

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-MC-010, R1-003**

(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: Fran Cargill

Phone Ext: 3396

Department Name: ES&H

Document Number: MC-010

Revision No.: 1

Document Title: Withdrawal of Stores Material

Reason for change:

As a result of 3-year review: made updates to Management System, Training and Records sections; updated reference documents; format changes.

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

1. Updated Management System
2. Format
3. Updated Reference Documents
4. Added Training section
5. Added Records requirements

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:

Rob Sheneman (signature on File)

8/3/16

Department/Division Head Approval

Date

John DeLooper (signature on File)

8/8/16

Head, Best Practices and Outreach/designee

Date

Release/Effective date of this TCR: 8/8/16

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

Subject: Withdrawal of Stores Material	Effective Date: 6/15/2004	Initiated by: Material Services Division
	Supersedes: October 22, 1993 Rev. 0 Portions of MC P&P 301	Approved: Director

TCR-MC-010, R1-003

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

1. Applicability

This procedure is applicable to all Laboratory employees, PPPL subcontractor personnel and some Princeton University employees who withdraw material from the Stockroom in the performance of official Laboratory work. Princeton University employees are required to be preapproved by Accounting Division Head or have an existing seven digit account number.

2. Introduction

The Stockroom inventory consists of items commonly used in performing Laboratory related work. This procedure defines PPPL's actions to ensure that withdrawal of stock items are properly documented and reviewed.

3. Reference Documents

41 CFR, Chapter 101, Subchapter E, Supply & Procurement
41 CFR, Chapter 109-27, Inventory Management
DOE Order 580.1A and Change 1, DOE Personal Property Management Program
PPPL Material Services Policies & Procedures Manual, Section 3, Stores Operations

4. Definitions

Requester: PPPL employee, PPPL subcontractor and authorized PU employees withdrawing material from the Stockroom

Stores Personnel: Material Services Property Branch responsible for controlling and disbursing Stockroom inventory.

Material Safety

Data Sheet (MSDS): The MSDS identifies the primary specified ingredients, hazardous materials and precautionary measures to be taken when using the product. MSDS for stockroom items are available on the web under PPPL Home Page, at the following link [MSDS On-line system](#).

5. Procedure

<u>Responsibility</u>	<u>Action</u>
Requester	<ol style="list-style-type: none"> 1. Requests material to be withdrawn for official Laboratory, or Princeton University use. <p>Note: Special processes are in place for the withdrawal of Sensitive Items (i.e. precious metals, alcohol, syringes and needles). Requesters should call extension 2113 or visit the Stockroom for details.</p>
Stores Personnel	<ol style="list-style-type: none"> 2. Ensures Requester has a PPPL or PU issued employee badge. 3. Retrieves requested material from the appropriate location. 4. Fills in all pertinent information regarding the material being disbursed on a PPPL Stockroom Withdrawal Form (Attachment 1)
Requester	<ol style="list-style-type: none"> 5. Prints name, telephone number, cost center, work package, and job number on the Stockroom Withdrawal form.
Stores Personnel	<ol style="list-style-type: none"> 6. Ensures Requester has provided all necessary information. 7. Retains the withdrawal slip and enters data into the Personal Property/Stores Business System. 8. Submits a monthly report to Cost Center Managers that shows the prior month's Stockroom withdrawal and return transactions.
Cost Center Manager	<ol style="list-style-type: none"> 9. Reviews the Stockroom Withdrawal Report for validity and accuracy of transactions. 10. Calls extension 3573 or 2714 with any discrepancies.

6. Training

Responsibility Action

Head, Material Services Ensures the following Training is provided.

Target Audience:

Laboratory employees, PPPL subcontractor personnel and some Princeton University employees who withdraw material from the Stockroom in the performance of official Laboratory work.

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 perform Stockroom withdrawal.

7. Records Requirements Specific To This Procedure

Records custodians must assure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
Stockroom Withdrawal Form	Property Manager	Material Services	Dispose 5 years after last transaction EAR 762.2
PPPL Personal Property/Stores Business System	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
Cost Center Report	Property Manager	Material Services	Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule (e.g., implementing the auto-delete feature of electronic mail systems) - A23 7

8. Attachments

1. Stockroom Withdrawal Form Example.

