



COLORADO SCHOOL OF MINES

**PROPERTY
MANUAL**

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CHAPTER 1 - GENERAL OVERVIEW

A. Purpose

This manual sets forth the policies, responsibilities, and procedures for establishing and maintaining control over property owned by, or in the custody of, the Colorado School of Mines (CSM). The term “property” which is used in this manual is synonymous with the term “capital equipment”, which is defined as personal property having a unit acquisition cost of \$5,000.00 or more and an anticipated service life of one (1) year or more. This definition also applies to CSM fabricated equipment. To define Government property, it may be necessary to consult specific agency guidelines and contract provisions.

B. General

Equipment owned by, or in the custody of, the School (including equipment obtained as gifts) must be tagged and recorded in the Equipment Inventory System. Property acquired by the School, regardless of funding source, must be identified as “school property” (see Appendix A for definition) and reported as such. Departments that are assigned property for custody and use are held accountable for such property.

C. Responsibility

1. The School is responsible for all property to which it holds title. Custodial responsibility for other property rests with the School to the extent that it has explicitly agreed to accept responsibility thereof.
2. The President has assigned to the Controller general responsibility for equipment accountability.
3. Management and control of Property Administration (PA) is the direct responsibility of the Controller’s Office. Policy and major system changes are generally approved at this level. Higher levels of approval are required when they affect the entire school.
4. Direct supervision of PA is the responsibility of the Controller.

5. PA is responsible for the management of the property system including the conduct of statistical samples of physical inventories performed by Department Heads (DHs) or Principal Investigators (PIs).
6. The Office of Research Administration (ORA) is responsible for:
 - a. Providing abstracts (contract summaries) of all contracts and grants, and changes.
 - b. Acting as the representative of the School when communicating with the various sponsoring agencies. PA will provide all necessary data that is available, but will not prepare special reports required by sponsoring agencies.
 - c. Informing PA of the receipt of Government-Furnished Property (Federal and State), through appropriate forms. Specific procedures are contained in Chapter XI.
 - d. Overseeing a physical inventory conducted by the PI upon contract closeout. PA will provide an equipment inventory printout for use during the physical inventory. The ORA shall inform PA of any changes to the above equipment inventory.
7. The Purchasing Agent is responsible for:
 - a. Reviewing object codes.
 - b. Notifying PA of equipment trade-ins.
8. The DH and/or PI are responsible for the equipment in their custody. Failure to comply with these procedures may result in personal liability and/or loss of future funding.
9. Security personnel and the PI or DH are responsible for notifying PA of stolen equipment.
10. All School employees (permanent and temporary) are responsible for the care of equipment assigned to them. Equipment acquired through, or on behalf of, the School is State/CSM property (unless title rests with the sponsoring agency) and not personal property (see Appendix A). This applies to all acquisitions regardless of funding source.

CHAPTER 2 - RESPONSIBILITY OF DEPARTMENT HEAD AND PRINCIPAL INVESTIGATOR

A. Colorado School of Mines-Owned Equipment

Colorado School of Mines (CSM) delegates the direct control, maintenance, and custody of School-owned equipment to the Department Head (DH) which acquired the equipment. Equipment acquired for use on a research project is the responsibility of the Principal Investigator (PI) during the period of the project.

CSM delegates oversight of equipment control policies and procedures to Property Administration (PA). PA manages the School-wide Equipment Inventory System and reviews and certifies all equipment reports to the sponsoring agencies as prepared by the Office of Research Administration (ORA).

Even when sponsoring agencies (both government and non-government) allow CSM to take title, they retain an accountability interest in the equipment for at least the period of the project, and frequently for a period of time thereafter. The ORA, which represents the School in relations with sponsoring agencies, provides guidance to PA on specific contracts and general institutional policy on sponsored activities.

B. Government-Owned Equipment

CSM is responsible for the control (including preservation, protection, and maintenance) of government-owned equipment provided under the terms of government research contracts and grants. When government equipment is shipped to CSM from a military installation or from another contractor, the School becomes responsible for the equipment upon delivery. The School delegates the direct control, maintenance, and custody of government-owned equipment used in connection with a contract or grant to the PI. The Department Head (DH) is responsible for making sure the PI carries out School policy.

As with CSM-owned equipment, PA monitors departmental compliance with the CSM Property Control Manual, and the ORA provides policy guidance.

The ORA is the Government Contracts & Grants Administrator, whose function is to ensure that the provisions of contracts and agency regulations are complied with, and that the government's interests in government equipment are protected.

C. Requirements of Department Head/Principal Investigator

The control of both government and CSM equipment is mandatory under CSM's externally sponsored contracts and grants, as well as under School policy. Since, in most cases, responsibility for day-to-day control of both categories of equipment rests with the same person, the following requirements combine both responsibilities. The DH and/or PI:

1. Is the primary interface with PA in all equipment related matters.
2. Is the custodian of department records.
3. Screens new acquisition requests against appropriate equipment inventory reports to assure that duplicate equipment is not purchased.
4. Cooperates with others (DHs) to arrange transfers of equipment available for shared use, and updates equipment records when equipment is loaned.
5. Maintains a departmental file of untaggable items.
6. Maintains such additional departmental equipment records as may be required.
7. Records the location of each item of inventorial equipment in the departmental records. Current records as to movement of equipment shall be maintained in such a manner that any item of equipment can be located for inspection or inventorial purposes within a reasonable time. The custodial department shall notify PA of any changes in the building and/or room location of inventorial equipment.
8. Shall make adequate provision for the physical security of the equipment in their custody. Areas containing equipment shall be kept locked after business hours or at other times when not in use. Extra precaution shall be taken in the case of high value, portable and/or sensitive equipment.
9. Campus screening procedures shall require certification as part of the purchase requisition indicating that the equipment being proposed for acquisition is not available within the department if the cost is from \$5,000 to \$9,999, or if the cost is \$10,000 or more, certification is completed by the ORA.
10. Annually certifies the existence, need, and utilization of equipment by reviewing the departmental equipment list. Any equipment, which is available for shared use or is temporarily or permanently not needed, shall be reported

in writing to PA for inclusion in a list of excess material. The PI shall conduct a physical inventory and prepare an agency equipment report at contract/grant closeout with the ORA.

11. Shall store equipment that is temporarily idle, but required for authorized future use, in accordance with sound business practices with adequate protection from corrosion, contamination, and damage to sensitive parts. Sludge, chips, and cutting oils shall be removed from equipment. Notation of the storage location shall be made on the records. The equipment must be adequately protected while being moved. This entails proper packing, covering, skidding, handling equipment techniques, and safety precautions. Government equipment can be moved to off-campus sites only with the prior approval of PA. A shipping document, transfer document, or similar instrument must be obtained.
12. Shall provide the care necessary to maintain the equipment in the condition received or better, normal wear excepted, in order that the most useful life is secured.
13. It is the DH's and/or PI's responsibility to inspect, at the time of receipt, all property that is acquired and to take any necessary action with the Purchasing Office if there should be any damage or error in quantity.
14. The DH/PI shall report promptly to the PA and the ORA any shortage, loss, damage, or destruction of property in its possession or control, or in the possession or control of any subcontractor, together with all the facts and circumstances of the case. Any loss that may be due to theft shall be reported by the DH, immediately to CSM Campus Security and to PA. Loss of Government-owned property shall be promptly reported to the Contracting Officer.
15. The DH/PI shall assure that effective practices are established for the administrative and physical control of sensitive property items before and after issuance.

At a minimum, controls on sensitive property shall include property records and memorandum receipts. Procedures shall provide for physical inventories at least once each year, and methods for adjustment of inventory levels due to losses, thefts, and damage. Most frequent inventories of sensitive property may be necessary where the value of the property, degree of security achieved, or loss experience indicates greater controls are required in order to protect the School's interest. Such procedures and practices shall be subject to review and approval by PA.

CHAPTER 3 - PRE-ACQUISITION SCREENING

Before making a purchase, the Department Head (DH) or Principal Investigator (PI) should make sure the purchase is allowable, pre-acquisition screening has been done, and prior approval has been obtained. The checks are described below.

