

Subject: Withdrawal, Maintenance and Review of Spare Parts	Effective Date: August 8, 2014	Initiated by: Mike Viola Facilities & Site Services Division
	Supersedes: MC-012,R0 dated 9/1/95, and TCRs 1-4	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: 08.01 Personal Property Management
 Process Owner: Associate Lab Director for Engineering and Infrastructure
 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 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 “Special Process, Regular (device) and Maintenance Spares”. This procedure defines PPPL's actions to ensure withdrawals of items from the Spare Parts inventory are properly documented, maintained and reviewed.

Reference Documents

41 CFR 109-28.51 – Management of Spare Equipment
 DOE Order 580.1A, Adm. Chg. 1 – DOE Personal Property Management
 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 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.

Requester PPPL employee or PPPL subcontractor.

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

Procedure

Responsibility

Action - Withdrawal

- | | |
|-------------------------|---|
| Requester | 1. Requests items to be withdrawn for use in Laboratory related work. |
| Stores/Spares Personnel | 2. Ensures Requester has PPPL ID badge. |
| | 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

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. A20 9
Spare Parts Withdrawal Forms	Stores/Spares Personnel	Material Services	Dispose 5 years after last transaction. 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. 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. A20 9

Attachments

1. D-Site Infrastructure (TFTR) Spare Parts Withdrawal Form Example
2. C-Site Infrastructure (Regular) Spare Parts Withdrawal Form Example
3. Maintenance Spare Parts Withdrawal Form Example

This form is used exclusively by Material Services for D-Site spares, which include spares from the former TFTR project.

PLASMA PHYSICS LABORATORY

DOCUMENT NO. WDW001600

T.F.T.R. Process Spares Withdrawal

Date: / /

From Cost Center -				From Purchase Order :		
LINE NO.	ITEM NO.	P.O. NO.	QUAN.	MATERIAL DESCRIPTION	UNIT COST	TOTAL COST
1						
2						
3						
4						
5						
6						
7						
8						

TO BE FILLED IN BY WITHDRAWER					ACCOUNTING	
DEPT	WDRN PRG.	JOB NO.	EXP. CLASS	NAME	TOTAL WITHDRAWN	
				PRINT :		
				SIGN :		

ACCOUNTING COPY

**PLASMA PHYSICS LABORATORY
REGULAR SPARES WITHDRAWAL**

DOCUMENT NO: **REG 000281**

Date: / /

From Cost Center:						
LINE NO.	QUANTITY	UNIT	QTY	MATERIAL DESCRIPTION	AMT COST	TOTAL COST
1						
2						
3						
4						
5						
6						
7						
8						

TO BE FILLED IN BY WITHDRAWER						ACCOUNTING
COST CENTER	WORK PGM.	JOB NO.	EXP. CLASS	NAME		TOTAL WITHDRAWN
					PRINT:	
					SIGN:	

ACCOUNTING COPY

PLASMA PHYSICS LABORATORY

DOCUMENT NO. MAI 001015

Maintenance Spares Withdrawal

Date: / /

From Cost Center -

LINE NO.	ISSUING NUMBER	LINE ITEM	QTY.	MATERIAL DESCRIPTION	UNIT COST	TOTAL COST
1						
2						
3						
4						
5						
6						
7						
8						

TO BE FILLED IN BY WITHDRAWER

ACCOUNTING

TO BE FILLED IN BY WITHDRAWER												ACCOUNTING	
COST CENTER			WORK PGM			JOB NO.			SUP. CLASS			NAME	TOTAL WITHDRAWN
PRINT :													
SIGN :													

ACCOUNTING COPY