

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 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: Fran Cargill

Department Name: Engineering and Infrastructure Phone Ext: 3396

Document Number: MC-009 Revision No.: 1-001

Document Title: Adding Material to Stores Inventory

Reason for change: Three year review.

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

Minor editorial changes, Title and organizational name changes "Division and Branch". Added link to form. Name change for individual on Attachment 1.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO:

2. Does this TCR significantly impact ES&H? YES: NO:

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

M. Williams

Department/Division Head Approval

7/15/11

Date

J. DeLooper

Head, Best Practices and Outreach

7/15/11

Date

Release/Effective date of this TCR: 7/18/11

Incorporate this TCR into next revision of this document? Yes No

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The official document is at http://www.pppl.gov/eshis/PPPL_docs.shtml
The Best Practices and Outreach Department maintains the signed original.

Subject: Adding Material to Stores Inventories	Effective Date: June 30, 2004	Initiated by: Facilities & Site Services Division
	Supersedes: Rev. 0 (10/23/93) and Portions of MCP&P301.1	Approved: 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
- DOE Order 580.1 – Personal Property Management Program
- PPPL Material Control Policies & Procedures, Section 301.1

Definitions

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 Hygiene: ESH&S Division personnel responsible for accepting/rejecting chemical-like or safety related items on site.

Procedure

Responsibility

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.

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



STOCKROOM ITEM ADDITION REQUEST

Please complete this form and email as an attachment to J. Conover and M. Ovalles.

From:	Ext.:	Date:
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To: Jim Conover/Marisol Ovalles

Please add the following item(s) to the stockroom inventory. Several groups within the Laboratory are expected to use the requested item.

Item Description	Manufacturer	Suggested Source	Monthly Quantity

Please notify me when stock is on-hand.