A. Allowability

To check whether the expense is allowable within School policy, Circular A-21, and/or the specific funding agency guidelines, whether Government or non-Government, search the award instrument for clauses relating to capital equipment. If the award is from a Government agency, and there is no mention of capital equipment, then A-21 allowability regulations apply. A-21 regulations state (in Section J.13):

1. Capital expenditures for general-purpose equipment, buildings, and land are unallowable as direct charges, except when approved in advance by the sponsoring agency.
2. Capital expenditures for special purpose equipment are allowable as direct charges, provided that the acquisition of items having a unit cost of \$5,000 or more is approved in advance by the sponsoring agency.
3. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as direct charges, except where approved in advance by the sponsoring agency.
4. Sponsoring agency's approval must be in writing.

B. Screening

OMB Circular A-110 and other Government regulations that cover the administration of agreements with federal Government agencies require that Colorado School of Mines (CSM) avoid purchasing "unnecessary or duplicate items." The department must screen all items of equipment costing between \$5,000 and \$9,999 at the departmental level before purchase, and items at \$10,000 and above at the School level. Best efforts should be made to avoid unnecessary or duplicate purchases of equipment.

Screening is typically done at two points in a project's history:

1. Before a proposal budget is submitted to a federal Government agency for approval.
2. Before a piece of equipment is purchased with Government grant or contract funds.

Screening procedures are the same for both. The PI or DH is responsible for screening. It is the Office of Research Administration's (ORA's) responsibility to make sure the department has fulfilled and documented screening requirements before a proposal budget is submitted to a sponsoring agency.

It is the Department Property Administrator's (i.e., DH, PI, Lab Manager) responsibility to make sure the appropriate pre-purchase screening has taken place and is documented on the Purchase Requisition. The Purchasing Office reviews Capital Equipment Purchase Requisitions for screening documentation. Contact the ORA for assistance in screening items with a value greater than \$10,000.

1. Equipment Costing \$5,000-\$9,999: Prior to the purchase of any equipment costing between \$5,000 and \$9,999, the DH or his/her designee should review the Department Screening Report for suitable equipment already existing within that department. Best efforts should also be made to locate suitable older items of department equipment not included in the screening report. Indicate that this review has been done by completing the Purchase Requisition. Check either of the statements on the form:

“No similar items(s) exist(s) in the department (or in any department, if the unit price is \$10,000 or more).”

OR

“Similar item(s) in this department (or in any department if the unit price is \$10,000 or more) cannot be shared/used because: “(enter reason).”

2. Equipment Costing \$10,000 or More: Proposed purchase of all equipment costing \$10,000 or more is subject to screening based on the CSM Screening Report, to determine first if suitable equipment is available elsewhere on campus. Indicate on the Purchase Requisition that this review has been done by completing the A-110 SCREENING FORM, as above.
3. The Purchase Requisition will be returned to the DH if comparable equipment is approved to be shared.

C. Prior Approval

1. Grants: For most grants, an approved budget listing the item is adequate prior approval. However, on National Science Foundation grants, prior approval must be obtained from the agency or from the ORA before purchasing special purpose equipment in the price range of \$5,000+.
2. Contracts: Government contracts require an approval letter from the cognizant agency contracting officer. For any additional information contact the CSM Contracts and Grants Administrator.

It may sometimes be necessary to search the contract document for the name of the appropriate officer to contact. Contract formats vary according to the sponsoring agency, but common elements are:

- a. A provision, article, paragraph, clause, etc., titled "Equipment", and
- b. A "notice" provision, which specifies how and to whom official contract and business correspondence should be addressed.

3. Screening for Defense Contracts: Prior approval for industrial plant equipment purchased on Department of Defense contracts is obtained through pre-purchase screening by the Defense Industrial Plant Equipment Center (DIPEC). Located in Memphis, Tennessee, DIPEC keeps a nation-wide inventory of government-owned Industrial Plant Equipment (DD Form 1419).

CHAPTER 4 - ACQUISITION

A. Equipment Acquisition for Colorado School of Mines Inventorial Property.

The various channels for acquisition are:

1. Purchase Orders: Inventorial property is acquired by purchase requisition and purchase order. The information is maintained in such a manner as to provide a complete historical record from the point of acquisition to final disposition. The Purchasing Department is responsible for furnishing a copy of all purchase orders to Property Administration (PA) for review and initial input of data into the equipment coding inventory systems.
2. Other Type Purchases: This category includes lease/purchase (when purchase option will be exercised) and special contracts.
3. Gifts: Inventorial property acquired by gift is assigned a property number and recorded by the PA office. The date the gift is accepted is considered as the date of acquisition. PA should record no gift until a copy of the acceptance letter is received, upon receipt of acquisition cost the gift will be recorded at fair market of appraised value. Gifts of bound volumes, pamphlets, documents, and other collections are recorded by the Library and do not become a part of the Property Records.

B. Government Property

The Colorado School of Mines (CSM) is responsible and accountable for all Government property upon delivery of the property into its custody or control in accordance with the terms of the contract or grant. This also includes property provided under such contract or grant that is in the possession or control of a subcontractor. The Office of Research Administration (ORA) is the agent for the School in all matters relating to Government property. PA shall be responsible for maintaining inventory property records and for supporting the ORA concerning Government inventory reports. Government property may be furnished or acquired through any of the following:

1. Government-furnished Property - Government property may be shipped to the School from Government departments, or other Government agency contractors. The School becomes responsible for such property upon delivery. The shipping activity shall furnish CSM with copies of documents necessary to permit the School records to accurately reflect the transaction. The ORA will

retain copies of orders placed for Government property with an information copy forwarded to PA. Follow-up action will be taken to locate Government property ordered but not received within a reasonable period of time.

2. Contractor-acquired Property - Such a property is acquired by direct purchase only. No stores or warehouse as such is maintained; consumable materials are bought directly for each contract or grant and consumed. These direct purchases by the School for the performance of a contract or grant, title to which vests with the Government, are subject to a determination by the Contracting Officer of the Agency and the terms of the contract, that the property is allocable to the contract or grant and is reasonably necessary. Property purchased by CSM for which reimbursement is to be requested becomes Government Property upon its receipt by the School. Specific contract or grant provisions and guidelines apply. Note: When Contractor-acquired property is transferred from one contract to another within the School, it becomes Government-furnished Property.
3. Excess Government Property - Excess Government Property is material, used or new, which is owned by the Federal Government, is no longer needed by the holding Federal agency, but has additional life. Items are usually allocated on a first-come, first served basis. The School may be authorized to receive such excess property by a contracting agency when the property directly furthers an active contract or grant. Such authorization is dependent upon the terms of the contract or grant, and the regulations of the specific agency involved.

Excess Government Property is usually obtained without cost. However, the School specifies the method of shipment, and pays all expense of packing, transportation, and subsequent installation, rehabilitation, and maintenance. Contract funds may be used for these expenses when specifically authorized by the contract provisions.

It is the responsibility of the Central Receiving Warehouse and/or the ORA to insure that a copy of the receiving document for all shipments of Government Excess Property is forwarded to PA.

4. Records. The School maintains suitable records showing the location, description and value of the property received in the above methods of acquisition. It is the responsibility of the ORA to insure that the PA office receives copies of the receiving documents that accompany the delivery of Government Property. All items are recorded at the *reported acquisition cost*. If the value is not indicated on the documents, it is the responsibility of the PA office to obtain the value. If and when the title to the property transfers to the School, the recorded value is maintained. Expendable or consumable

items are not subject to specific record keeping requirements, save for information supporting utilization and auditing.

5. Government Catalogs: General Services Administration (GSA) and Defense Industrial Plant Equipment Center (DIPEC) publish catalogs of Government equipment available for use on Government-sponsored projects. For information and assistance in requesting such items, contact the ORA.
6. If title to equipment has been transferred to CSM from the Federal Government, usage charges cannot be assessed to the Federal Government.

