

TEMPORARY CHANGE REQUEST

TCR NO. TCR-MC-005,R1-001

(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: Chris Gillars

Department Name: Materiel Control Phone Ext: _____

Document Number: MC-005 Revision No.: 1

Document Title: Shipment of Equipment/Material to Off-Site Location

Reason for change: Editorial Changes and extension update due to three year review.

Change description: (Summarize and attach changed pages, with changes clearly indicated)
Minor changes as marked. TCR-MC-005,R1-001 replaces MC-005, R1. Extend effective date through July 2005.

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:

Chris Gillars
Department/Division Head Approval

7/25/02
Date

J.W. Anderson, Jr.
Head, ES&H and Infrastructure Support/designee

7/29/02
Date

Release/Effective date of this TCR: 7/30/02

Incorporate this TCR into next revision of this document? YesX No_

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE		No. MC-005 Rev 1 page 1 of 2
		Subject: Shipment of Equipment/Material to Off-Site Location	Effective Date: December 17, 1997	Initiated by: Materiel Control Division Head
		Supersedes: MC-005 Rev 0	Approved: Director	

Applicability

This procedure is applicable to all Laboratory personnel, subcontractors and visitors.

Introduction

All off-site shipments, including those being hand carried, must be documented by an approved shipping order. Premium Service shipments may only be utilized when the shipment is critical to a Laboratory project or requirement and the time in transit to destination precludes the use of the most economical carriage. The Head of Materiel Control Division may authorize shipments in priority situations. Cost Center Managers will review standard and premium service shipments semi-annually.

All shipments to international destinations, including those being hand carried, must comply with United States Export Administration Regulations. Violations of these regulations are subject to civil, criminal, and/or administrative sanctions as described in Part 764.3 of the Export Administration Regulations. The Shipping Office (x3572) must be contacted before an item can be shipped or hand carried to international destinations.

Reference Documents

DOE Order 460.2 Materials Transportation and Traffic Management

Definitions

Approver	PPPL employees may approve shipments with freight costs under \$100. For shipments with freight costs of \$100 or more – an individual with cost center signature authority must approve the shipping order. Procurement, Accounting, and Property Management personnel, and the Calibration Lab supervisor are authorized by separate procedure to approve certain shipping orders for their respective functions.
Premium Service Shipment	The carriage of any commodity between two points by any method other than the most economical. Shipments are <u>not considered premium</u> when there are specific transportation requirements for security, or compliance with regulations, or time in transit precludes a lower cost method of carriage.
Requester	The person who initiates a shipping order.
Shipper	Shipping Packaging and Transportation Office (Shipping Office) representative
Tracing	The tracking of a shipment to verify receipt or to locate while in transit.

Procedure**Responsibility****Action**

- | | |
|-----------|---|
| Requester | <ol style="list-style-type: none"> 1. Contacts the Shipping Office (X-3572) to request shipping services, including shipment planning and priority shipments. Provides advance notification to the Shipping Office and/or the Head of Materiel Control x2853 if the equipment is to support a PPPL collaboration. 2. Prepares shipping order (Attachment 1) which is available from the Shipping Office, or from the Materiel Control website, filling in all required information. 3. Forwards shipping order to Approver. |
| Approver | <ol style="list-style-type: none"> 4. Reviews and approves shipping order ensuring shipment is for Laboratory business and that premium service shipments, if requested, are justifiable. 5. Forwards shipping order to Shipping Office. |
| Shipper | <ol style="list-style-type: none"> 6. Arranges for pick up and packaging of material to be shipped. 7. Determines mode of shipment and schedules shipment with a carrier. 8. Prepares commercial bill of lading and other required documents as necessary. Coordinates collaboration shipments with the Head of Materiel Control. 9. Contacts carrier for pick up if required. 10. Tenders shipment to carrier. 11. Completes information on shipping order and distributes copies as applicable to each of the following: <ol style="list-style-type: none"> 1) Consignee 2) Procurement Division 3) Accounting 4) Requester 5) Health Physics Office, Loan Agreement Coordinator, Property Management Office (as appropriate) 6) Files 12. Maintains computerized Shipping Log of all outgoing shipments. |
| Requester | <ol style="list-style-type: none"> 13. Contacts the Shipping Office with any questions or requests for tracing if needed. |
| Shipper | <ol style="list-style-type: none"> 14. Produces and distributes Semi-Annual Summary Report of Shipping Costs to Cost Center Managers or cost center P&C Officers as appropriate for review and oversight. |

