onto a cost sheet. This itemized cost sheet is attached to the monthly invoice which is sent to the GPO and PM. This cost sheet is used to update the government property database.

3.2 Government Furnished Property

The shipping document (bill of lading, package slip, transfer of accountability document, etc.) will be matched to the applicable term (s) of the contract describing property to be received. The CPM will verify the shipment as to:

- Contract number
- Delivery Order number
- Project number
- Government identification (ID) number
- Item description
- Quantity
- Condition (see Appendix II)
- Serial number
- Cost

The contractor shall provide a statement of the condition and apparent cause to the property concerning items that are damaged or incorrectly shipped. The GPA will be notified immediately by e-mail with a follow up Loss, Damage & Destruction report (see section 7.0) within 5 days. If the shipment is acceptable, the CPM will sign and date the government shipping document. A receiving/inspection report will be compiled noting any discrepancies or problems with the shipment. This report will also identify

each item to a specific property category and record any decal numbers that have been assigned/affixed to the property as it is received. A copy of the receiving inspection report will be kept by the CPM. When there are discrepancies, a SF364 will be generated and sent to the shipper.

4.0 CONTROL

4.1 Records

GP records will be maintained by the CPM. The GP records will be comprised of a GP folder and a computerized database for each contract. The property folder will be maintained by the CPM and will contain copies of documents (i.e., purchase orders, receiving reports, appropriate government accounting and appropriation data - as specified, maintenance records, move tickets, disposition instructions, etc.). The CPM will be responsible for creating a property database for each contract. This database will contain the following basic information for every item of GP: contract number, item description, serial number, decal number, project number, manufacturer, purchase order number, quantity, condition, current location, model number, date acquired, cost, date received, Superfund (yes/no), inventory performance date, disposition, and comments. This database will be compared to the results of the actual physical inventory in the control phase of the property control system.

4.2 Records of Misdirected Shipments

The following information shall be provided to the PM for each misdirected shipment of GP received: shipping document or bill of lading, origin of shipment, contents of shipment, location, and disposition. See section 3.1 and 3.2.

4.3 Tracking

The tracking of GP is done using the property database. Receiving and Shipping logbooks (see Figures 4.1 and 4.2) and/or site specific inventory sheets (see Figure 4.3) are used for the tracking of GP. The property database is updated via the logbooks on a bi-monthly basis. The site specific inventory sheets are updated by the CPM once the field operation department receives the site calibration paperwork and the inventory sheet is sent to the CPM. The CPM will make appropriate entries in the GP database.

4.4 Inventories

An inventory shall be performed (1) at the beginning of the contract, (2) annually thereafter before the month of September, and (3) at the close of the project.

4.4.1 Start-up Inventory

When a contract is signed, the CPM shall report any existing inventory slated to be used on the contract to the PM, who shall report to the GPO, GCO, and GPA. This inventory would include any items used on a prior project to which a follow-on contract has been issued.

4.4.2 Annual Inventory

At the direction of the PM, an annual wall-to-wall physical inventory of all GP described in the database

for each office shall be conducted by a third party not responsible for either the property record maintenance or having actual custody of the property. The following information is to be included in the inventory: decal number, item description, count, condition, location, date of the inventory, acquisition costs, and initials of the person taking the inventory. The results of the inventory will be given to the CPM for posting and reconciliation to the auditable property folder. These results will be reported to the GPA, GCO, and GPO on the appropriate forms.

Materials will also be reported using this annual inventory form. After completion of said inventory, contractor shall, as a minimum, submit the following to the GPA: (a) a listing that identifies all discrepancies disclosed by a physical inventory, and (b) a signed statement that physical inventory of all or certain classes of GP was completed on a given date and that the official property records were found to be in agreement except for discrepancies reported.

4.4.3 Close-Out Inventory

A contract-specific inventory will be performed upon the completion of government contracts involving the utilization of GP. GP is reviewed in house by the contractor to make sure it cannot be used for other government contracts. The results of this inventory will be forwarded to the PM, GCO and GPO. Upon receiving approval from the GCO, the PM will contact the PLCO so that disposition procedures may be initiated. At the completion of each contract, a signed statement that all GP has been shipped or is disposition will be sent to the GPA, GCO and GPO.

5.0 UTILIZATION/CONSUMPTION

The GP is to be used for authorized purposes only and systems are set up to monitor the utilization and consumption on the contract. Separate file folders for Utilization and Consumption will be made up for each government contract at the time they are awarded. At a minimum, the label will include: contract number and MACTEC project number.

5.1 Equipment

GP will be utilized in accordance with the terms of the contract and only in support of the contract for which it has been authorized. GP will be consigned only to the CPM or his designee. If it is desired that GP be utilized for contracts other than those originally authorized, the PM will obtain written authorization from the Government Contracting Officer. The CPM shall establish minimum usage levels to justify retention of the property. If these criteria are not met, the PM shall be notified to begin disposition procedures.

5.2 Materials

Material will be accounted by creating and maintaining a receipt file; this should assure that they are being used efficiently. Bi-monthly review of the transactions will be done. Consumption will be based on the First In, First Out (FIFO) principle. The CPM shall maintain a material log describing material that has

been consumed in the performance of a government contract. Minimum and maximum levels will be established for material.