C. Fabrication (CSM or Government-Owned Property)

1. The cost of purchased components for CSM-fabricated equipment which, when completed, will have a total value of over \$5,000 and a useful life of one (1) year or more, must be charged to a capital outlay code. The cost of purchased components does not include labor or services rendered by CSM.
2. The PA office is responsible for coordinating fabricated equipment charges. PA should be informed in writing when fabrication is started and given an expected completion date. A Fabrication Project Number will be assigned to each fabrication project by PA. The fabricated equipment is tagged when the equipment is complete, and capitalized as purchases are made to construct the fabricated equipment.
3. If a grant or contract has more than one fabrication in progress, the PI shall maintain separate records of all purchases.
- 4.
5. To facilitate easy transmittal of information regarding component parts purchased for inclusion in the fabrication of equipment, a statement will be typed in the Purchase Order identifying it as a component part for a specific item. The assigned Fabrication Project Number must be referenced.
- 6.
7. Use the general ledger code 5909 for Fabricated Equipment; all project purchases including miscellaneous materials, such as switches, mounting racks, or major components.
- 8.
9. When the fabrication is started notify PA; a property tag will be assigned to the project. Note: Only the costs of materials are included in the capitalized cost; salaries, wages, staff benefits, and indirect costs associated with the project are specifically excluded by CSM regulation.

D. Colorado Surplus Property [CSM Government-Owned Property]

The School is authorized to acquire property from the Colorado Surplus Property (CSP) agency. DHs and PIs desiring surplus equipment are required to first obtain a Letter of Authorization from the Purchasing Office. The Purchasing Agent will provide additional information at the time the Letter of Authorization is issued.

Billings from Colorado Surplus will be sent to the Purchasing Office for review and then to PA for further review. The billings will then be forwarded to Accounts Payable for payment. CSM obtains title to all property recorded through CSP.

E. Determining Title

Assuming allowability, applicability, screening and prior approval requirements are satisfied, decide who should take title, when and how. Alternatives are:

1. CSM owned, CSM funded
2. CSM owned, Government funded
3. Government owned, Government funded
4. CSM titled, transferred from Federal Government
5. Loaned equipment.

Property acquired with contract funds, but title to which vests immediately with the School, shall also be identified with the contract or grant number.

Criteria for title vesting are price level and original funding source of the purchase.

1. Valuation \$5,000-9,999:

- a. CSM funded: If original funding source is a CSM, state, restricted, or auxiliary fund account, a gift account number, or other School moneys, title to the equipment is assumed by CSM.
- b. Government funded - grants or cooperative agreements: Unless specifically denied in the award instrument, title vests with CSM. To make sure, search the award instrument.
- c. Government - contracts: The approval letter will state whether title vests with CSM or with the Government.
- d. Other agency funded - non - Government grant or contract funds: Search the award instrument.

2. Valuation Over \$10,000:

- a. CSM funded: Title vests with CSM.
- b. Government funded - grant or cooperative agreement funds: Title to equipment may or may not vest with CSM. Search the award instrument thoroughly as well as any approval correspondence for title vesting information.

- c. Government funded - contract funds: Approval letter will contain title vesting information.
- d. Other agency funded - grant or contracting funds: Search award instrument.
- e. See Chapter 3, Paragraph C.3 for DIPEC screening procedures.
- f. Government takes title on acquisition; CSM requests title transfer at a later date.
- g. Some exceptions may be written into grant.

CHAPTER 5 - RECEIVING

When receipt is made through the Colorado School of Mines (CSM) Central Warehouse, the Warehouse should determine that the number of packages corresponds to the freight bill, bill of lading, or purchase order and that there is no visible damage. The buying department, upon receipt of the property, should make a thorough inspection of the property to determine that it is as ordered and that there is no concealed damage. If the shipment is complete and in good order, the receiving document should be signed. If the shipment is not in order, discrepancies incident to the shipment are noted, and the Warehouse and the Purchasing Office should be notified. In the case of Government property, the Office of Research Administration (ORA) must be promptly notified by the Principal Investigator (PI). Purchasing personnel and the Custodial Department Head may jointly decide whether a shipment should be delivered to the CSM Central Warehouse or as an exception only to the Custodial Department.

When the quantity or description of property received differs from the quantity or description noted as shipped on the shipping document, only that quantity and nature of property actually received is recorded on the official receiving and property records.

If damaged shipments are received on Government bills of lading, the section "Report of Loss, Damage, Shrinkage" is complete on the back of the bill of lading. A statement on the condition and the apparent causes must be furnished to the Government through the ORA.

Notice of receipt of Government-funded property (DD1348, SF122, DD1342, or DD1149) must be provided to the Government immediately upon receipt. This receipt should be furnished to the ORA either by the Custodial Department or the PI. In the instance of contractor-acquired property, notice of receipt must be provided to the Government no later than the time the School submits application for reimbursement of the property.

When a misdirected shipment of Government property is received, a record should be made of the identity (shipping document, bill of lading, etc.), origin and content (items in the shipment), if available, and location and disposition. Notification must be made to the Government-contracting officer through the ORA.

CHAPTER 6 - IDENTIFICATION OF PROPERTY

A. Identification of Colorado School of Mines Inventorial Property

All inventorial property is identified, marked with a property number, and recorded promptly upon receipt. It shall remain so identified as long as it is in the custody, possession, or control of the School. Assigned property numbers are recorded on the Equipment & Software Master Tag List. Such markings and identification are removed or obliterated from the property number only when sold, scrapped, or otherwise disposed of. Once a property number has been assigned, no change of number is made during the life of the item regardless of interdepartmental transfers.

The application of the property number to the material or equipment is the responsibility of Property Administration (PA); however, this function may be delegated to the custodial department when deemed necessary by PA. The property number is applied to the actual unit unless its size or nature makes it impractical. The property number should be affixed to the equipment adjacent to the manufacturer's nameplate or in a position for easy identification. If additional identification is considered necessary, it shall be applied in a manner that will avoid confusion with the property number.

Should the identification number accidentally or mistakenly be obliterated, defaced, or removed, the property shall be marked again with a newly printed tag.

Should an item of property be too small to effectively be tagged with a Colorado School of Mines (CSM) decal, the item will be identified as a normal, but "untaggable" will be noted in the description.

B. Identification of Government Property

PA is responsible for identifying Government Property promptly upon receipt. The property remains so identified in the database as long as it remains in the custody, possession, or control of CSM. If the School acquires title to the property, the database is corrected. In the case of items included within a standard registration system, e.g., automotive, construction, or material handling equipment, application for a proper registration number is made to the Cognizant Government agency.

C. Identification of Government Property Other than Inventorial Property

Identification, marking, and recording of Government property, other than that designated as Government inventorial property, is the responsibility of the custodial

department and the Principal Investigator. Questions regarding the applicability of this policy should be addressed to PA.

CHAPTER 7 - DISPOSAL OR TRANSFER

A. General

Title must first be determined before disposal action takes place. This information may be obtained from Property Administration (PA).

B. School Owned Equipment

1. Loans: Departments holding equipment which is either no longer used, or for which a need is not foreseen in the immediate future, are encouraged to explore opportunities to loan or exchange with other departments prior to arranging for its disposition. The Colorado School of Mines (CSM) Equipment Transfer/Location Change Request (Appendix D) may be used when loaning or transferring equipment.
2. Sales and Trade-ins:
 - a. Authority to Sell:
 - (1) CSM Funded: Excess School-owned property may be offered for sale by the CSM Facilities Management when it has been determined by the custodial department head that the equipment is no longer needed. Before the equipment is offered for sale, the Purchasing Agent, among other necessary actions, will determine whether or not the item could be used elsewhere on campus.
 - (2) Government Funded, CSM Titled: This equipment is subject to an accountability period, which must expire before the School can sell the equipment. The accountability period typically starts at the end of a contract or grant. The selling department must determine, by consultation with the Office of Research Administration (ORA), whether the accountability period has expired before initiating sales procedures. If the equipment is no longer needed for the original project, it must be made available on share use (loaned; preferably to other activities sponsored by the same or another federal agency) or may be sold. Proceeds from the sale must be returned to the sponsored project. If the sponsored project has closed, proceeds from the sale should be used to help fund similar activities. Compensation to the original sponsoring agency may be necessary.

- b. Property Disposal Procedures: When a department wishes to dispose of equipment, the Property Disposal Form (Appendix D) must be filled out. Return the completed form to PA. A complete description of the items disposed of must be on the form. Of particular importance are the serial numbers(s), the CSM ID number, and the Department Head's (DH's) signature.

