

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-GEN-028,R0-001**

(e.g., TCR-ENG-021,R0-001)

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: George Roth Phone Ext: 2776

Department Name: Procurement

Document Number: GEN-028 Revision No.: 0

Document Title: Approval of Used, Reconditioned or Remanufactured Equipment or Supplies Purchases

Reason for change:

Changes resulting from required 3-year review.
Add Management Systems, Training and Record retention sections.
Adjust actor titles and duties.

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

Added Management Systems, Training and Record retention sections.
Changed approvals from Director of Procurement to Procurement Supervisor.
Changed Buyer/Subcontract Administrator to Procurement Specialist.
Added Procurement Specialist in review of purchase.

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:

Kristen A. Fischer 3/21/17
Department/Division Head Approval Date

James B. Graham 3/21/17
Head, Best Practices/QA Date

Release/Effective date of this TCR: _____

Incorporate this TCR into next revision of this document? YES: X NO: _____

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Subject: Approval of Used, Reconditioned or Remanufactured Equipment or Supplies Purchases	Effective Date: November 30, 2006	Initiated by: Head, Business Operations
	Supersedes: New	Approved: Director

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Management System (Primary): 07.00 Business Operations
Management System Owner: Head, Business Operations
Management Process: 07.03 Procurement and Contract Management
Process Owner: Head, Business Operations
Sub-Process: 07.03.11 Procurement and Contract Management
Sub-Process Owner: Head, Business Operations
Subject Matter Experts (SMEs): Head, Business Operations; Head, Procurement Division

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This procedure implements Laboratory Policy P-093, "Purchase of Used, Reconditioned or Remanufactured Equipment or Supplies."

Introduction

To ensure that the Laboratory meets its contractual obligations to the Department of Energy (DOE) regarding the purchase, use and delivery of used, reconditioned or remanufactured equipment or supplies, the Laboratory has established a policy requiring advance approval of such purchases.

This procedure applies to the purchase from a third party of any item that is not "new," as that term is defined in Policy P-093.

This procedure does not apply to items available from PPPL excess property inventories or to items available from the Department of Energy or its contractors or other Government property sources.

Reference Documents

1. DOE Prime Contract, Clause I.17– FAR 52.211-5, Material Requirements
2. PPPL Policy P-093, "Purchase of Used, Reconditioned or Remanufactured Equipment or Supplies"

Procedure

Responsibility

Action

PPPL End User

1. For purchase of used equipment or supplies, completes attached "Used Equipment/Supplies Purchase Authorization Form" (Attachment 1); obtains signature of Department Head, and forwards the signed form to Procurement, as an electronic

attachment to a properly signed and approved purchase requisition. **TCR-GEN-028,R0-001**

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| Procurement Quality Assurance (PQA)
Cognizant Department Head | <ol style="list-style-type: none"> 2. For purchase of reconditioned or remanufactured equipment or materials, submits a purchase requisition which includes written justification for the purchase of reconditioned or remanufactured items in lieu of new items. 3. Indicates on requisition that both QA Review and Receipt Inspection are required. 4. Reviews requisition for quality concerns. 5. For used items, reviews the proposed purchase to ensure that it represents a prudent solution to a programmatic need which cannot otherwise be met; signs form indicating approval of the request or returns form with reason for disapproval indicated. |
| Procurement Supervisor | <ol style="list-style-type: none"> 6. For used, reconditioned or remanufactured items, and following an initial review by the cognizant Procurement Specialist, reviews proposed purchase for business acceptability; for used items, signs form indicating approval of request, or returns form with reason for disapproval indicated. TCR-GEN-028,R0-001 7. For reconditioned or remanufactured items, and for approved used items, submits email request for Contracting Officer approval; for used items, includes copy of signed approval form. 8. If approved by DOE, assigns action to Procurement Specialist for processing; otherwise, rejects requisition with comment. TCR-GEN-028,R0-001 |
| PPPL End User | <ol style="list-style-type: none"> 9. Inspects and, as appropriate, tests received item and documents result in an email to Accounting and Procurement Quality Assurance (PQA). |

Training (Section Required for All Procedures)

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Head, Procurement Division	<p>A. Target Audience: Division Heads, Procurement Specialists</p> <p>Instructor: Head, Procurement Division</p> <p>Training Method:</p> <p><input checked="" type="checkbox"/> Read only</p> <p><input checked="" type="checkbox"/> Email distribution only</p>
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Frequency:
 Once only
 Other: When this procedure changes

Records Requirements Specific To This Procedure

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Records Custodians must assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
Used Equipment/ Supplies Purchase Authorization Form	Procurement	Procurement	Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. <i>Reference: GRS 1.1 Financial Management and Reporting Records (10)</i>

Attachment

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Attachment 1. Used Equipment/Supplies Purchase Authorization Form

**USED EQUIPMENT/SUPPLIES
PURCHASE AUTHORIZATION FORM****ATTACHMENT 1**

REQUESTOR NAME (TYPED): _____ DATE: _____

ITEM DESCRIPTION: _____

_____INTENDED USE: _____

_____REASON FOR PURCHASE OF USED ITEM: _____

_____RECOMMENDED SOURCE (NAME, ADDRESS, PHONE, EMAIL): _____
_____RECOMMENDED SOURCE IS A: REGULAR DEALER PRIVATE INDIVIDUAL ITEM IS OFFERED: WITH WARRANTY "AS IS" HOW WILL YOU ENSURE THAT THIS EQUIPMENT/MATERIAL IS NOT USED IN AN
APPLICATION REQUIRING NEW ITEMS? SPECIAL MARKING; PHYSICAL SEGREGATION; CONSUMED DURING USE; OTHER (DESCRIBE): _____
_____**REQUIRED APPROVALS:****DEPARTMENT HEAD**

SIGNATURE: _____ DATE: _____

PROCUREMENT SUPERVISOR

SIGNATURE: _____ DATE: _____