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| Subject: Withdrawal of Stores Material | Effective Date: 6/15/2004 | Initiated by: M&ES Division Head |
| | Supersedes: October 22, 1993 Rev. 0 Portions of MCP&P 301.2 | Approved: Director |

Applicability

This procedure is applicable to all Laboratory and PPPL subcontractor personnel who withdraw material from the Stockroom in the performance of official Laboratory work.

Introduction

The Stockroom inventory consists of items commonly used in performing Laboratory related work. This procedure defines PPPL's actions to ensure that withdrawal of stock items are properly documented and reviewed.

Reference Documents

Code of Federal Regulations
41 CFR, Chapter 109-27.50 Property Management Regulations

Definitions

Requester: PPPL employee or PPPL subcontractor withdrawing material from the Stockroom.

Stores Personnel: Materiel Services individual(s) responsible for controlling and disbursing Stockroom inventory.

Material Safety

Data Sheet (MSDS): The MSDS identifies the primary specified ingredients, hazardous materials and precautionary measures to be taken when using the product. MSDS's for stockroom items are available on the web under PPPL Home Page, Industrial Hygiene.

Procedure**Responsibility****Action**

- | | |
|---------------------|---|
| Requester | <ol style="list-style-type: none">1. Requests material to be withdrawn for use in Laboratory related work. Note: Special processes are in place for the withdrawal of precious metals, alcohol, syringes and needles. Requesters should call extension 2113 or visit the Stockroom for details. |
| Stores Personnel | <ol style="list-style-type: none">2. Ensures Requester has a PPPL issued employee badge.3. Retrieves requested material from the appropriate location. |
| Stores Personnel | <ol style="list-style-type: none">4. Fills in all pertinent information regarding the material being disbursed on a PPPL Stockroom Withdrawal Form (Attachment 1) |
| Requester | <ol style="list-style-type: none">5. Prints name, telephone number, cost center, work package, and job number on the Stockroom Withdrawal form. |
| Stores Personnel | <ol style="list-style-type: none">6. Ensures Requester has provided all necessary information.7. Retains the withdrawal slip and at end of the workday, submits all withdrawal slips to Stores Operations Group for processing.8. Submits a monthly report to Cost Center Managers that shows the prior month's Stockroom withdrawal and return transactions. |
| Cost Center Manager | <ol style="list-style-type: none">9. Reviews the Stockroom Withdrawal Report for validity and accuracy of transactions.10. Calls extension 3573 with any discrepancies. |

Attachments

1. Stockroom Withdrawal Form Example.

ATTACHMENT 1 – Example Stockroom Withdrawal Form

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**PRINCETON UNIVERSITY
PLASMA PHYSICS LABORATORY**

**PPPL STOCKROOM WITHDRAWALS
AND RETURNS REQUEST**

TYPE OF TRANSACTION (CHECK ONE BOX ONLY)
WITHDRAWAL W
RETURN R

TRANSACTION DATE: M M D D Y

REQUEST NUMBER: 036983

COST CENTER: _____

WORK PACKAGE: _____

JOB: _____

S/R CC CODE: C

PHONE NUMBER: _____

EMPLOYEE NAME (PLEASE PRINT): _____

| STOCK NUMBER | UNIT OF ISSUE | QUANTITY | ITEM DESCRIPTION |
|--------------|---------------|----------|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |