

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE		No. MC-005 Rev3 page 1 of 5
		Subject:	Effective Date:	Initiated by:
Shipment of Equipment, Materials and Supplies to Off-Site Location		June 6, 2014	Mike Viola Facility & Site Services Division	
		Supersedes: MC-005,R2 Dated 6/24/2010	Approved: Stewart Prager Director	

Management System (Primary):	08.00 Facilities and Property Management
Management System Owner:	Associate Lab Director for Engineering and Infrastructure
Management Process:	08.15 Material Management
Process Owner:	Associate Lab Director for Engineering and Infrastructure
Sub Process:	08.15.02 Shipping and Mail
Sub Process Owner:	Head of Facilities and Site Services
Subject Matter Expert (SME):	Associate Lab Director for Engineering and Infrastructure; Head of Facilities and Site Services; Head of Material Services

Applicability

This procedure is applicable to all Laboratory personnel, on-site collaborators, subcontractors and visitors.

Introduction

All off-site shipments, **including hand carried items not eligible for a PPPL property pass**, must be documented by an approved shipping order. Items to be taken off site and eligible for a PPPL Property Pass (i.e., items that remain with the individual during the time they are off site) must be approved by entering the equipment, materials and supplies into the [PPPL Property Pass System](#). Premium Service shipments may only be utilized when the shipment is critical to a Laboratory project or requirement and the time in transit to destination precludes the use of the most economical carriage. The Head, Material Services Branch or the appropriate Cost Center Manager or approver (who has cost center signature authority) may authorize shipments in priority situations. Such approval does not eliminate the need for appropriate high-risk, hazardous and export control reviews. Cost Center Managers will review standard and premium service shipments monthly for accuracy.

All shipments to international destinations, **including hand carried items**, must comply with all applicable United States export regulations (see PPPL procedure MC-013). Violations of export regulations are subject to civil, criminal, and/or administrative sanctions. International shipments may also be subject to import duties and taxes by the country of destination. The Shipping and Export Control Office (x3572) and/or export@pppl.gov must be contacted as soon as possible or at a minimum of two weeks prior to departure for a possible export control review by completing and submitting an Export Control Review Request Form (MC-013, Attachment 3) before an item can be shipped or hand carried to an international destination. For departures that are supplied with shorter notice, shipments will be handled as expeditiously as possible. Additional time may be involved if an export license is required.

PPPL employees may approve shipments with freight costs under \$100 in the course of laboratory business. Premium Service Shipments and shipments with freight costs of \$100 or more require approval by the Cost Center Manager or approver (who has cost center signature authority). Procurement, Accounting, Property Management personnel and the Calibration Lab supervisor are authorized by separate procedure to approve certain shipping orders for their respective functions. Shipper verifies required approvals prior to shipment.

All Hazardous Materials, as defined by DOT (49CFR 171.8), must be shipped through the Shipping Office. A minimum of two weeks advanced notification is required.

Reference Documents

DOE Order 460.2A	Departmental Materials Transportation and Packaging Management
DOE Order 460.1C	Packaging and Transportation Safety
DOE Order 580.1A, chg., 1	Personal Property Management Program
Sections 401.5–401.8	Materiel Services Policies and Procedures Manual (Shipping)
Sections 100.1-1101.3	Materiel Services Policies and Procedures Manual (High Risk Property)
Procedure MC-002	Loan of Government Personal Property from PPPL to a Foreign Entity and associated Foreign Transactions for Gov’t Personal Property.
Procedure MC-003	Loan of Government Personal Property from PPPL to Domestic Organizations
Procedure MC-007	Property Pass Procedures
Procedure MC-013	Export Control
49 CFR 100-180	U.S. Department of Hazardous Materials Transportation Regulations
15 CFR 730-774	Export Administration Regulations

Definitions

Head, Material Services Branch	Individual who manages Shipping Office and may authorize shipments in priority situations.
Premium Service Shipment	The carriage of any commodity between two points by any method other than the most economical. Shipments are not considered premium when there are specific transportation requirements for security, regulatory compliance, or time in transit precludes a lower cost method of carriage.
Property Coordinator	Individual responsible for the tracking and control of U.S. Government Personal Property (USGPP) records.
Property Manager	Responsible for Managing the U.S. Government Personal Property and preparing Loan and Collaboration Agreements.
Requester	The person who initiates shipping orders.

Shipment	The transportation of U. S. Government Personal Property (equipment, materials and supplies) from the Laboratory. Shipments include but are not limited to common carrier (e.g. UPS), freight services (e.g. FedEx Freight) and items that are hand carried by PPPL employees or others that are not eligible for or included on a PPPL Property Pass.
Shipper	Individual responsible for packaging and shipping within the Shipping Office.
Tracing	The tracking of a shipment through service provider to verify receipt or to locate while in transit.

**Procedure
Responsibility**

Action

Requester	<ol style="list-style-type: none"> 1. Contacts the Shipping Office (X-3572) as soon as possible, or at a minimum of two weeks in advance, to request shipping services that require logistical planning, export control consideration, priority services, or include hazardous materials. Provides advance notification to the PPPL Property Manager by submitting a request to loan form on the Material Services web page if the U. S. government personal property (USGPP) is to support a PPPL collaboration or loan agreement. 2. Prepares shipping order (Attachment 1) by filling in all required information in the PPPL Shipping Order System available on Material Services web page. An on-line Users Guide is also available at the following link PPPL Shipping Order Web User Guide. If the shipment includes known hazardous material(s), provides Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) with the Shipping Order. 3. Submits shipping order to the Shipping Office.
Shipper	<ol style="list-style-type: none"> 4. Reviews shipping order ensuring shipment information is complete and is related to Laboratory business. 5. If shipment costs are over \$100 initiates and receives cost center manager or cost center approvers(s) signature authority. 6. Arranges for pick up and packaging of material to be shipped with requester or assigned point of contact. If shipping hazardous materials, proceeds per Material Services Procedure 401.6. 7. Determines most secure and economical method of transportation and schedules shipment with a carrier.