CSM Facilities Management will work with the department and PA to see that the item is disposed of in the best interests of the CSM. Possible disposal options include sale, scrapping, interdepartmental transfer/sale, return to external sponsor, or release to Colorado Surplus Agency. A copy of the Property Disposal will be signed by PA and will be returned to the department upon disposition of the item.

UNDER NO CIRCUMSTANCES WILL SCHOOL PROPERTY BE SOLD, SCRAPPED, ABANDONED, TRADED IN, OR RELEASED WITHOUT THE WRITTEN APPROVAL OF PATION.

- c. Sales Between School Departments: Sale of CSM-owned equipment to another department requires the approval and signature of the selling department head and the buying department head (or PI if applicable). Sale of equipment with an inventory cost of \$5,000 or more requires an Interdepartmental Sales and Services Voucher (ISSV) and an Equipment Transfer/Location Change Request (Appendix D).
3. Destruction, Salvage, and Cannibalization: When CSM equipment is destroyed, either by accident or through cannibalization; PA must be informed in writing by the DH. CSM equipment may be cannibalized when the item is no longer used for the purpose for which it was acquired and/or it cannot be economically repaired, but its components or parts are usable in repair or improvement of other items of property. If the CSM property is no longer of use to the department, it is inoperable and not appropriate for repair or trade-in, and is not desired for cannibalization, it should be reported to PA for disposition. PA must be notified in writing by the DH of the disposition action taken.
4. Lost or Stolen: Lost or stolen equipment, when detected, must be reported immediately by the DH to CSM Campus Security. Notice should also be sent to PA. If after ninety days the equipment has not been recovered, it shall be removed from inventory records.

5. Transfer: Equipment which is declared surplus or excess by a department may be transferred to another department on campus. When equipment is transferred between departments, it is reported to PA by means of an Equipment Transfer/Location Change Request (see Appendix D). Both the transferring and receiving DH must sign the form.

C. Government (Federal) Owned Property

1. General: It is the Government's policy that all property furnished under a contract shall be utilized to the fullest extent possible. Government property shall be utilized only for those purposes authorized in the contract. Written approval from the contracting officer must be obtained prior to non-contract use.
2. Loans: Regulations governing Government-owned equipment provide for and encourage the loan or transfer of Government-owned equipment not currently needed for a given project to other Government-supported projects. Departments having a need for a specific equipment item in this category are encouraged to arrange for a loan or transfer. The consent of the Cognizant Government Property Administrator is required, and the procedure for such arrangements varies among Government agencies. The services of PA and the ORA are available to coordinate the details.
3. Sales and trade-ins: If the title to the equipment vests with a Government or non-Government agency, it may not be sold or traded in without prior authorization from the agency. Purchase orders that include a trade-in will reflect the CSM identification number of the item being traded in.
4. Loss, Theft, Damage, or Destruction: All cases of loss, damage, or destruction are to be reported by the PI to CSM Campus Security, PA and the U.S. Government contracting officer as soon as the fact of such loss, theft, damage, or destruction becomes known. Theft of equipment must also be reported to the contracting agency. The report includes all factual data as to the circumstances surrounding the loss, damage or destruction. The extent of the School's liability, if any, is subject to a written determination by the contracting officer. If property is determined to be unserviceable by the Contracting officer, the School may be relieved of liability upon reimbursement to the Government (if required by the above determination). Shipping documents or other instruments evidencing disposal should be appropriately cross-referenced on the determination document.

5. Transfer:
 - a. Excess Property: When Government property becomes excess to the contract for which it was provided, it should be screened by the ORA against needs of other contracts prior to being declared excess. If there is a need for the property, the Government-contracting officer should be asked for authority to use or transfer. If there is no need, the property should be reported as excess. The ORA is responsible for coordination with the Government-contracting officer. PA must be notified immediately when the transfer action is completed.
 - b. Transfer to Another Institution: When a Principal Investigator (PI) leaves CSM and becomes employed at another institution, he or she may request authority to transfer equipment which was acquired by CSM under contract or grant for which the faculty member was PI. Prior to effecting such transfer, the faculty member should comply with the following policies and procedures:
 - (1) Equipment is to be transferred only to the new institution and is not to become the personal property of the faculty member.
 - (2) Equipment will be transferred only if approved by the respective CSM department head.
 - (3) The PI must also coordinate with the ORA in obtaining approval from the Government-contracting officer.
 - (4) A written request must be obtained from the receiving institution, and that institution must agree in writing to pay any un-reimbursed purchase cost plus all charges in connection with the transfer, including costs of dismantling, packing, shipping, and insurance if not chargeable to the contract.
6. Contract Completion: Usually upon completion of a contract, the ORA will submit to the contracting officer a list certified as to the condition and quantity of all items in final inventory, exclusive of those items which disposition has already been directed or authorized by the contracting officer. In many instances title transfer to CSM is requested, or it is requested that the equipment be authorized for use on another contract. Once disposition instructions are received from the contracting officer, the ORA will notify PA in writing so that records can be changed accordingly.
7. Release from Responsibility: The School is relieved of responsibility for Government property with the concurrence of the contracting officer or a duly authorized representative by the following:

- a. Consumption of non-inventoriable property in performance of the contract.
- b. Retention by the School for consideration given by the Government.
- c. Sale of property, the proceeds of the sale being received or credited to the Government.
- d. Authorized shipment from CSM premises or that of a subcontractor.
- e. Transfer of title to CSM.
- f. Abandonment in place by the Government.
- g. Relief of accountability by the contracting officer due to loss, damage, or destruction.

CHAPTER 8 - EQUIPMENT REQUIRING SPECIAL HANDLING

A. Property Subject to Registration

1. Motor Vehicles: All information necessary to record a Colorado School of Mines (CSM)-owned motor vehicles is supplied to the Property Administration (PA) by the Purchasing Agent. This information includes a description of the vehicle, license number, and a CSM vehicle number. Motor vehicles are recorded in the same manner as any other item of inventorial equipment. Government-owned vehicles carry Government registration plates and/or identification as a Government vehicle for official use. Purchasing shall notify the Government Property Administrator of applicable registration information.
2. Aircraft and Watercraft: All information necessary to record aircraft or watercraft is supplied to PA by the Purchasing Agent. This information includes a description of the craft and registration number. A property number is assigned. Aircraft and water-craft are recorded in the same manner as any other item of inventorial equipment. Government-owned craft bear Government identification numbers.

B. Collection of Art and Scientific Objects

1. Collections are not recorded as a group, e.g., collection-oil paintings; each is assigned one property number and are recorded in the usual manner.
2. If the item is a gift, the name of the donor is included in the inventory records.

C. Personally-Owned Equipment

If a School employee keeps personally owned equipment on campus, it should be identified as the property of the owner. The School is not responsible for loss of or damage to personal equipment.

D. Hazardous Materials

See the Hazardous Materials Procedures manual of Environmental Health and Safety.

CHAPTER 9 - MAINTENANCE OF RECORDS

A. Inventorial Property - General

Records of inventorial property are maintained by Property Administration (PA). All property in the care and custody of the Colorado School of Mines (CSM) which meets the definition of inventorial property is recorded in the same manner and under the same rules as those used for recording CSM-owned inventorial property. CSM's management and control systems for inventorial property provided for the following information:

Identification number (CSM decal number)
Property description
Title
Acquisition date
Deleted date
Sponsor code
Department code (CSM department utilizing the property)
Serial number
Model number
Manufacturer
Building location
Room location
Person entering record
Date record added
Condition code
Disposition code
Vendor
Requestor (purchase order)
Acquisition cost
Fiscal year of acquisition

B. Art and Scientific Collections

Records of art and scientific collections are maintained on an individual basis by PA.

C. Library Books and Collections

Records of the number and value of bound volumes and library collections are maintained by the Library. The CSM Accounting Department annually obtains information as to the net acquisitions in the library. Government-owned books are identified, cataloged, shelved, and stored in accordance with the terms of the contract or grant under which they are acquired. Records are maintained by the Library, if it is the custodial department, or by the custodial department, as appropriate.