Attachments

1. Shipping Order Form

PPPL

**PRINCETON PLASMA
PHYSICS LABORATORY**

PROCEDURE

**No. MC-005 Rev 1
Attachment 1**

Typical PPPL Shipping Order form and instructions

page 1 of 2

(1-97)

(For U.S. Dept. of Energy)
PRINCETON UNIVERSITY
PLASMA PHYSICS LABORATORY
 Forrestal Campus Rec. 3
 Princeton, NJ 08543

SHIP TO: _____
 (No P.O. Box No.'s)

Phone No. (_____) _____

VENDOR RETURN AUTHORIZATION# _____

Order # _____
 Date Issued _____
 Related P.O. # _____
 Cost Center# _____
 Ship Via: _____
 Prepaid _____ Collect _____ Saturday Service _____
 Hazardous Material _____ Yes _____ No

FOR CONSIGNEE PICK-UP ONLY	
Consignee Signature _____	(Date) _____

ITEM #	QTY #	PROPERTY #	DESCRIPTION/SPECIAL INSTRUCTIONS	REPLACEMENT VALUE

Purpose of Shipment: _____

 Material Location: _____
 Contact: _____ (Ext) _____
 To Arrive By: _____
 Approx. Size & Wt: _____ (# Cartons) _____
 Requested By: _____ (Ext) _____
 Approved By: _____
 When returned, mark for:
 Princeton University, PPPL Rec 3
 Attn: _____
 PC # _____ SIC _____

FOR SHIPPING OFFICE USE ONLY	
Date Shipped: _____	Waybill # _____
Gross Wt: _____	Freight Charge: _____
No. of Cartons: _____	Received Back:
	Date: _____
	PPPL: _____
	By: _____

(INSTRUCTIONS ON BACK)
 PART 2 REQUISITIONER

PPPLPRINCETON PLASMA
PHYSICS LABORATORY**PROCEDURE**No. MC-005 Rev 1
Attachment 1

Typical PPPL Shipping Order form and instructions

page 2 of 2

A completed shipping order **MUST** accompany all outbound shipments. To avoid unnecessary delays please complete the following:

SHIP TO: Give full address, include consignee's name and phone number. Avoid use of P.O. Box #. Be sure to indicate if receiving address is different from consignee's address.

RETURN AUTHORIZATION #: If applicable, to be filled in by Procurement and Shipping Office.

ORDER #: If related to purchase order, assigned by Purchasing otherwise by Shipping Office (x3572).

DATE ISSUED: Self - explanatory.

RELATED P.O. #: Purchase order number material originally purchased on or is to be repaired on. If item is being loaned, reference PPPL loan agreement number.

COST CENTER #: Cost center / work package to be charged.

SHIP VIA: Mode of transportation depends on arrival time requested.

HAZARDOUS MATERIAL: Material defined as hazardous by the U.S. Dept. of Transportation. If hazardous, obtain a MSDS form from Safety Office (x3584).

CONSIGNEE PICK-UP ONLY: To be completed when consignee picks up material/equipment from PPPL directly.

ITEM: Sequential number of (line) items to be shipped.

QUANTITY: amount (each) items to be shipped.

PROP. #: Tag number must be given (if available)

DESCRIPTION / SPECIAL INSTRUCTIONS: Include model, manufacturer, part number, serial number and description of item. Also include special maintenance and shipping instructions.

REPLACEMENT VALUE: Cost to replace item due to damage or loss. Note (O) if no set value.

PURPOSE OF SHIPMENT: For: information, repair, credit, loan, testing, etc

MATERIAL LOCATION / CONTACT: Present contact person and physical location of material.

TO ARRIVE BY: When shipment is due to arrive.

SIZE & WEIGHT: Approximate. Required in advance for Shipping Department to arrange pick-up.

REQUESTED BY: Your Name.

APPROVED BY: Signature of center supervisor or authorized designee.

Please call the Shipping Office (x3572) if you have any questions.