6.0 CARE/MAINTENANCE/CALIBRATION

The CPM shall ensure that good housekeeping practices are followed to prevent misuse or maltreatment of GP to assure that GP is returned to the government less fair wear and tear. This may include security measures, normal maintenance, preventative maintenance, or calibration. Records of such maintenance will indicate: dates and times of work performed, description of adjustments and/or repairs, and the name(s) of the personnel performing such tasks. A record of the repairs shall be kept by the CPM or his designee so that it may be included in the GP folders. A maintenance schedule shall be prepared, if the contract requires one, at the onset of the contract and updated to reflect any new procurement. This schedule shall remain in the possession of the field operations manager. When not in use, GP will be segregated in secure and/or temperature-controlled areas to protect it from deterioration, weather, unauthorized removal, pilferage, loss, or damage. These areas will be fenced, locked, and identified by a banner or flag, so that they may be accessed by authorized personnel only.

7.0 LOSS/DAMAGE/ DESTRUCTION

The CPM shall notify the PM in the event of loss, damage, or destruction of any GP in the possession of MACTEC. The CPM will make appropriate entries in the GP records. The CPM will promptly report to the GPA and GPO specific data explaining the nature of the incident. The report shall contain the following:

1. Description of item(s) missing, stolen, damaged, or unreasonably consumed to include condition of the item before it was missing/stolen, Government decal number (if applicable), manufacturer's name, and model number;
2. Date the item was last inventoried;
3. Cost of item and projected cost of repairs, for damaged property;
4. The last time the item was physically seen;
5. The names of individuals who used the item;
6. The names of individuals who had access to the item;
7. The name of the individual who discovered it was missing;
8. The date and time the item was first discovered missing;
9. The actions taken in an attempt to locate the item;
10. Previous similar occurrences and measures taken to prevent future occurrences;
11. Other facts or circumstances relevant to determination of liability and responsibility of repair or replacement.

8.0 DISPOSITION

All GP will be disposed of in accordance with specifications of the contract. Prior to disposal, MACTEC will screen other Government contract requirements. If it is found that the GP in question can be used on other Governments contracts, a formal request to transfer GP from one contract to another will be made through both the gaining contracting officer and the losing contracting officer. If the GP is no longer required, the GP will be promptly reported in accordance with FAR 45.6. An appropriate inventory schedule, SF 1428 or 1432, will be prepared and submitted to the PLCO and GCO concurrently.

With notification from the DCMA, GP will be disposed of in the manner prescribed after the identifying decal has been scraped off. If applicable, (i.e. cost effective) a scrap dealer will be contacted to receive the property.

9.0 SUBCONTRACTOR COMPLIANCE

Subcontractors on MACTEC prime contracts will be required to comply with the property control procedures set forth herein. Annually, the subcontractor will provide the CPM with an inventory of all GP furnished or acquired, in its possession. The CPM will concur with the list of property. The CPM will send an audit check off list to the subcontractor if applicable. The site specific inventory sheets (See Figure 4.3) will be used for the annual inventory of equipment at the site. The CPM will certify the subcontractor once the audit is completed and satisfactory. The GPCP shall be attached to all applicable original subcontract documents and purchase orders. Additionally, FAR subpart 45.5 shall be incorporated by reference in all applicable subcontracts and purchase orders to ensure compliance with regulations regarding management of GP in the possession of contractors.

10.0 REPORTING REQUIREMENTS

The CPM shall review all contractual requirements governing the reporting of property procurement, movement, and disposition to the GPA, and shall assume responsibility for ensuring that all documentation is prepared accordingly, and that the GPA is notified in the event of any deficiencies. The report shall be as of September 30 each contract year and shall be furnished on the form titled "Report of Government-Owned/Contractor-Held Property" DD form 1662 to the GCO and GPA not later than October 31 of each contract year.

