

Subject: Adding Items to Stockroom Inventory	Effective Date: 1/31/17	Initiated by: Material Services Division Head
	Supersedes: Rev. 1 (6/30/04)	Approved: Director

Management System (Primary): 08.00 Facilities and Property Management
Management System Owner: Head, Engineering and Infrastructure
Management Process: 08.01 Material Management
Process Owner: Head, ES&H
Subject Matter Expert (SME): Head, Material Services Division

1.0 Applicability

This procedure is applicable to all Laboratory and authorized subcontractor personnel who utilize the Stockroom for Laboratory related work.

2.0 Introduction

Items that are required and frequently used for work at the Laboratory may be included in the Stockroom inventory. Item categories include, but are not limited to:

- Tools (durable and nondurable)
- Safety and Personal Protective Equipment (PPE)
- Electrical parts
- Electronic parts
- Mechanical Parts (fasteners, etc.)
- Lubricants and Fuels (WD-40, grease, etc.)
- Building & Road (paints, herculite, etc.)
- Chemicals & Compounds
- Custodial
- Laboratory Supplies (bottles, funnels, gloves, etc.)
- Medical Supplies
- Office Material and Supplies

A current Stockroom inventory listing is available at: <https://bcswb.pppl.gov/AnyView/Main.asp>. Left Click on "PICARD – PPPL" and left click on "Stockroom Catalog", choose commodity to search.

3.0 Reference Documents

- 41 CFR, Chapter 101-27 – Federal Property Management Regulations, Inventory Management
- DOE Order 580.1A – DOE Personal Property Management Program
- PPPL Material Control Policies & Procedures, Section 301.1

4.0 Definitions

Requestor:	PPPL personnel or authorized subcontractor having a continuing need for an Stockroom item.
Material Services Stores Personnel	Material Services Division responsible for maintaining and controlling stores inventory.
ES&H Safety Division	ES&H Safety Division personnel responsible for accepting/rejecting chemical-like or safety related items for use on site.

5.0 Procedure

Responsibility

Action

Requester	1. Submits “Stockroom Item Addition Request” form (attachment # 1) to Material Services Stores Personnel. This form is available at Material Services Division web page under PPPL Stockroom and Spare Parts Information http://material-control.pppl.gov/StockItemAdd.pdf . Provides item description, manufacturer, suggested source and estimated monthly quantity.
Material Services Stores Personnel	2. Receives and reviews request in accordance with MCP&P301.1. 3. Determines any special handling or storage requirements. 4. Requests Safety Division approval if chemical-like or safety related item.
ES& H Safety Division	5. Approves or disapproves addition to stock request and returns to Material Services Stores Personnel.

Material Services Stores
Personnel

6. Determines inventory level after conferring with other potential Laboratory users.
7. Obtains Material Services Division Head approval.
8. Processes addition form, if approved, through Stores Management Business System in accordance with MCP&P 301.1.
9. Provides status of request to Requester (accepted or rejected).
10. Notifies Requester when material is available in the stockroom.

6.0 Training

Responsibility Action

Material Services Division Head Ensures the following training is provided.

Target Audience:
All Laboratory personnel.

Training Method and Frequency:

- Read only – Upon revision of procedure - Routine distribution/training via e-mail distribution of this procedure to Supervisors by Best Practices.
- Verbal/e-mail – Direction supplied on an as needed basis to request stockroom additions.

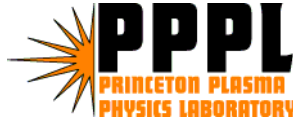
7.0 Records Requirements Specific To This Procedure

Records Custodians must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
Stockroom Item Addition Request	Material Services Stockroom Administrator	Material Services	30 days after submittal

8.0 Attachments

1. Stockroom Item Addition Request Form



STOCKROOM ITEM ADDITION REQUEST

Please complete this form and email as an attachment to J. Conover and M. Ovalles.

From:	Ext.:	Date:
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To: Jim Conover/Marisol Ovalles

Please add the following item(s) to the stockroom inventory. Several groups within the Laboratory are expected to use the requested item.

Item Description	Manufacturer	Suggested Source	Monthly Quantity

Please notify me when stock is on-hand.



STOCK ITEM ADDITION REQUEST

Please complete this form and email it to: Stockroom@pppl.gov

From:	Ext.:	Date:
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To: Stores Administrator

Please review the following item(s) for possible addition(s) to the stockroom inventory. Several groups within the Laboratory are expected to use the requested item(s).

Item Description	Manufacturer	Suggested Source	Monthly Quantity

Check box if you would like to be notified when stock is available