



Property Transport Request (PTR)

PTR Number

Section 1. Custodian Information

Z Number	Custodian		
Organization Code	Custodian Location	Group	Phone

Notes:

1. PTR used for hand-carry transport only, and property may not be left at travel destination except for home use.
2. PTR is not required for onsite transport, e.g., all facilities contained within site boundaries, leased space, and the Fenton Hill Facility.
3. PTR is not required for cell/mobile phones, radio pagers, iPads, two-way radios, or barcode readers. Other items that are exempt from this requirement include general office supplies and equipment such as computer disks, thumb drives, CRYPTOCards, briefcases, books, calculators, staplers, pens, pencils, work papers, LendIT and LoFT laptops, and non-barcoded equipment supporting teleworkers that is documented and approved in accordance with [P554](#), *Work Locations*.
4. Export Control Office approval is not required for items listed in Item 3 before transporting to a foreign country. All other lab equipment and materials destined for foreign transport must be reviewed by the Export Control Office. Please contact export@lanl.gov for approval.

Section 2. Property Information

Item	Qty	Bar Code #	Complete Description	\$ Value	Full Disk Encrypted?	Type of Transportation

Date Leaving U.S.:

Section 3. Official-Use Transportation Justification

Give a brief justification of why work must be conducted offsite, including at home.

Section 4. Signatures

Custodian certifies that the property listed above will be used for official business only and does not contain hazardous or classified material and that, if applicable, controlled unclassified information is encrypted with approved software.	Z Number
Signature: _____ Date: _____	
Manager 2 or higher-level manager certifies that the custodian(s) associated with this PTR are authorized to transport the listed property in accordance with justification provided above. Note: Manager may not sign for themselves; next-level-up manager must approve.	Z Number
Signature: _____ Date: _____	
Organizational Computer Security Representative (OCSR) certifies that the computer(s) listed above have applicable cyber security controls installed to protect sensitive unclassified data for transport. See Instructions Section 4, Item 3. N/A	Z Number
Signature: _____ Date: _____	
Property Specialist certifies that this PTR was issued on _____ (Date)	Z Number
Signature: _____ Date: _____	

Instructions for Property Transport Request (PTR)

Note: See [P821](#), *Government Personal Property*, Section 3.1.6.b, “Government Property Removal,” for additional information regarding the transport of government personal property.

Section 1—Custodian Information

- Z Number, Custodian (*name*), Exempt/Non-Exempt, Organization Code (*cost code*), Custodian Location (*technical area and building number*), Group, Phone Number (*office*).

Section 2—Property Information (List all property to be transported)

Item number; more than one item can be entered on a PTR.

1. Quantity
 - a. Like-type, non-barcoded items can be grouped.
 - b. Indicate the number of pieces.
2. Barcode # and Complete Description, including \$ Value
 - a. Enter barcode number, description and value from Sunflower.
 - b. For non-property-numbered items, provide a description of each type of property and model and serial numbers, if applicable. No \$ value required.
3. Full Disk Encrypted (Drop-Down Menu—Yes or No)
 - a. Indicate if listed computers have Full Disk Encryption (FDE) installed. See the [FDE website](#) or contact your Organizational Cyber Security Representative (OCSR) for information regarding FDE.
 - **All** computers **must** have LANL-approved encryption software installed before transporting offsite unless the Office of the Chief Information Officer (OCIO) grants a written exception. A copy of the exception must be attached to this document and retained by both the property custodian and the property specialist.
 - b. For other equipment, indicate “No.”
4. Type of Transportation (Drop-Down Menu)
 - a. Used when an employee is authorized to transport property offsite for domestic travel, including home use.
 - Include a home address if the property will be based there.
 - b. Used when an employee is authorized to transport listed property on foreign travel.
 - See [P218](#), *Cyber Security Access Controls*, Section 3.2.1, “Protection of Information Systems while on Foreign Travel,” for additional information and guidance.
 - Include date leaving LANL.

Note: A separate approval email from LANL Export Control (export@lanl.gov) is required before transporting to a foreign country. See note above or Section 4a regarding the types of property that require Export Control Office approval. Attach a copy of the approval to the PTR.

Section 3—Official-Use Transportation Justification (Provide a justification including, at a minimum, the following:)

A brief justification (e.g., type of work being performed and why work must be conducted offsite, including at home).

Section 4—Signatures (All applicable signatures must be obtained before removal of property, with the exception of laptops issued from Easyt. For laptops issued from Easyt for telework/home use, the partially completed PTR will be provided to the requester/custodian, who must follow up within 10 working days to obtain all approval signatures and submit to their organization’s assigned Property Specialist or propertyspecialists@lanl.gov for final processing.)

1. Custodian signature, Z number, and date are required on **all** PTRs.
2. Manager Level 2 or higher-level manager signature, Z number, and date are required on **all** PTRs.

Note: Guest Scientists must have fully executed [Form 1072](#), *Guest Scientist Agreement*, including AD signature. Attach a copy of the agreement to the PTR.
3. OCSR signature, Z number, and date are required for the transport of all computers (non-LendIT or LoFT) being transported offsite, including foreign travel. If not applicable, indicate N/A instead of OCSR signature.

After all applicable signatures have been obtained, the property specialist will sign, provide Z number, and enter date issued.

Routing—Custodian must

- Complete the form and route either physically or electronically for signatures according to certification instructions in Section 4.
- Deliver completed PTR to the Property Specialist, who will sign it, keep a copy, and return the original to Custodian. The Custodian will be instructed to upload a digital copy of the approved PTR to their LANL cell phone.
- Retain a copy of the PTR, or keep the PTR with the listed property during transport, and present the PTR or digital photo of PTR on their LANL-issued cell phone *and* a government badge to onsite and offsite security officials if requested.

Questions

For property questions, contact your property specialist, lanlproperty@lanl.gov.

For computer security questions, contact your OCSR or consult the [FDE website](#).

For foreign transport questions, contact the Export Control Office, export@lanl.gov.