D. Government Property

1. Plant Equipment: PA will maintain individual records of each item of Government-owned plant equipment having a unit cost in excess of \$5,000.00. These records will contain the minimum of information as prescribed by FAR and OMB Circular 2CFR, Part 215. In the case of items with an acquisition cost of \$15,000 or more, a DD Form 1342 will be submitted to DIPEC or NASA by the Office of Research Administration (ORA) in accordance with Defense Supply Agency regulations (DIPEC Manual DSAM 4215.1, Appendix 2.) and NASA regulations.
2. Items Costing Less Than \$5,000: All items of this nature, whether Government furnished or contractor acquired, and issued by the contractor upon receipt, will be considered expended under the contract; the Government invoices, contractor's purchase documents, or other documentary evidences of acquisition and issue, will be accepted as adequate property control records. If annual reporting is required, Government equipment will be kept in the fixed asset database until the end of the reporting requirements.
3. Locator Systems: PA will maintain adequate records to locate any item of property within a reasonable period of time. Departmental records will indicate physical location.
4. Identification: Plant Equipment, including Industrial Plant Equipment (IPE), but not minor plant equipment, will be assigned an inventory identification number, which shall be affixed in a tamper-proof manner directly to the piece of equipment. Identification of the Government agency responsible for funding and control of property will be accomplished by entering an appropriate sponsoring agency code into the Equipment Inventory System, such as U.S. Navy Property, or any other Government agency as appropriate. An additional Federal tag will be on federally titled equipment.
5. Responsibility:
 - a. Reports of inventorial property are the responsibility of the PA office.

- b. All reports made pursuant to contract or grant provisions shall be the responsibility of the ORA. PA will provide computerized reports upon request.

CHAPTER 10 - EQUIPMENT MAINTENANCE AND SECURITY

A. Care and Maintenance

The custodial department shall provide the care necessary to maintain the property in the condition received or better, normal wear expected, in order that the most useful life is obtained. The maintenance program shall be preventive in nature, and undertaken on a regular basis to prevent the occurrence of defects and to detect and correct minor defects before they become serious. Prior to effecting any major repairs or rehabilitation at the cost to the Government, the written approval of the Government Property Administrator (GPA) must be obtained. The Principal Investigator (PI) shall be responsible for the program, which shall include the following actions:

1. Periodic inspections;
2. Lubrication of all bearings and moving parts in accordance with the manufacturers requirements or other established chart or plan;
3. Periodic cleaning of equipment, especially that equipment which will not be used for a long period of time;
4. Protection of equipment from the elements, deteriorating agents, and conditions;
5. Adjustments for wear, repair, or replacement of worn or damaged parts and the elimination of causes of deterioration of associated parts;
6. Equipment is properly stored and preserved.
7. Calibrations - as required by the individual department.

B. Storage and Movement

The PI is responsible for assuring that all items of Government equipment are stored properly when not in use. Items must be protected from the elements when not in covered storage. Equipment in covered storage must be adequately secured by locked room doors or locked cabinets.

Items must be protected from damage, which could be caused by stacking other items on or around the Government equipment or by placing Government equipment where it could easily fall from storage space.

Any loss or damage of Government equipment must be reported to the Cognizant Contracting Officer as soon as loss or damage is discovered. Campus Security and Property Administration (PA) must also be notified.

C. Utilization

The utilization of Government-owned equipment is the process of using equipment, special tooling, special test equipment, bailed items, and material for the purpose for which it was furnished or acquired.

The equipment clause in most current contracts requires that Government equipment be used only for the performance of the contract for which it was acquired, unless otherwise provided or approved by the GPA or Cognizant Contracting Officer. It is the responsibility of the PI of each contract to assure compliance with this requirement.

Government equipment which is not being fully utilized or for which there exists no justification for retention must be reported to the cognizant agency Contracting Officer.

Government equipment may be modified only when prior approval has been obtained from the GPA or Contracting Officer.

D. Segregation and Commingling

Government equipment must be kept segregated from Colorado School of Mines (CSM) and other equipment except when commingling is approved by the GPA or Contracting Officer as being of mutual benefit to the Government and the School. Commingling of identified plant equipment, special tooling, or minor plant equipment may be approved by the GPA.

E. Subcontractor Control

When the School engages a subcontractor to perform work under a Government contract that involves the temporary control or possession of Government equipment by the subcontractor, the terms of the subcontract must include adequate instructions on the care, use, and maintenance of any Government-owned equipment furnished by CSM. The subcontract must also state that any resulting special tooling or equipment is the property of the Government. When the Government equipment is furnished to a subcontractor, a receipt should be obtained and filed with the department property record. The Equipment Inventory System should be updated to show the new location of the equipment. The Office of Research Administration (ORA) is responsible for making sure all such equipment is returned to the School upon completion of the subcontract.

Subcontractors must be instructed to report to the School instances of loss, damage, or destruction of Government equipment that has been furnished by CSM.

F. Inventories Upon Termination or Completion

1. Immediately upon termination or completion of a contract, the School shall submit an inventory report adequate for determining appropriate disposal of all Government property applicable to the terminated or completed contract. Further, this report shall include an inventory report of all Government Property applicable to the terminated or completed contract. Further, this report shall include an inventory report of all Government Property in a subcontractor's possession or control, which is also applicable to the terminated or completed contract. This inventory report will be submitted to the ORA for verification and disposition action.
2. Exception: The requirement for physical inventory of Government property at the completion of a contract may be waived by the contracting officer when the property is authorized for use on a follow-on contract provided that:
 - a. Past experience has established the adequacy of property controls:
and
 - b. A statement is provided by the School indicating that transfer of record balances has been made in lieu of preparing a formal inventory list and the contractor accepts responsibility and accountability for those balances under the terms of the follow-on contract.

CHAPTER 11 - PHYSICAL INVENTORIES

A. Physical Inventories of the Colorado School of Mines and Government Inventorial Property

Department inventories are conducted annually by Property Administration (PA) as close to June 30th as possible. Any items not found during the initial inventory are researched with the department and located or removed from the inventory list.

B. Physical Inventory of Government Inventorial Property.

A final inventory of all Government property shall be taken at the termination or completion of a contract or grant. The physical inventory shall consist of sighting, describing, recording, and/or updating equipment condition codes, and reconciling the physical inventory with the Property Records. The Principal Investigator (PI) will take this inventory and the results reported to the Office of Research Administration (ORA). Any discrepancies will be reported to PA.

Upon completion of a physical inventory, the PI will submit to the Government Property Administrator (GPA) a listing identifying all discrepancies disclosed and a signed statement that a physical inventory was taken, the class of Government property inventoried, and that the Master Inventory Listing is in agreement with the physical inventory except for any discrepancies noted.

The ORA will cause subcontractors who have been furnished or acquired Government property to accomplish the physical inventory requirements above and submit the listing and signed statement to the Colorado School of Mines (CSM). The ORA will furnish copies to the GPA.

C. Inventories Upon Termination or Completion of a Government Contract or Grant

Immediately upon termination or completion of Government contract or grant, in coordination with the custodial department and the PI, the PI shall perform a physical inventory adequate for disposal purposes of all Government property applicable to the terminated or completed contract or grant. Disposition instructions shall be requested from the agency. In submitting a termination inventory to the agency, the School will certify that all material, supplies, and equipment which were furnished to the School by the Government for use on the contract or grant, or for which CSM has been or will be

reimbursed by the Government under the terms of the contract or grant, if not specifically included in the inventory, were expended in performance of the work called for by the Government contract.

1. Waiver of Inventory: The requirement for physical inventory of Government property at the completion of a contract or grant may be waived by the GPA when the property applicable to the completed contract or grant is authorized for use on a follow-on contract or grant, In those instances, the ORA shall provide a statement indicating that a transfer of record balances has been made in lieu of preparing formal inventorial lists and that CSM accepts responsibility and accountability for those balances under the terms of the following contract or grant.
2. Listing for Disposal Purposes: Standard items that have been modified may be described on listings for disposal purposes as standard items with a general description of the modification. Items that have been fabricated, such as test equipment, should be described in sufficient detail to permit a potential user to determine whether they are of sufficient interest to warrant further inspection.

