

NETL F 580.1-8
(10/2000) OPI=BL60
(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY
ANNUAL REPORT OF
PROPERTY IN THE CUSTODY
OF CONTRACTORS

REPORT AS OF 30 SEP _____ OR _____
REPORT CONTROL SYMBOL

1. TO (Enter name and address of property administrator) ACQUISITION & ASSISTANCE DIVISION DOCUMENT CONTROL (M/S 921-143) US DEPARTMENT OF ENERGY NATIONAL ENERGY TECHNOLOGY LABORATORY PO BOX 10940 PITTSBURGH PA 15236-0940	2. FROM (Enter full name and address of contractor)
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3. IF GOVERNMENT-OWNED, CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT

4. CONTRACT NO.	5. CONTRACT PURPOSE	6. BUSINESS TYPE (L, S, or N)	7. OFFICIAL NAME OF PARENT COMPANY
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8. PROPERTY LOCATION(S)	9. PLANT EQUIPMENT PACKAGE
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a. PROPERTY (Type of Account)	b. BALANCE BEGINNING OF PERIOD		c. ADDITIONS (in dollars)	d. DELETIONS (in dollars)	e. BALANCE END OF PERIOD	
	(1) Acquisition Cost (in dollars)	(2) Quantity (units or acres)			(1) Acquisition Cost (in dollars)	(2) Quantity (units or acres)
10. LAND						
11. OTHER REAL PROPERTY						
12. PLANT EQUIPMENT > \$25,000						
12.1 PLANT EQUIPMENT = TO OR > \$5,000 < \$24,999						
13. PLANT EQUIPMENT < \$5,000						
14. GOVERNMENT MATERIAL FURNISHED = TO OR > \$50,000						
15. GOVERNMENT MATERIAL ACQUIRED > \$50,000						

CERTIFICATION
I certify that this report was prepared under NETL requirements from records maintained under FAR 45.5 and DEAR 945.5

16. CONTRACTOR REPRESENTATIVE

a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED
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17. DOE PROPERTY REPRESENTATIVE

a. TYPED NAME (Last, First, Middle Initial)	c. SIGNATURE	d. DATE SIGNED
b. TELEPHONE NUMBER Area Code ()		

REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all DOE/NETL property (*as indicated*) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 15 of each year. Report zero balances on contracts accountable for DOE/NETL property when they close.

REPORT AS OF 30 SEP _____. Fill in the appropriate year (*or other date*).

ITEM 1 - TO. Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (*including City, State, and ZIP + 4*).

ITEM 2 - FROM. Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like ABC International Inc., for example.

ITEM 3. Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

ITEM 4 - CONTRACT NO. Enter the 15-digit contract number under which the Government property is accountable. Use format DE-XXXX-XXXXXXXXXX.

ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

- a. Research and Development.
- b. Supplies and Equipment (deliverable end items)
- c. Facilities Contract
- d. Lease of facilities by the contractor
- e. Maintenance, Repair, Modification, or Rebuilding of Equipment
- f. Operation of a Government-Owned Plant or Facilities including test sites, ranges, installations
- g. Service contract performed primarily on Military Installations, test facilities, ranges or sites
- h. Contract for storage of Government Property
- i. Others

ITEM 6 - TYPE OF BUSINESS. Enter a 1-character alphabetic code indicating the type of business concern:

L = Large S = Small N = Non-profit

(See FAR Part 19 for definition of Small and FAR 31.701 for definition of Non-Profit.)

ITEM 7. Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is the one in which common stock has been issued irrespective of whether the stock is publicly traded or not and which is not a subsidiary of another corporation.

ITEM 8 - PROPERTY LOCATION(S). Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontract property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

ITEM 9 - PLANT EQUIPMENT UNIT/PROCESS. Enter the Nomenclature and Use of a Plant Equipment Package if one exists on this contract. Leave blank otherwise. Example: ACME Proof-of-Concept.

ITEM 10 - 15.b(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10, 12-13.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10 - 13.c. - ADDITIONS (*in dollars*). For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material. NOTE: For Item 12, >\$25K, use attachment.

ITEMS 10 - 13.d. - DELETIONS (*in dollars*). For property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material. NOTE: For Items >\$25K, use attachment.

ITEMS 10 - 15.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5.

ITEMS 10, 12, 13.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

ITEM 16 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative authorized by the property control system to sign this report. This will be the person certifying the report was prepared under DOE/NETL reporting requirements from records maintained by the contractor under FAR 45.5. Date and signature of person indicated in Item 16.a.

ITEM 17 - DOE PROPERTY REPRESENTATIVE. Type the name of the DOE/NETL Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number. Sign and date.

NOTE TO CONTRACTOR: When reporting more than one contract from the same location and the same contractor, you may elect to fill out Data Elements 1, 3, 6, 7, and 16 only once as long as each form can be readily identified if any form.