TEMPORARY CHANGE REQUEST

TCR NO.MC-009, R1-002

(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process <u>urgent or minor changes</u> 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	<u>1 Cargill</u>		
Department Name: Engineering and In	<u>frastructure</u>	Phone Ext: <u>339</u>	<u>6</u>
Document Number: MC-009	Revision No.:	1-001	
Document Title: Adding Material to Sto	ores Inventory		
Reason for change: Three year review.			
Change description: (Summarize and att	ach changed pages, with o	changes clearly in	ndicated)
Minor editorial changes, Title and orga to form. Name change for individual or	<u>e</u>	es "Division and	Branch". Added link
1. Does this TCR significantly alter the in	tent or scope of the docum	ment? YES:_	NO: X
2. Does this TCR significantly impact ES	&H ?	YES:	NO: X
If 1 or 2 is YES , Explain why the char	nges should not be routed	for Department 1	Head review:
M. Williams		7/15/11	
Department/Division Head Approval		7/15/1 Date	
J. DeLooper		7/15/11	
Head, Best Practices and Outreach		Date	
Release/Effective date of this TCR: _7/18	/11		
Incorporate this TCR into next revision of	this document? Yes X	No_	

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCED	No. MC-009 Rev 1 page 1 of 2
Subject:		Effective Date:	Initiated by:
Addin	ng Material to Stores	June 30, 2004	Facilities & Site Services Division
	Inventories	Supersedes:	Approved:
		Rev. 0 (10/23/93)	
		and Portions of	D'acata a
		MCP&P301.1	Director

TCR NO.MC-009, R1-002

Applicability

This procedure is applicable to all Laboratory and subcontractor personnel who utilize the Stockroom for Laboratory related work.

Introduction

Those items which are expendable or which lose their identity during use, and are used on a repetitive basis, may be included in stores inventories.

Reference Documents

• 41 CFR, Chapter 109-27.50 - Property Management Regulations

like or safety related items on site.

- DOE Order 580.1 Personal Property Management Program
- PPPL Material Control Policies & Procedures, Section 301.1

Definitions

Hygiene

Requestor:	PPPL personnel or subcontractor having a continuing need for an expendable item.
Material Services Property & Fleet Group Stores Personnel	Material Services, Property & Fleet Group responsible for maintaining and controlling stores inventory.
ESH&S Industrial	ESH&S Division personnel responsible for accepting/rejecting chemical-

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PRINCETON PLASMA PHYSICS LABORATORY

Action

PROCEDURE

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Procedure

Responsibility

<u>Responsibility</u>	Action	
Requester	1. Submits "Stockroom Item Addition Request" form (attachment # 1) to Material Services Property & Fleet Group Stores Personnel. This form is available at Material Services Branch web page under PPPL Stockroom and Spare Parts Information http://material-control.pppl.gov/StockItemAdd.pdf . Provides item description, manufacturer, suggested source and estimated monthly quantity.	
Material Services Property & Fleet Group Stores Personnel	2. Receives and reviews request in accordance with MCP&P301.1.	
	3. Determines any special handling or storage requirements.	
	4. Requests ESH&S Industrial Hygiene approval if chemical-like or safety related material.	
ESH&S Industrial Hygiene	5. Approves or disapproves addition to stock request and returns to Material Services Branch Property & Fleet Group Stores Personnel.	
Material Services Property & Fleet Group Stores Personnel	6. Determines inventory level after conferring with other potential Laboratory users.	
reisoiniei	7. Obtains Property & Fleet Supervisor and Material Services Branch Manager approval.	
	8. Processes addition form, if approved, through Stores Management Business System in accordance with MCP&P 301.1.	
	9. Provides status of additions request to requester (accepted or rejected).	
	10. Notifies requester when material is available in the stockroom.	

Attachments

1. Stockroom Item Addition Request Form



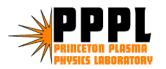
PRINCETON PLASMA PHYSICS LABORATORY **PROCEDURE**

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Stockroom Item Addition Request Form

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STOCKROOM ITEM ADDITION REQUEST

From:		Ext.:	Dat
To: Jim Conover/Mari	sol Ovalles		
-	g item(s) to the stockroom ected to use the requested	•	groups wit
Item Description	Manufacturer	Suggested Source	Monthly Quantity
Item Description	Manufacturer	Suggested Source	•
Item Description	Manufacturer	Suggested Source	•
Item Description	Manufacturer	Suggested Source	•
Item Description	Manufacturer	Suggested Source	Monthly Quantity