D. Results of Inventories

The ORA shall submit to the GPA a listing which properly identifies all discrepancies disclosed by physical inventory and a signed statement that a physical inventory of all or certain classes of Government property was completed on a given date and that the official property records were found to be in agreement with the physical inventory, except for the discrepancies reported. The listing and signed statement will be furnished with a minimum of delay at the completion of the physical inventory. PA will submit discrepancies related to Government property to the ORA.

CHAPTER 12 - PERSONAL USE OF PROPERTY

Use of the Colorado School of Mines material or property in the care and custody of the School by School employees for personal use is not allowed except with the written approval of the Department Head or Vice President (if appropriate).

CHAPTER 13 - OFF-CAMPUS POLICY AND PROCEDURES

- A. Off- campus is defined as any Colorado School of Mines (CSM) location not located on the CSM campus in Golden, Colorado (e.g., Edgar Mine, private residence of faculty/staff, Nevada Test Site).
- B. All on-campus Property Administration (PA) policies also apply to off campus locations.
- C. The Department Head (DH) must be informed of and approve the use of equipment off- campus.
- D. When equipment is being used off-campus, the DH must inform PA of the fact in writing. PA will subsequently change the applicable location codes on the master inventory listing.
- E. If equipment is acquired and transported off-campus before PA has tagged the item, the responsible person will be furnished the identification tag(s) and be required to place it on the equipment and verify model and serial number with PA's records.
- F. Annually, PA will request that a physical inventory be taken by the responsible person.

APPENDIX A - DEFINITIONS

1. **Accessory item** is an item that facilitates or enhances the operation of capitalized equipment but which is not essential for its operation, such as remote control device, stand, case, etc. The accessory item is capitalized only if the unit cost is greater than \$5,000. In such cases, the accessory item will be separately tagged.
2. **Administrative Contracting Officer** - delegated by the Contracting Officer (Federal) to administer the contracts.
3. **Auxiliary item** is an item without which the basic unit of equipment cannot operate, such as motors for pumps and machine tools. Regardless of the cost, the auxiliary item is included with the basic unit if it has a useful life of one year or more.
4. **Acquisition cost** is the vendor's invoice price for the item including freight, auxiliary items, accessory items (if the unit cost is \$5,000 or more), and installation costs. Any reduction in cost due to trade-in should be excluded in the acquisition cost; expendable supplies are excluded.
5. **Capital equipment** is personal property having a unit acquisition cost of \$5,000 or more, regardless of type of funding, and an anticipated service life of one or more years.
6. **Component** is a part of a system and may be either an accessory or an auxiliary item, and may or may not be assigned an inventory ID number.
7. **Contracting Officer (Federal)** is the duly authorized individual delegated by appropriate authority to enter into a contract and thereafter administer the contract on behalf of the Federal Government.
8. **Custodial department** means the department in which an item of equipment is located and which has responsibility for its control, maintenance, and record keeping.
9. **Departmental Property Administrator (DPA)** is the person responsible for the control of equipment assigned to the department. This person is usually the Department Head.
10. **Discrepancies incident to shipment** means all deficiencies incident to the shipment of property to or from the School, whereby differences exist between the properties purported to have been shipped and the property actually received. Such deficiencies include, but are not limited to loss, damage, destruction, improper status and condition coding, error in identity of classification, and improper consignment.

11. **Fabricated equipment** is special purpose equipment, including single or multi-purpose integrated experimental units engineered, designed, or fabricated to accomplish a special purpose in the performance of a project. It must have a useful life in excess of one (1) year and a unit cost of \$5,000 or more.

12. **Facilities** mean industrial property (other than material, special tooling, military property, and special test equipment) for production, maintenance, research, development, or test, including real property and rights therein, buildings, structures, improvements, and plant equipment.

13. **Fair market value of equipment** is the current value of the items as determined by appraisal.

14. **Government** - United States of America; Federal Government, unless otherwise specified as in "State Government".

15. **Government material** means Government property which may be incorporated into or attached to an end item to be delivered under a contract or which may be consumed in the performance of a contract. It includes, but is not limited to, raw and process materials, parts, components, assemblies, and small tools and supplies.

16. **Government property** is a special category of material defined in far as: All property owned or leased by the Federal Government. Such property acquired under contracts with the School includes:

- a. **Government furnished property:** property in the possession of or acquired by the Government and subsequently delivered to or otherwise made available to the School for use under specified contracts and grants.
- b. **Contractor acquired property:** property purchased or otherwise provided by the School for the performance of a contact, title to which property is vested in the Government by virtue of its procurement with Government funds.
- c. **Excess Government property:** property, which is no longer required by the holding Federal activity and is available to other Federal agencies or Federal contractors, such as the School.
- d. **Federal surplus property:** Property, which has been screened by all Federal agencies and generally made available to eligible institutions through the Colorado Surplus Property Agency.

17. **Grantee** is the Board of Trustees, CSM.

18. **Industrial Plant Equipment (IPE)** is that part of plant equipment with an acquisition cost of \$15,000 or more for DIPEC; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties materials, components, or end items entailed in manufacturing maintenance, supply, processing, assembly, or research and development operations.

19. **Loaned Equipment** is either borrowed by the School from an external agency or one CSM department from another, or loaned by the School to an external agency or individual.

20. **Material** means property that is incorporated into or attached to an end item to be delivered under a contract or which may be consumed in the performance of a contract. It includes, but is not limited to, raw and processed material, parts, components, assemblies, or supplies.

21. **Office of Research Administration (ORA)** is the Colorado School of Mines organization responsible for administering all research contracts and grants.

22. **Personal property** is property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).

23. **Plant equipment** means personal property of a capital nature (consisting of equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items, but excluding special tooling and special test equipment) used or capable of being used in the manufacture of supplies or in the performance of services or for any administrative or general plant purpose.

24. **Pre-Acquisition Screening**, before a purchase requisition is submitted, the Department Head/Principal Investigator shall review equipment listings to insure that comparable equipment is not available on campus.

25. **Principal Investigator (PI)** is the academic or administrative staff member responsible for initiating and conducting an externally-funded research, training, or public service project.

26. **Property Administrator (Government) (GPA)** is the individual designated by appropriate authority to administer the contract requirements and obligations relative to Government property and is an authorized representative of the contracting officer.

27. **Property Administration (PA)** is the administrative office responsible for administering the Colorado School of Mines Equipment Inventory System.

28. **Property** includes all property, both real and personal. For the purpose of federal Government definition, it consists of five separate categories -- materials, special tooling, special test equipment, military property, and facilities.

29. **Real property**, for purposes of accounting classification, means (i) land and rights therein, (ii) ground improvements, (iii) utility distribution systems, (iv) buildings, and (v) structures. It excludes foundations and other work necessary for the installation of special tooling, special test equipment, and plant equipment.

30. **Salvage** means property which because of its worn, damaged, deteriorated, or incomplete condition, or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs or alterations, but which has some value in excess of its scrap value.

31. **School Property** refers to property acquired by the School, regardless of funding source.

32. **Scrap** means property that has no reasonable prospect of being sold except for the recovery value of its basic material content.

33. **Special test equipment** means either single or multi-purpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in the performance of the contract. Such testing units comprise electrical, electronic, hydraulic, pneumatic, mechanical, or other items or assemblies of equipment that are mechanically, electrically, or electronically interconnected so as to become a new functional entity, causing the individual item or items to become interdependent and essential in the performance of special purpose testing in the development or production of particular supplies or services. The term "special test equipment" does not include:

(a) materials;

(b) special tooling;

(c) buildings and non-severable structures (except foundations and similar improvements necessary for the installation of special test equipment); and

(d) plant equipment item used for general plant testing purposes.

34. **Special tooling** means all jigs, fixtures, molds, patterns, taps, gauges, or other equipment and manufacturing aids, and replacement thereof 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 the performance of particular services. The term includes all components of such items but does not include:

- (a) consumable property;
- (b) special test equipment; or
- (c) buildings, non-severable structures (except foundations and similar improvements necessary for the installation of special tooling), general or special machine tools, or similar capital items.

35. **Title** means legal ownership.

(a) CSM-owned equipment includes:

- (1) equipment acquired with CSM funds,
- (2) equipment received as gifts, and
- (3) equipment acquired with non-CSM funds and transferred to the School under the terms of the acquiring contract or grant. Title is vested with CSM until the equipment is sold, scrapped, or transferred to another institution.

