

**APPENDIX 8: LOSS, DAMAGE, OR DESTRUCTION (LDD) REPORT**

**LOSS, DAMAGE, OR DESTRUCTION (LDD) REPORT**

**SPONSOR-OWNED PROPERTY**

1. Date of incident: \_\_\_\_\_
2. Description of Property  
Asset Number: \_\_\_\_\_ Government Tag No.: \_\_\_\_\_  
Name of Item: \_\_\_\_\_ Model No./Serial Number: \_\_\_\_\_
3. Contract/Grant No.: \_\_\_\_\_ Duke Cost Object: \_\_\_\_\_
4. Acquisition Cost: \_\_\_\_\_
5. Full narrative of the incident location, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Cause and corrective action taken or to be taken to prevent recurrence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Estimated Scrap proceeds: \_\_\_\_\_
8. Repair direct labor and material costs: \_\_\_\_\_
9. Estimated cost to replace: \_\_\_\_\_
10. Copies of supporting documentation are attached (if none, explain): \_\_\_\_\_  
\_\_\_\_\_
11. Equipment clause stipulated in Contract: \_\_\_\_\_

I hereby certify to the best of my knowledge that no insurance costs or other means of covering the LDD of Sponsor-owned property were charged to the contract/grant and that in the event Duke University is reimbursed or compensated for LDD of Sponsor-owned property, the Sponsor shall received equitable reimbursement. (12,13,14)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Report

Name: \_\_\_\_\_

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