



**Supporting Northern New Mexico  
School Districts & Tribes**

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**Agreement to Participate in the Los Alamos National Laboratory (LANL) Office Supplies & Furniture Reuse Program**

Los Alamos National Laboratory (LANL or Laboratory), which is operated by Los Alamos National Security LLC (LANS) under contract with the National Nuclear Security Administration of the United States Department of Energy (DOE/NNSA), is implementing an Office Supplies & Furniture Reuse Program. This program will provide the opportunity to northern New Mexico tribes, pueblos and school districts to obtain excess office supplies and furniture from the Laboratory.

\_\_\_\_\_ (Participating Organization) is interested in participating in the Program and agrees to the following Roles and Responsibilities:

**LANL Property Management Roles and Responsibilities:**

1. Create an excess pickup calendar, which will be numbered for each week of the calendar year. A week will be assigned to each entity participating in the Program based on a random drawing.
2. Segregate and stage used office supplies and furniture items at the Excess Operations Facility.  
Note: The Reuse Pilot Program does not include barcoded property, rolling stock, construction materials, etc.
3. Catalog and send photographs of furniture/supplies available in the yard to the point of contact two days prior to the Participating Organization's scheduled pickup date.
  - a. The number of items available may increase or decrease based on Laboratory employee disposal or reuse.
  - b. If the amount or types of items significantly changes prior to scheduled pickup date, LANL will notify the Participating Organization point of contact and provide updated information.
4. Loading hours will be on Thursdays from 8:00 a.m. – 2:30 p.m. Pickup will be coordinated with LANL Property Management staff.
  - a. If weather or other issues impact scheduled pickup, LANL will work with point of contact to reschedule pickup for another date.
  - b. If a Participating Organization fails to show up for pickup or otherwise elects to forfeit their excess property allocation for their assigned week, the items for that week will be made available to the next assigned participating organization in accordance with the excess pickup calendar.
5. Provide loading assistance if needed. A forklift, and qualified operator, will be available for larger items.

**Participating Organization Roles and Responsibilities**

1. Designate two representatives identified below who will be the Participating Organization’s primary point of contacts to the Laboratory. The points of contact shall not be employees of LANS or its subcontractors.
2. Agree to the assigned on-site excess pickup week number identified below in accordance with the excess pickup calendar.
3. By Wednesday at noon of the Participating Organization's designated pickup week, the point of contact must confirm their estimated arrival time at LANL the following day via email, to [lanlreuse@lanl.gov](mailto:lanlreuse@lanl.gov).
  - a. Points of contact may coordinate a return visit on Friday to finish transporting selected items; however, no additional items may be added.
4. Agree that all items are government property and shall not be converted for personal use or gain.
5. Agree that the items are released “as-is” to the Participating Organization and that LANS disclaims any and all warranties on the items.
6. Agree to release LANS and the United States Department of Energy National Nuclear Security Administration from liability incurred by the Participating Organization or its employees arising from the pickup of the items and from the use of the items.
7. Provide safe and reliable transportation, to include providing tie-down and flagging materials needed to ensure a safe load. LANL staff may stop loading if the load is deemed unsafe.
8. Require individuals performing pickup to wear proper protective equipment, to include, but not limited to closed toe-shoes, gloves, and safety glasses.
9. The Participating Organization’s designated point of contact is required to sign correspondence acknowledging receipt of items released to them. A copy will be provided for transport purposes.
10. While on Laboratory property, all Participating Organization points of contact, employees and representatives will abide by all escorting requirements as provided by Laboratory staff to include safety, security, and compliance with LANL controlled and prohibited articles policies. Note: photography is prohibited on LANL property at all times without prior approval.

By signing below, the undersigned hereby represents and warrants that they have the full and legal authority to sign on behalf of the Participating Organization and to agree to the Roles and Responsibilities for the LANL Office Supplies and Furniture Reuse Pilot Program set forth above.

**Accepted:**

Participating Organization: \_\_\_\_\_

Print Name of Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned Week # \_\_\_\_\_