(b) Government-owned equipment includes:

- (1) equipment acquired with non-Government agency funds whose title vests with the agency under the terms of the contract or grant.
- (2) equipment borrowed from other persons, institutions, or organizations.

(c) Other non-CSM-owned equipment includes:

- (1) equipment acquired with non-Government agency funds whose title vests with the agency under the terms of the contract or grant, and
- (2) equipment borrowed from other persons, institutions, or organizations.

APPENDIX B - CODING

Department Codes

-Identifies the responsible department for the equipment.

Dept. #	Department Name
10	Engineering
20	Chemical & Biological Engineering
30	Chemistry & Geochemistry
40	Civil and Environmental Engineering
50	Geology & Geological Engineering
55	Geology Museum
60	Geophysics
70	Multicultural Engineering Program
80	Applied Mathematics and Statistics
90	Metallurgical and Materials Engineering
100	Military Science
110	Economics & Business
120	Mining Engineering
120	Earth Mechanical Institute (EMI)
130	Petroleum Engineering
140	Physical Education & Athletics
150	Physics
160	EPICS
170	Liberal Arts and International Studies
180	International Programs
190	International Student and Scholar Services
270	Legal Services
290	Environmental Health & Safety
300	Admin - President's Office
310	Admin - Academic Affairs
320	Admin - Finance & Administration
330	University Advancement
340	Strategic Enterprises
360	Graduate Studies
370	Controller's Office
390	Admissions

Dept. #	Department Name
410	Campus Computing, Communications, and Information Technologies (CCIT)
420	Career Center
430	Financial Aid
440	SL - Student Life, V P and Dean of Students
440	SL - Food Services
440	SL - Bookstore
440	SL - Student Activities
440	SL - Student Services Office
440	Student Disability Services
440	Student Health Benefit Plan
450	Student Health Center
450	Counseling Center
450	Dental Clinic
460	Library
470	Personnel/Affirmative Action
475	Human Resources
480	FM - Facilities Management
480	FM - Plant Utilities
480	FM - Custodial
480	FM - General Management
490	Public Relations
500	Public Safety
510	Procurement Services
510	Copy Center
520	Registrar's Office
530	Office of Research Administration (ORA)
535	Research and Technology Transfer
540	Capital Planning and Construction
560	Recreation Center
560	Outdoor Recreation Center/Recreational Sports
570	Purchasing
580	Information Services
610	Green Center - Office of Events
630	Distribution and Mail Services
710	Special Programs & Continuing Education
720	Trefny Institute for Educational Innovation (TIEI)
730	Center for Wave Phenomenon

Dept. #	Department Name
740	Guy T. McBride Honors Program
750	Center for Space Resources (CSR)
800	Colorado Geological Survey
810	Residence Halls (Morgan, Thomas, Bradford, & Randall)
820	Weaver Towers (Residence Hall)
960	Center of Academic Services & Advising (CASA)
970	Minority Engineering Program
AAA	Alumni Association
BBB	Foundation Inc., CSM

Building Codes

-Gives the location of the equipment.

Code	Building Name	Address
10S	FM Complex Storage B - FM	1318 Maple St.
11S	FM Complex Storage C - EHS	1318 Maple St.
12S	FM Complex Storage D - EHS	1318 Maple St.
13S	Survey Shelter	1801 19th St.
1S	Carpenter/Electrical (Shop #1)	1318 Maple St. Bldg #1
2S	Grounds/Truck (Shop #2)	1318 Maple St. Bldg #2
3S	Lock Shop (Shop #3)	1318 Maple St. Bldg #3
4C	Lakes Chiller Building	1401 Maple St.
4S	Oil Storage Shed	1299 13th St.
5C	Alderson Chiller Building	1001 16th St.
5S	Military Science (Trailer)	1232 West Campus Road #1
6S	Pines (Trailer)	1232 West Campus Road #4
7S	Timberline #1 (Trailer)	1232 West Campus Road #2
8S	Timberline #2 (Trailer)	1232 West Campus Road #3
9S	FM Complex Storage A - CCIT	1318 Maple St.
AH	Alderson Hall	1613 Illinois St.
BB	Brown Hall	1610 Illinois St.
BE	Berthoud Hall	1516 Illinois St.
BF3	Brooks Field Stadium	1250 W. 12th St.
BF1	Brooks Field North Stands	1250 W. 12th St.
BF2	Brooks Field Ticket Booth	1250 W. 12th St.
BF8	Brooks Field Restrooms	1250 W. 12th St.
BF6	Brooks Field Concession	1250 W. 12th St.
BF7	Brooks Field Shelter	1250 W. 12th St.
BF4	Brooks Field Stg. Bldg. A	1250 W. 12th St.
BF5	Brooks Field Stg. Bldg. B	1250 W. 12th St.
BF9	Brooks Football Field	1250 W. 12th St.
BR	Bradford Hall	1223 W. Campus Rd
CH	Chauvenet Hall	1015 14th St.
CO	Coolbaugh Hall	1012 14th St.
CR	Central Storage and Receiving	1301 19th Street
CT	CTLM	1650 Arapahoe St.
EA	Engineering Annex	814 15th St.
EH	Engineering Hall	816 15th St.
EM	Earth Mechanics Institute (EMI)	1312 Maple St.
EX	Edgar Mine - USGS Underground Classroom	365 8th Ave

Code	Building Name	Address
EXA	Edgar Mine-Classroom Building	365 8th Ave
EXB	Edgar Mine-Change House	365 8th Ave
EXC	Edgar Mine-Compression and Lamp	365 8th Ave
EXD	Edgar Mine-Shop & Office Building	365 8th Ave
EXF	Edgar Mine-Storage B-Electrical Shed	365 8th Ave
EXG	Edgar Mine-Storage A-Drill Shed	365 8th Ave
EXE	Edgar Mine-Storage C-Fuel Shed	365 8th Ave
FH	Steinhauer Fieldhouse	1300 Illinois St.
GC	Green Center	924 16th St.
GH	Guggenheim Hall	1500 Illinois St.
GS	U.S. Geological Survey	1711 Illinois St.
GY	Volk Gymnasium	1312 Illinois St.
HH	Hill Hall	920 15th St.
HP	Heating Plant	1001 13th St.
IM	IM Field Restrooms	1620 Elm St.
LB	Arthur Lakes Library	1410 Illinois St.
MH	Meyer Hall	1523 Illinois St.
MM	M & Overhead Electric	N/A
MO	Morgan Hall	1221 W. Campus Rd
MP	Maple Hall	1733 Maple Street
MZ	Marquez Hall	1600 Arapahoe St.
FM	Facility Management	1318 Maple St.
RA	Randall Hall	1224 W. Campus Rd
RC	Student Recreation Center	1651 Elm Street
RL	General Research Laboratory & Geology Museum (GRL)	1310 Maple St.
SC	Student Center	1200 16th St.
SF	Survey Field Building	1801 19th St.
SH	Stratton Hall	1005 14th St.
SR	Spill Recovery Garage	1015 14th St.
TC	Tennis Courts	1290 Maple St.
TH	Thomas Hall	1222 W. Campus Rd
TU	Tunnels	N/A
UO	Unit Operations Lab	1005 16th St.
WT	Weaver Towers	1811 Elm St.
WC	W. Lloyd Wright Student Wellness Center	1770 Elm St.
X1	Mines Park (2027 Infinity Cr)	2027 Infinity Cr
X2	Mines Park Maintenance Shop	1817 19th St
XA	Mines Park I & II Comm. Ctr.	1901 19th St
XB	Mines Park (1909 19th St.)	1909 19th St.
XC	Mines Park (1911 19th St.)	1911 19th St.

