

REPORT OF PROPERTY FOR SURVEY

3. ACCOUNTABLE ORGANIZATIONAL UNIT

4. LOCATION

5. REASON FOR PROPOSED ACTION (Item missing, destroyed, etc.)

6. LAST LOCATION OF PROPERTY

7. NRC TAG NUMBER

7. DESCRIPTION OF ITEM (Model, Manufacturer, Serial Number)

8. DATE OF ACQUISITION

9. ACQUISITION COST

10. DEPRECIATED VALUE

11. State all facts known to you regarding the incident (loss, theft, or damage), including answers to the following:

a. What were the circumstances in discovering the equipment was missing?

When was this done and by whom?

b. What was the last record to show who had possession of the piece of equipment?
Explain the system in use (e.g., Property System, NRC Form 119, etc.)

c. Do you have reason to believe the item was stolen?
If so, attach building security report or police report.

☐ Yes ☐ No

d. What measures were taken to notify employees of the missing item and to search for the item within the organization?

e. Missing NRC property contains Personally Identifiable Information?

☒ Yes ☐ No

f. Was an insurance claim filed?
If yes, provide a copy.

☐ Yes ☐ No

I CERTIFY THAT THE FOREGOING ANSWERS TO THE ABOVE QUESTIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PERSON ACCOUNTABLE (Print or type)

SIGNATURE

TELEPHONE NUMBER

DATE

PROPERTY CUSTODIAN (Print or type)

SIGNATURE

TELEPHONE NUMBER

DATE

12. TO: PROPERTY MANAGEMENT OFFICER AND BOARD OF SURVEY: I AM SATISFIED THAT THE STATEMENTS IN AND WITH THIS REPORT ARE RESPONSIVE EXCEPT AS STATED IN SEPARATE ATTACHMENTS.

OFFICE/DIVISION DIRECTOR OR REGIONAL ADMINISTRATOR

SIGNATURE

TELEPHONE NUMBER

DATE