

PPPL	Princeton Plasma Physics Laboratory	POLICY	No. P-093 Rev 0 Page 1 of 2
Subject:	Effective Date:	Initiated by:	
Purchase of Used, Reconditioned or Remanufactured Equipment or Supplies	November 30, 2006	Head, Business Operations	
	Supersedes:	Approved:	
	New	Director	

This policy governs the acquisition of used, reconditioned or remanufactured equipment or supplies for use in Laboratory operations.

Provided that acceptable materiel is not otherwise available through the Laboratory's excess property inventory, or elsewhere in the Department of Energy or Government property system, and consistent with the "Material Requirements" clause (FAR 52.211-5) incorporated in the prime contract between the United States Department of Energy and Princeton University, it is the policy of the Laboratory to use only new items, absent documented circumstances that preclude the use of a new item.

As defined in the "Material Requirements" clause:

"New" means "composed of previously unused components, whether manufactured from virgin material, recovered material in the form of raw material, or materials and by-products generated from, and reused within, an original manufacturing process; provided that the supplies meet contract requirements, including but not limited to, performance, reliability, and life expectancy."

"Reconditioned" means "restored to the original normal operating condition by readjustments and material replacement."

"Remanufactured" means "factory rebuilt to original specifications."

For the purpose of this procedure the term "Used" shall be defined as:

"Used" means any condition other than new, reconditioned or remanufactured.

The Department of Energy will consider requests from the Laboratory to substitute used, reconditioned or remanufactured items for new items when new items are not available, or when there is economic justification for the substitution.

In order to justify the purchase of a used, reconditioned or remanufactured item, the requisitioner must certify in writing that there are no available new products that meet the necessary performance requirements for the application, or that the purchase of an other-than-new item represents a significantly better value for the Laboratory than the purchase of an equivalent new item.

Due to the fact that there is often a lack of recourse in the event that a used item is found to be unsuitable for its intended purpose, and because of the possibility that a used item may inadvertently be diverted to an application where it will pose a potential safety or performance risk, all proposed acquisitions of used items must be approved in writing by the

requisitioner's Department Head and the Director of Procurement. The purpose of these approvals is to ensure that all stakeholder parties understand the risks inherent in such purchases, and that appropriate action is taken to avoid or mitigate those risks.

When a used, reconditioned or remanufactured item purchase request is received -- and provided that in the case of used items, the appropriate management approvals have been obtained -- Procurement will submit an email request for clearance to purchase the product to the DOE Contracting Officer. Upon receipt of the Contracting Officer's approval, Procurement will attempt to purchase the item from a reputable source. On receipt of the items, the end user shall document acceptability of the item using the receipt inspection process.

No used, reconditioned or remanufactured items may be purchased using miscellaneous purchase procedures. No used, reconditioned or remanufactured items may be purchased by a Laboratory credit card holder outside the Procurement Division.