

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-030,R2-001**

(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: **Larry Dudek** _____ Phone Ext: **2185** _____

Department Name: **Engineering** _____

Document Number: **P-030** _____ Revision No.: **2** _____

Document Title: **PPPL Personal Property Management** _____

Reason for change:

Remove reference to obsolete procedure
Add Management System Section
Extend Policy for 3 more years

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

Removed references to GEN-005, an obsolete procedure
Added Management System section

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:

Larry Dudek _____
Department/Division Head Approval

12/17/15 _____
Date

John DeLooper _____
Head, Best Practices and Outreach/designee

12/17/15 _____
Date

Release/Effective date of this TCR: **12/17/15**

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

Subject: PPPL Personal Property Management	Effective Date: Nov. 15, 2012	Initiated by: Head, Facilities & Site Services
	Supersedes: P-030, Rev 1 dated 5/29/98 and TCRs 1-3	Approved: Director

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Management System (Primary): 08.00 Facilities and Property Management
Management System Owner: Associate Director of Engineering and Infrastructure
Management Process: 08.03 Property Protection Program
Process Owner: Associate Director of Engineering and Infrastructure
Subject Matter Experts (SMEs): Head, Material Services Branch
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Equipment and materials, furnished to PPPL with funding provided by the United States Government is “Government-owned Personal Property” and will be referred to as “Personal Property” throughout this Policy. PPPL regular employees (FTE’s) are responsible for the proper care, use, maintenance, and safekeeping of any Personal Property charged to their care or in their possession. All other employees, visitors and subcontractors may use Personal Property with authorization from the PPPL regular employee (property contact) and Supervisor (property custodian) to which the Personal Property is assigned (by Personal Property Management Office). Personal Property is to be used for official business only, except where governed by other Policies Refer to the PPPL Procedures MC-001 through MC-013, and the PPPL Material Services Policies and Procedure Manual for further information.
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Personal Property, on occasion, may have to be removed from the Laboratory site(s), via personal vehicle, for official purposes. When this situation occurs, proper authorization must be obtained, in accordance with PPPL Procedure MC-005 or MC-007, before any Personal Property is removed from the Laboratory. Portable Personal Property that accompanies an individual during international travel, requires additional documentation “Temporary Export Control Document” located on the Material Services Web Site.

PPPL employees are not permitted to loan Personal Property to, or borrow Personal Property from, any domestic or international location without written authorization from the Material Services Branch Head or the appropriate DOE official. Equipment loans are accomplished via Procedures MC-002 and MC-003. International shipments of Personal Property must also comply with export control regulations via Procedure MC-013.

Theft, destruction, or unauthorized use of Personal Property is a violation of Federal Laws and PPPL regulations. PPPL Procedure MC-008 outlines requirements and responsibilities for reporting the loss, damage, or destruction of Personal Property. Refer to the PPPL Personnel Practices Manual for information on potential disciplinary actions.

REFERENCES

- DOE/PPPL Contract DE-AC02-09CH11466
- CFR 41, Chapters 101-25.1 and 109.
- DOE Order 580.1A, Personal Property Management Program

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Material Services Procedures MC-001, MC-002, MC-003, MC-005, MC-007, MC-008 and MC-013
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PPPL Material Services Policies and Procedures Manual, Section 10.

PPPL Personnel Practices Manual, Employee Relations Section, Violations of the Code of Conduct,
Group I: Serious Violations of the Code, Group II: Violations of a less Serious Nature.