

TEMPORARY CHANGE REQUEST

TCR NO. TCR-MC-008-001

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, ES&H/IS

Document Number: MC-008 **Revision No.:** 0

Document Title: Reporting Loss, Damage or Destruction of Govt. Property

Reason for change:

Referenced documents and organization changed. Procedure modified to reflect these.

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

Replace MC-008 with TCR-MC-008-001.

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:

C. Gillars
Department/Division Head Approval

7/30/98
Date

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

8/10/98
Date

Release/Effective date of this TCR: 8/10/98

Incorporate this TCR into next revision of this document? **Yes-** X **No-**

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE		No. MC-008 Rev 0 page 1 of 2
		Subject: Reporting Loss, Damage, or Destruction of Government Property	Effective Date: October 22, 1993	Initiated by: Materiel Control Division Head
		Supersedes: Materiel Control P & P 1001.2	Approved: Director	

Applicability

This procedure is applicable to all activities conducted at the Laboratory; including those by subcontractors, visitors, and any personnel performing work activities at B site.

Introduction

This procedure is intended to assure compliance with the Department of Energy Property Management Regulations which require that any Government property, that has been lost, damaged or destroyed be reported and retired from official government records.

Definition:

Government Property All property owned by or leased to the Government or acquired by the Government under terms of the contract. It includes both Government-furnished property and contractor-acquired property. Any equipment, materials, or services provided to PPPL that are funded by the Department of Energy (DOE) or any other government agency are defined as Government Property.

Reference Documents

Code of Federal Regulations
41 CFR, Chapter 109-1.5112 5106 Property Management Regulations

Procedure

PPPL personnel who detect the loss, damage or destruction of government property shall report the occurrence to the Property Branch Manager, the Equipment Custodian, and PPPL's **Site Protection Security/Emergency Preparedness** Division.

Responsibility

Action

- | | |
|--|--|
| Cognizant Person | 1. Notifies Materiel Control Division's Property Branch Manager, the Equipment Custodian, and PPPL's Site Protection Division Security upon detecting the loss, damage or destruction of government property. |
| Site Protection Security/Emergency Preparedness | 2. Initiates, upon notice of the loss, damage or destruction of Government Property, a through investigation and notifies Materiel Control Division's Property Branch Manager of any accountable property. |
| Materiel Control Division's Property Branch Manager | 3. Assists cognizant individual, upon notice of lost Government Property, in the search for property, and notifies Excess Property Coordinator of any items reported as damaged or destroyed |

Responsibility**Action**Excess Property
Coordinator

4. Initiates a retirement notice for accountable property items which cannot be located after a thorough investigation by PPPL's Security.

Materiel Control
Division's Property
Branch Manager

5. Arranges for equipment that is damaged or destroyed to be returned to the Receiving 3 storage area for cannibalization and/or for scrap after a retirement notice has been approved by DOE.

6. Reports lost items to the Materiel Control Division Head.

Attachments

None