

**All sensitive items are to be maintained under locked storage when not in use.**

<b>TABLE 1. SENSITIVE EQUIPMENT MATRIX</b>				
	<b>GROUP I</b>	<b>GROUP II</b>	<b>GROUP III</b>	<b>GROUP IV</b>
<b>ITEM DESCRIPTION</b>	<b>TRACKED</b>	<b>NON-TRACKED</b>	<b>CELL PHONE</b>	<b>MATERIAL</b>
Ammunition	--	--	--	ALL
Alcohol-potable/grain	--	--	--	ALL
Binoculars	--	ALL	--	--
Camcorders	=>\$500 DOE =>\$1000 BNW	--	--	--
Cameras, still	=>\$500 DOE =>\$1000 BNW	--	--	--
Cellular Phones:				
Cell Phone w/PDA	ALL DOE ALL DOE =>\$1000 BNW	--	ALL DOE	--
Cell Phone w/Camera				
Cell Phone (audio only)				
Chain Saws, gasoline/electric powered	--	ALL	--	--
Controlled Substances	--	--	--	ALL
Computers-portable/laptop	ALL DOE =>\$1000 BNW	--	--	--
DVD Recorders/Players	=>\$500 DOE =>\$1000 BNW	--	--	--
Personal Digital Assistant (PDA)	ALL DOE =>\$1000 BNW			
Facsimile Machines-portable	=>\$500 DOE =>\$1000 BNW	--	--	--
Firearms	ALL	--	--	--
Hand Tools	--	ALL	--	--
Hand Tools, electric/pneumatic	--	ALL	--	--
Hypodermic Needles-Medical	--	--	--	ALL
Generators, hand carry, gas powered (= < 4.5kw)	ALL DOE =>\$1000 BNW	--	--	--
Global Positioning Systems (hand held)	=>\$500 DOE =>\$1000 BNW	--	--	--
Medical Supplies	--	--	--	ALL
Night Vision Devices	ALL DOE =>\$1000 BNW	--	--	--
Precious Metals	--	--	--	ALL
Radios, hand held, battery powered	--	ALL	--	--
Scopes, rifle	=>\$500 DOE	--	--	--

	=>\$1000 BNW			
Tape Recorders, battery powered	--	ALL	--	--
Telescopes	--	ALL	--	--
Televisions-color w/tuner	=>\$500 DOE =>\$1000 BNW	--	--	--
Video Cassette Recorders/Players	=>\$500 DOE =>\$1000 BNW	--	--	--
Weapons, other than firearms	--	ALL	--	--

### **Group I Items, Sensitive Tracked**

Property record units individually controlled in the property data base regardless of acquisition cost, unless otherwise indicated. The Battelle tracking level for Group I items is \$1K except for Firearms.

#### **Control**

Group I items are individually tracked and required physical inventory of these items will be coordinated by Property Management.

#### **Line Management**

1. Upon receipt, tag or arrange for tagging through central receiving.
2. Insure all equipment is accurately recorded in the property management system. Validate: custodian, steward code, manufacture name, model number, serial number, location
3. Conduct required physical inventory of sensitive property. Reference MA-690, section 5.1.

### **Group II Items, Sensitive Non-Tracked**

Group II items are identified by use of generic unnumbered tags and or other identifying means, i.e. isotopic paint or a chemically applied identifier.

#### **Control**

These items are non-record units and are susceptible to misappropriation for personal use. Whenever practical, custodians should store these materials under locked conditions.

#### **Line Management**

1. Establish and administer a system to assure reasonable physical control and accountability.
2. Disbursements of items should be limited to personnel who have responsibility for these individual types of property.
3. Provide secure facilities such as lockable storerooms, cabinets, tool boxes, etc., for safe keeping of items.
4. Insure items are appropriately tagged/identified.

## **Group III Items, Cellular Phones (Audio only)**

Group III items are tracked and identified by the cellular phone's telephone number.

### **Line Management**

1. Establish and administer a system to assure reasonable physical control during usage and monitor usage of property.
2. Verify utilization of cellular phones. Return all phones that do not warrant continued retention and use.

## **Group IV Items, Sensitive Material**

Sensitive materials, when ever possible, should only be procured through the appropriate mechanism and only by an authorized employee.

Sensitive materials must be kept in locked storage facilities and only withdrawn for use in quantities required for the immediate application at hand.

Strict record keeping is required for the following materials:

- alcohol
- controlled substances
- precious metals.

### **Line Management**

1. Arrange for transfer of any sensitive materials assigned to terminating employees.