Figure 4.3 Site Inventory List

CLEAN AIR SATUS AND TREND NETWORK SITE INVENTORY LIST

Sorted By EPA Bar Code Within Site

Friday, August 23, 2002

EPA BAR CODE	CASTNET #	EQUIPMENT NAME	SERIAL #	SITE ID
809264		A-ANALYZER, OZONE	49-20953-194	PAR107
811737X	01134	A-PUMP, VACUUM	0000147	PAR107
811938X	01257	D-CARTRIDGE, 128K-RAM	725	PAR107
811589X	01256	D-CARTRIDGE, 64K-RAM	660	PAR107
664722		D-DATA LOGGER, DUAL	102780	PAR107
664701X	01934	D-MODEM, EXTERNAL	1057279	PAR107
	03202	D-PRINTER, DOT MATRIX	510030230629	PAR107
880605X	00198	F-PUMP, VACUUM	028871488-3	PAR107
810132X	03449	F-TOWER, FOLDING	N/A	PAR107
810223X	01110	M-MAINFRAME	1336	PAR107
810222X	01136	M-POWER SUPPLY, MAINFRAME	742	PAR107
810212X	01120	M-RAIN GAUGE, TIPPING BUCKET	395	PAR107
	04433	M-SENSOR, RELATIVE HUMIDITY	27292	PAR107
	04197	M-SENSOR, SOLAR RADIATION	PY33270	PAR107
	03962	M-SENSOR, TEMPERATURE	5644	PAR107
	03963	M-SENSOR, TEMPERATURE	5669	PAR107
	04096	M-SENSOR, WETNESS	N/A	PAR107
	03709	M-SENSOR, WIND DIRECTION	3217	PAR107
811607X	01542	M-SENSOR, WIND SPEED	1734	PAR107
810213X	01147	M-SHIELD, RELATIVE HUM/TEMP	1399	PAR107
810214X	01141	M-SHIELD, TEMPERATURE	1391	PAR107
810715X	03451	M-TOWER, 10 METER	N/A	PAR107
809228X	01064	M-TRANSLATOR, REL HUMIDITY	170	PAR107
880457X	01099	M-TRANSLATOR, SOLAR RAD	374	PAR107
810225X	01138	M-TRANSLATOR, TEMPERATURE	243	PAR107
	04403	M-TRANSLATOR, WIND	1377	PAR107
810734		S-SHELTER, 8X8X10, ALUM	2116-8	PAR107

APPENDIX I

Property Categories

Property Categories

In accordance with FAR 45.5, all property in the possession of contractors will be identified as either Government Furnished Property (GFP) or Contractor Acquired Property (CAP), and in addition, categorized as Other Plant Equipment (OPE), Real Property (RP), Special Test Equipment (STE), Special Tooling (ST), or Material. Refer to definitions below for clarification.

- Government Furnished Property (GFP):** Property in the possession of or directly acquired by the government and subsequently made available to the contractor.
- Contractor Acquired Property (CAP):** Property acquired or otherwise provided by the contractor for performing a contract and to which the government has title.
- Facilities:** Property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling, or agency-peculiar property.
- Other Plant Equipment (OPE):** Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.
- Real Property (RP):** Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment, or plant equipment.
- Special Test Equipment (STE):** Single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special testing in performing a contract. It consists of items or assemblies of equipment that are interconnected and independent so as to become a new functional entity for special testing purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment) and plant equipment items used for plant testing purposes.

Property Categories (continued)

Special Tooling (ST):

Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items which are of such a specialized nature that without substantial modification or alteration, their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items.

Material (M):

Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Property that may be consumed or expended in the performance of a contract. It includes such items as raw and processed materials, supplies, parts, small tools, Tyvek[®] suits, respirator cartridges, and other components that generally cost less than \$500 and have an expected life of less than one year.

Agency Peculiar Property (APP):

Government-owned personal property that is peculiar to the mission of one agency (e.g., military or space property). It excludes Government material, special test equipment, special tooling, and facilities.

APPENDIX II

Condition Codes and Definitions

Condition Codes and Definitions

CODE	DEFINITION
1	UNUSED-GOOD: Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	UNUSED-FAIR: Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	UNUSED-POOR: Unused property that is usable without repairs, but is considerable deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	USED-GOOD: Used property that is usable without repairs and most of its useful life remains.
5	USED-FAIR: Used property that is without repairs, but is somewhat worn or deteriorated and may soon require repairs.
6	USED-POOR: Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	REPAIRS REQUIRED-GOOD: Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	REPAIRS REQUIRED-FAIR: Required repairs are considerable and are estimated to range from 16 to 40 percent of the original acquisition cost.
9	REPAIRS REQUIRED-POOR: Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 to 65 percent of the original acquisition cost.
X	SALVAGE: Property has some value in excess of its basic material content, but repairs or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	SCRAP: Material has no value except for its basic material content.

APPENDIX III

Procurement Procedures

Procurement Procedures

Regional managers shall designate a single approved buyer in each division and in each regional office. This person shall be cognizant of the division's individual needs and shall have a familiarity with approved vendors. Buyers will be trained by the Contracts Administration Staff on all procurement policies and obligations to vendors. This training shall involve discussion of Federal Acquisition Regulations, and in particular, issues relating to the use of competitive bids, kick-back prohibitions, and defective pricing.

Vendors shall be informed that a "zero-tolerance" policy has been effected, allowing for no orders to be filled without properly authorized purchase orders. Any vendor filling unauthorized orders shall be removed from the approved vendor list. Every purchase order over \$2,000 shall require the approval from the project manager or division manager. Requisitions under \$2,000 shall require approval from the project manager, or division manager, or task manager.

General office supplies shall be ordered through the administrative purchasing department as required, and are not to be ordered by the divisional buyers. No MACTEC employee is authorized to place an order except the administrative purchasing department personnel and divisional buyers. Purchase requisitions are filled with pre-printed sequentially numbered purchase orders which are completed only by the administrative purchasing department.

The contractor shall not acquire any GP over \$2,000 without written approval from the GCO. However, the contractor is authorized to acquire GP valued at less than or equal to \$1,999. The contractor is authorized to acquire any material (regardless of the value) without written approval from the GCO.