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| Shipper | <ul style="list-style-type: none"> 8. Prepares commercial bill of lading and other required documents (e.g. export or customs declarations) as necessary. Coordinates collaboration and loan shipments with the Property Manager (x2724) and Head, Material Services Branch (x3396). 9. Tenders shipment to carrier. 10. Completes shipment information on shipping order and sets shipment status to shipped in the PPPL Shipping Order System which allows view only information to the requestor and all other Lab personnel. 11. Electronically notifies Property Coordinator of shipments that relate to PPPL asset management control who in return supplies a copy to Accounting, when applicable; and Property Manager for shipments of loaned USGPP. 12. Utilizes PPPL Shipping Order system for all outgoing shipments. |
| Requester | <ul style="list-style-type: none"> 13. Contacts the Shipping Office with any questions or requests for tracing, if needed (if shipment is not located the shipper immediately contacts the Property Manager and Head, Material Services for further reporting requirements). |

Reporting & Review:

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|--------------------------------|---|
| Business Computing
Division | <ul style="list-style-type: none"> 14. Produces and electronically distributes monthly Summary of USGPP shipped off site to designated destination entailing information and costs incurred for shipment via automated process in Business Computing System. |
| Cost Center Manager | <ul style="list-style-type: none"> 15. Reviews monthly shipping cost reports for discrepancies. Identifies any discrepancies to the Shipping Office. Collaborates with the Shipping Office and Accounting to resolve discrepancies. |

Attachments

- 1. Shipping Order Web Page: (http://bcswb.pppl.gov/pppl_so/ShipOrderMain.aspx)

Training

Responsibility

Action

Shipper Ensures the following Training is provided.

Target Audience:

Laboratory personnel

Training Method and Frequency:

- Read only – Upon revision of procedure – Routine distribution/training via e-mail distribution of the procedure to Supervisors by Best Practices.
- Read only – [PPPL Shipping Order Web User Guide](#) on Material Services Web-Site
- E-mail Distribution – As needed or requested.
- Hands on – As needed or requested.

Records Requirements Specific To This Procedure

Records Custodians must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
Hazardous Material Documents	Shipper	Material Services	Destroy after 2 years from shipment.
Lost or damaged shipments files of valuables shipped, correspondence, reports, and other records	Shipper	Material Services	Destroy when 6 yrs. old
Loan Register	Property Manager	Material Services	Delete with related records or when no longer needed for administrative, legal, audit, or operational purposes, whichever is later A20 9
Loan Records	Property Manager	Material Services	Dispose 5 years after last transaction EAR 762.2.
Shipping Requisition System Files	Shipper Office	Material Services	Delete when they are no longer needed for legal, audit, or operational purposes.
Property Pass	Property Custodian	Material Services	Destroy 3 months after expiration or revocation
Export Control License	Shipping/Export Control Office	Export Control Office	Delete when they are no longer needed for legal, audit, or operational purposes.
Export Control Documentation	Shipping/Export Control Office	Export Control Office	Destroy after 5 years old.
High Risk Property Lists	Property Manager	Material Services	Destroy 2 years from list date or discontinuance or removal.
U.S. Government Personal Property Management Business System Files	Property Administration Office	Material Services	Delete when they are no longer needed for legal, audit, or operational purposes.

SHIPPING ORDER

(For U.S. Dept. of Energy)
 PRINCETON UNIVERSITY PRINCETON PLASMA PHYSICS LABORATORY
 Forrestal Campus Rec. 3 Princeton, NJ 08543

[Log Off](#) [Home](#)

Net ID: rshenema

Date Issued: 4/18/2005

Shipping Order #: SHP100002

*Cost Center: *Work Package: *Job Package: Expense Class:

Ship Type: *Ref.#:

Ship Method: *To Arrive By: 4/18/2005

*Hazardous Materials: No Yes (If yes, attach MSDS)

*SHIP TO: (No P.O. Box No's)

Contact Name:

Company Name:

Address 1:

Address 2:

City:

State:

Country:

Postal:

Phone:

To Be Returned: No *Vendor Return Authorization #:

FOR CONSIGNEE PICK-UP ONLY

Consignee Signature Date

Add Item (Eight (8) item limit)

Item No.	QTY.	Property No.	Model No.	Serial No.	Description	Replacement Value (\$)	Delete
0						\$0.00	<input type="checkbox"/>

Attachments (To edit attachment, delete then re-add)

Attachment

*Purpose Of Shipment:

*Material Location:

*Contact: Robert Sheneman Ext.: 3392

Approx. Size/Wt.: No. Pcs.:

Requested By: Robert Sheneman Ext.: 3392

Approved By:

Comments

Close Or Void?: No Change

FOR SHIPPING OFFICE USE ONLY

Date Shipped:

Waybill #:

Gross Wt.:

Frt. Charge:

No. of Pcs.:

Ship Via:

E-mail Property Admin:

E-mail Accounting:

All applicable information on this form needs to be completed. * Denotes Critical Information