

# TEMPORARY CHANGE REQUEST TCR NO.P-063, R1-002

(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Fran Cargill

Department Name: Engineering and Infrastructure Phone Ext: \_\_\_\_\_

Document Number: P-063 Revision No.: 1

Document Title: Handling, Shipping, and Storage

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### Reason for change:

Add new considerations: Hazardous Materials considerations; Sensitive and High Risk Property considerations.  
Renew policy for 3 more years.

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### Change description: (Summarize and attach changed pages, with changes clearly indicated)

Added items to the policy:

- k. Hazardous Materials considerations
- L. Sensitive and High Risk Property considerations

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1. Does this TCR significantly alter the intent or scope of the document? YES:\_\_\_ NO:X

2. Does this TCR significantly impact **ES&H**? YES:\_\_\_ NO:X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

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M.D. Williams  
Department/Division Head Approval

12/20/13  
Date

John DeLooper  
Head, Best Practices and Outreach

12/20/13  
Date

Release/Effective date of this TCR: 12/20/13

Incorporate this TCR into next revision of this document? Yes X No\_

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>POLICY</b>	<b>No. P-063 Rev 1 page 1 of 1</b>
	<b>Subject:</b>  <b>Handling, Shipping, and Storage</b>	<b>Effective Date:</b>  JULY 18, 2004	<b>Initiated by:</b>  Associate Director, Engineering & Infrastructure
	<b>Supersedes:</b> Nov. 1, 1994 P-063, Rev. 0	<b>Approved:</b>  Director	

It is PPPL's policy that the responsible individual specify in procedures, specifications, or statements of work any special handling, shipping, and storage requirements to ensure the integrity of items. The following requirements should be considered:

- a. Special requirements, such as, handling tools, lifting, and/or storage equipment, e.g., containers, shock absorbers, accelerators,
- b. Design and methods of packaging,
- c. Mode of transportation,
- d. Environmental control, e.g., inert gas atmosphere, specific humidity levels, temperature levels,
- e. Traceability of stock material,
- f. Preventive maintenance in storage,
- g. Records,
- h. Material identifications such as warning notes, labels, or tags,
- i. Segregation of rejected/unacceptable material to prevent inadvertent use prior to disposition.
- j. Import/Export considerations
- k. Hazardous Materials considerations
- l. Sensitive and High Risk Property considerations