Code	Building Name	Address
XD	Mines Park (1913 19th St.)	1913 19th St.
XE	Mines Park (1805 19th St.)	1805 19th St.
XF	Mines Park (1807 19th St.)	1807 19th St.
XG	Mines Park (1809 19th St.)	1809 19th St.
XH	Mines Park (1811 19th St.)	1811 19th St.
XI	Mines Park (1813 19th St.)	1813 19th St.
XJ	Mines Park (1815 19th St.)	1815 19th St.
XK	Mines Park (1903 19th St.)	1903 19th St.
XL	Mines Park (1905 19th St.)	1905 19th St.
XM	Mines Park (1907 19th St.)	1907 19th St.
XN	Mines Park III Comm. Ctr.	2001 Infinity Cr.
XO	Mines Park (2003 Infinity Cr)	2003 Infinity Cr
XP	Mines Park (2005 Infinity Cr)	2005 Infinity Cr
XQ	Mines Park (2007 Infinity Cr)	2007 Infinity Cr
XR	Mines Park (2009 Infinity Cr)	2009 Infinity Cr
XS	Mines Park (2011 Infinity Cr)	2011 Infinity Cr
XT	Mines Park (2013 Infinity Cr)	2013 Infinity Cr
XU	Mines Park (2015 Infinity Cr)	2015 Infinity Cr
XV	Mines Park (2017 Infinity Cr)	2017 Infinity Cr
XW	Mines Park (2019 Infinity Cr)	2019 Infinity Cr
XX	Mines Park (2021 Infinity Cr)	2021 Infinity Cr
XY	Mines Park (2023 Infinity Cr)	2023 Infinity Cr
XZ	Mines Park (2025 Infinity Cr)	2025 Infinity Cr
Z1	Phi Gamma Delta Fraternity (Fiji) House (1803 W. Campus Rd.)	1803 W. Campus Rd.
Z2	Aspen Hall (1869 W. Campus Rd)	1869 W. Campus Rd.
Z3	Pi Phi (1500 W. Campus Rd)	1500 W. Campus Rd
Z4	Alpha Phi (1550 W. Campus Rd)	1550 W. Campus Rd.
Z5	Sigma Kappa (1600 W. Campus Rd)	1600 W. Campus Rd
Z6	Vacant Lot - Future Sorority House	1650 W. Campus Rd
Z7	Unassigned	
Z8	Unassigned	
Z9	Unassigned	
ZA	1600 Jackson Street	1600 Jackson St.
ZB	Denver Federal Center, Bldg 15	Denver Federal Center, Bldg. 15
ZC	Unassigned	
ZD	Center for Academic Services & Advising (CASA)	1225 17th St.
ZE	Aqwaterc -Pole Barn	1803 19th St.
ZF	Aqwaterc-Green House	1803 19th St.
ZG	House-1020 19th St. (Public Safety Annex)	1020 19th St.

Code	Building Name	Address
ZH	House-1706 Illinois St (International Program)	1706 Illinois St.
ZI	House-1722 Illinois St. (President Residence)	1722 Illinois St.
ZJ	House-1812 Illinois St. (Public Safety)	1812 Illinois St.
ZK	House-1404 Maple St. (ROTC)	1404 Maple St.
ZL	House-1400 Maple St. (MEP)	1400 Maple St.
ZO	House-1700 Maple St. (Coolbaugh House)	1700 Maple St.
ZP	Aqwatec-Building	1803 19th St.
ZQ	Jones Rd Apartment #1 (1920-East)	1920 Jones Rd (East)
ZR	Jones Rd Apartment #2 (1922-West)	1922 Jones Rd (West)
ZS	House-1700 Illinois St. (McBride Honors)	1700 Illinois St.
ZT	Unassigned	
ZV	House-1710 Illinois St. (WISEM/Auditors)	1710 Illinois St
ZW	Unassigned	
ZX	Unassigned	
ZY	Unassigned	
ZY	Unassigned	
ZZ	Unassigned	
AF1	Athletic Soccer Field-A	1300 W. 12th St.
AF2	Athletic Track Field-B	1300 W. 12th St.
AF3	Athletic Baseball Field-C	1300 W. 12th St.
AF4	Athletic Softball Field-D	1300 W. 12th St.
EL	Elm Residence and Dining Hall	
WA	Welcome Center	1810 Illinois St.

Disposition Codes

Code	Disposition
1	Sold
2	Scrapped
3	Lost
4	Stolen
5	Traded-In
6	Given to another Government agency

Sponsor codes

Code	Sponsor
1	State of Colorado
2	National Science Foundation (NSF)
3	U.S. Geological Survey (USGS)
4	Department of Transportation (DOT)
5	National Aeronautics and Space Administration (NASA)
6	U.S. Bureau of Land Management (USBL)
7	Department of Energy (DOE)
8	Private
9	US Department of Health, Education, and Welfare (HEW)
10	U.S. Environmental Protection Agency (EPA)
11	UNUSED
12	Solar Energy Research Institute (SERI)
13	U.S. Air Force
14	Office of Naval Research (ONR)
15	All other Federal
16	Auxiliary
17	Center for Earthquake Research and Information (CERI)
18	Army
19	Department of Defense (DOD)
20	Department of Labor (DOL)

Condition Codes

Code	Condition
1	Functional and being utilized
2	Functional and not being utilized
3	Nonfunctional and not being utilized

APPENDIX C – GOVERNMENT REQUIRED REPORTS

US Government Reports are required as follows:

Report	As of Date	Submission Due Date
Semi-Annual DOE	28 February	15 April
Equipment DOE Form	31 August	16 October
NASA form 1018	30 September	31 October
NASA Grant Property List	30 September	31 October
DOD DD Form 1662	30 September	31 October


*Submission of a closeout report is due 60 - 90 days after each project has expired

APPENDIX D - FORMS

Copy of Equipment Transfer/Location Change Request Form

Copy of Property Disposal Form

Equipment Location Change/Transfer Form – page 1


COLORADO SCHOOL OF MINES

EQUIPMENT LOCATION CHANGE/TRANSFER FORM

Instructions: **This form should be used to report the following: Location changes** (please complete section **A & C**); **Transfer to another Department** (please complete section **B & C**). After the proper signatures have been obtained, please forward the original to the Controller's office for approval. When approved, a copy of the request will be returned to the department(s) involved.

(Stolen Equipment: do not use this form – Report to Public Safety and forward information to Controller's Office).

SECTION A – Location Change

CSM Tag Number	Item Description	Current Location		New Location	
		Building	Room	Building	Room

Responsible Department:

Request relocation for the above listed items.	Dept. Head Name:	Dept. Head Signature:	Date:
Dept. Name:			

SECTION B – Transfer to Another Department

CSM Tag Number	Item Description	NEW Location		Remarks/Reason for Change
		Building	Room	

Releasing Department: **Acquiring Department:**

Request release of accountability for the above listed items.	This department accepts accountability for the above listed items.
Dept. Name:	Dept. Name:

This form is available at:
<http://inside.mines.edu/Forms>

Equipment Location Change/Transfer Form – page 2

Dept. Head Name:	Dept. Head Name:
Dept. Head Signature:	Dept. Head Signature:
Date:	Date:

SECTION A – Location Change (continued)

CSM Tag Number	Item Description	Current Location		New Location	
		Building	Room	Building	Room


SECTION B – Transfer to Another Department (continued)

CSM Tag Number	Item Description	NEW Location		Remarks/Reason for Change
		Building	Room	

Equipment Disposal Form

Page 1 of 1

View Options Close

 **COLORADO SCHOOL OF MINES**

Property Disposal Form

To: The Controller's Office	
Department:	Date:

Submitter Information

Name:	Extension:
Email:	Office Location:

> Request is hereby made for disposition of property responsibility for the following listed school property.

Description (Include serial numbers & model #)	Tag or decal #	Unit Cost of Each

Reason for disposition: _____

I, hereby affirm that (to the best of my knowledge and belief) the articles of property listed above were lost, destroyed, damaged, or worn out in the manner stated and/or is surplus to this department.

Submitter Signature

Approved: _____
Department head signature

> If Facilities Management is to pick up the equipment, please issue a work order with Facilities Management to schedule a pick-up at http://inside.mines.edu/WO_1

> A copy of this report will be returned to the requesting department when approved by the Controller's office.

CONTROLLER'S OFFICE USE ONLY

Disposition:
 Sold
 Scrapped
 Result of physical inventory

Date of Dispositions: _____

Approved: _____
Controller's Office

Survey Report revised 11.06.2012

This form is available at:
<http://inside.mines.edu/Forms>

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