(11-01)

All Other Editions Are Obsolete

## U. S. Department of Energy Personal Property Loan Agreement OMB Burden Disclosure Statement

OMB Control No. 1910-1000

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Records Management Division, IM-11 GTN, Paperwork Reduction Project (1910-1000), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1000), Washington, DC 20503.

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DOE-PMR 109-1.5103		1. CONTROL NUMBER		2. LOAN DATE	3. EXPIRATION DATE	4. PAGE 1 OF
5. NAME-ADDRESS-TELEPHONE NO./FAX/EMAIL (LENDER)				6. NAME-ADDRESS-TELEPHONE NO./FAX/EMAIL (BORROWER)		
7. PURPOSE	OF THE LOAN	AND LOCATION WH	ERE PROPERTY WILI	L BE USED		
8. REFERENC	CE/CONTRACT	UAL DOCUMENTAT	ION/SHIPPING INFOR	MATION		
9. ITEM NO.	QUANTITY	PROPERTY NO.	SERIAL NO.	PERSONA	L PROPERTY DESCRIPTION	ACQUISITION COST
		(I	f additional space is nec	essary, attach a separ	rate sheet.)	
a. 1 6 6 b. i c. a d. a i e. u 2. The a	expiration date, un case of loss or assume all costs in agree to indemnincidental hereto ase the loan prophove property sh	anless the loan period is damage of the property involved in preparation fy and hold harmless th as a result of Borrower erty only for the purpos all not be modified, loa	s formally extended or the loaned, reimburse the loaned, reimburse the loaned, handling, loaning, discusse Lender and the Depare's use or possession of the ses specified in this loaned, or transferred to a	r, normal wear and te ne loan is terminated Lender at the current connecting, and trans tment of Energy agai he loaned property; a agreement. third party without th	ar excepted, and free of contaminat before the due date; price of replacement or repair; portation from and to the Lender; nst any and all liability, loss, dama	ges, claims and costs
					oin with the United States and the n	roperty shall be used

1. Lender's Property Management Office

Borrowing Agency/Organization Approval

Signature of Authorized Lender

Department of Energy Official

Accepted By:

Approved By:

Approved By:

2. Borrower

only for official purposes. The Lender reserves the right to cancel the loan or to recall the loaned property upon 30 days notice.

3. Custodian (Responsible Property Office)

Title

Title

Title

4. Suspense

Date

Date

Date

## **INSTRUCTIONS FOR DOE F 4420.2**

This form is used by U.S. Department of Energy (DOE) offices and DOE management and operating contractors to loan property which is not excess for short durations to other DOE offices and contractors, other Federal agencies, foreign Government and foreign organizations, and others for official purposes in support of DOE, in accordance with DOE-PMR 109-1.5104.

Block 1: Self-explanatory. Assigned by the lender.

Blocks 2 and 3: Enter Effective and completion dates after DOE headquarters approval.

Block 4: Enter total number of pages in space provided.

Block 5: Enter name, address, and telephone number of DOE office or DOE management and operating

contractor.

Block 6: Enter name of organization or agency. May include attention line with name of point of contact.

Block 7: Must be provided. Should refer to the experiment and/or research involved. (If additional space

is necessary, attach separate sheet.)

Block 8: Enter applicable support agreement and export license information.

Block 9: Provide all pertinent information.

## **Signatory Information:**

Accepted By: Type or print name and title of borrower.

Provide signature and date.

Approved By: Type or print name and title of DOE or

DOE management and operating contractor

official. Provide signature and date.

Approved By: Self-explanatory.