

Subject: Withdrawal, Maintenance and Review of Spare Parts	Effective Date: August 10, 2017	Initiated by: Material Services Division
	Supersedes: MC-012,R1 dated 8/8/2014	Approved: Director

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

Applicability

This procedure is applicable to all Laboratory and PPPL subcontractor personnel who withdraw material from the Spare Parts inventory in the performance of official Laboratory work.

Introduction

The Spare Parts inventory consists of replacement spares for items unique to a project or a particular operation at the Laboratory that meet current and planned DOE Program requirements. The Spare Parts inventory encompasses three types of spares: D-Site Special Process, C-Site Regular, and Maintenance. This procedure defines PPPL's actions to ensure withdrawals of items from the Spare Parts inventory are properly documented, maintained, and reviewed. Spare Parts inventory additions are detailed in Material Services Policies and Procedures Manual, Section 801.1.

Reference Documents

41 CFR §109-28.51 – Management of Spare Equipment
 DOE Guide 580.1 - DOE Personal Property Management Guide
 Material Services Policies and Procedures Manual: Section 801.1: Control of Spare Parts

Definitions

Spare Parts Spare equipment (or parts) means items held as replacement spares for equipment in current use in DOE programs. Parts that are, (1) unique to a specific project, (2) obtainable only by special manufacturer, (3) used to replace parts of retirement units or, (4) required to ensure the continuous operation of critical activities. They exclude common use, off-the-shelf type items, or items properly classified as stores inventory.

Requester PPPL employee, on-site collaborator, or PPPL subcontractor.

Stores/Spares Personnel Material Services Property Management personnel responsible for controlling and disbursing the Spare Parts inventory.

Procedure

Responsibility

Action - Withdrawal

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|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requester | 1. Requests items to be withdrawn for use in Laboratory related work. |
| Stores/Spares Personnel | 2. Ensures Requester has a PPPL ID badge. Also verifies for each item requested, the Requester is either the Cognizant Individual or Supervisor of the item, or reports to either of these two named individuals. |
| | 3. Retrieves the requested items from the appropriate location. |
| | 4. Fills in all pertinent information regarding the items being disbursed on the appropriate Spare Parts Withdrawal form (Attachments 1, 2, 3.) |
| Requester | 5. Prints name, cost center, work package and job number on the applicable Spare Parts Withdrawal form. Signs the Withdrawal form. |
| Stores/Spares Personnel | 6. Ensures Requester has provided all necessary information. |
| | 7. Retains the withdrawal slip and enters pertinent information into the Spares Management Business System. |

Action – Review and Maintenance of Spare Parts

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|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stores/Spares Personnel | 1. Submits Spares Parts Inventory reorder lists to the appropriate Cost Center Manager for review and approval. |
| Cost Center Manager | 2. Reviews the Spare Parts inventory report for validity and accuracy of transactions. |
| | 3. Calls extension 3573 or 2714 with any discrepancies (Stores/Spares Personnel). |
| Cost Center Manager | 4. Reviews and approves inventory reorder listings submitted by Stores/Spares Personnel. |
| Cognizant individual and/or cognizant Supervisor | 5. Performs a biennial review of the Spare Parts inventory to ensure that only usable items qualify for continuing retention. Performs maintenance of items assigned, as required or needed. |

Training

Action

Responsibility

Stores/Spares Personnel Ensures the following Training is provided.

Target Audience:

Cognizant individual and supervisor who have spare parts assigned to their care.

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.
- E-mail Distribution – As needed, for spare part assignment to cognizant individual or cognizant supervisor.

Records Requirements Specific To This Procedure

Records Custodians must ensure records are maintained as follows:

Record	Record Custodian	Location	Retention Time
PPPL Spares Business System	Stores/Spares Personnel	Material Services	Delete with related records or when no longer needed for administrative, legal, audit, or operational purposes, whichever is later; ES&H Records Inventory Schedule; DOE A20(9)
Spare Parts Withdrawal Forms	Stores/Spares Personnel	Material Services	Dispose 5 years after last transaction; ES&H Records Inventory Schedule; EAR 762.2
Spare Parts Inventory	Stores/Spares Personnel	Material Services	Delete with related records or when no longer needed for administrative, legal, audit, or operational purposes, whichever is later; ES&H Records Inventory Schedule; DOE A20(9)
Spare Parts Biennial Reviews	Stores/Spares Personnel	Material Services	Delete with related records or when no longer needed for administrative, legal, audit, or operational purposes, whichever is later; ES&H Records Inventory Schedule; DOE A20(9)

Attachments

1. Spare Parts Withdrawal Form



DATE: ____ / ____ / ____

SPARES WITHDRAWAL FORM

TRANSACTION # : _____

Spares Type, Check One:

- 9601 D-Site Special Process (include NPS # with Material Description)
- 9602 C-Site Regular
- 9603 Maintenance

Line No.	PO # (9601) Dwg # (9602 & 9603)	Line Item	Qty	Material Description	Unit Cost	Total Cost
1						\$ 0.00
2						\$ 0.00
3						\$ 0.00
4						\$ 0.00
5						\$ 0.00
6						\$ 0.00
7						\$ 0.00
8						\$ 0.00
9						\$ 0.00
10						\$ 0.00
Total						\$ 0.00

Completed by Recipient					Accounting
Print Name	Cost Center	Work Package	Job Package	Expense Class	Total Cost : \$ 0.00
Sign Name					

Send completed and signed form to Stockroom@pppl.gov