

Participate in Safety

By Adam Cohen

At PPPL, our work processes are designed to allow everyone here to work safely. In addition to implementing Integrated Safety Management (ISM) in planning and conducting work, there are other ways to ensure we have a robust, comprehensive Safety Program, which allows us all to improve our work, supports our mission efficiently, helps us fulfill our obligations to Princeton University and the Department of Energy, and allows all of you to make full use of your skills and expertise.

We need everyone on site to participate in our Safety Program. There are obvious routes to participation, like conducting STOP program observations or filling out a safety culture survey, but there are also less apparent ways in which you can participate.

One-to-one interactions are particularly valuable, similar to the security slogan, "If you see something, say something." Speaking up when you witness an unsafe act is the most direct and effective way to prevent injuries. STOP program training is available to everyone and will give you a structured approach, but even casual conversations can have an immediate impact. If you think someone could be working more safely, express your concern. Use your stop-work authority if you believe someone is in imminent danger, whether it's simply reminding someone to don personal protective equipment (PPE), or it's a more complicated problem where the job needs to be reevaluated to improve safety. Make safety part of your daily conversation.

New approach

Consider a new approach if you encounter difficulties. There is no substitute for worker perspective and innovation, and suggested improvements will be implemented whenever possible. Recently, machine technicians working on NSTX raised concerns about moving heavy pieces into place from awkward positions. They considered various options, engaged Safety and Engineering for guidance to minimize risk, and, as a result, part of a platform was removed, allowing for a hoist to facilitate placement of the pieces. On another project, a technician who was concerned about using hazardous cleaning chemicals inside a confined space devised a tool that enabled cleaning without entry becoming necessary, which significantly reduced the risk. These workers, and others like them who consider the process and not just the expected out-

come, participated in safety by evaluating the hazards and implementing controls. This is tremendously valuable to the workers and to the Laboratory!

A robust exchange of ideas and information can enable improvement on a larger scale. Take an active part in safety meetings by offering ideas, raising concerns, asking questions, and providing feedback. Your experience and perspective help us to identify and resolve impediments to safety with new, creative solutions. If you'd like to take an even more active role, join a committee or help mentor a new employee. Safety is not limited to one department; rather, each of us, whether an office worker, manager, or field technician, has the clout and ability to make a difference for ourselves, our coworkers, our collaborators, and our guests.

If you prefer a more reserved approach, PPPL has various methods for submitting ideas and reporting deficiencies: the [SOS Box](#), the [Director's Suggestion Box](#), and the [Facilities work order system](#). Concerns can be submitted anonymously. If you include your name on an SOS Box submission, Safety will work with you to try to resolve the issue and keep you informed regarding progress. The variety of items submitted range from tripping hazards to odors in offices to parking lot concerns to questions on policy. This, along with the Director's Suggestion Box, also allows management to gauge areas of worker concern. The Facilities work order system is available to everyone for reporting conditions in need of repair or modification and this, too, contributes to an improved, safer work environment.

Safety is not something we do apart from our other activities – it must be integrated thoroughly and regularly into every task we undertake, and it begins with your participation. ■

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Safety Culture Surveys Result in Action

By Dorothy Strauss

The workers of PPPL have spoken and management has listened. While the safety culture survey results were overwhelmingly positive, there were still a few areas where we can improve. The ESH&H Executive Board asked both the Safety Review Committee and the Safety Champions Committee to make recommendations based on the 2013 survey results. Those committees identified four areas for improvement. Action items were created to address these issues and assigned to various individuals for completion, most within a few months. A summary of the actions follows:

Increase supervisor interaction with workers.

1. Reinforce participation in STOP for supervisors.
 - a. Ways to increase STOP participation (including required refresher training) will be developed.
2. Establish regular presence (by upper management) in field/shop areas.
 - a. A formal plan for regular visits by the directorate to field/shop areas will be created.
3. Articulate consequences for safety violations (both for individuals and PPPL).
 - a. This has been completed via an article in this issue of the ESH&S Newsletter.
4. Hold the Safety Forum or shorter, more frequent all-hands meetings and require attendance.
 - a. A discussion will be held at the next ESH&H Executive Board meeting for ideas for regular all-hands meetings on safety.

Promote face-to-face information exchange.

1. Require mandatory small group safety meetings.
 - a. The deputy directors will require department heads to determine how often small group safety meetings will be held. Each department head will report on the results of their meetings annually at a Laboratory Management Meeting.
 - i. Talking points will be formulated for meetings of office staff.

Increase general communication with staff.

1. Publicize good safety practices (especially in incident response).
 - a. GEN-006 will be evaluated to determine the need for any changes to promote Facility Managers noting good practices in reports.
 - b. Noting good practices will also be part of Facility Manager training.
 - c. Other ideas for publication will be discussed.
2. Provide more information to staff regarding events, in part by expanding the Lessons Learned program to cover more PPPL incidents, including minor incidents and violations.
 - a. More PPPL events will be included in the Lessons Learned program. Progress will be evaluated by the Safety Review Committee.

Improve response to adverse events.

1. Offer & publicize alternatives for reporting concerns besides going through the regular chain-of-command.
 - a. Means of reporting concerns have been included in this issue of the ESH&S Newsletter.
2. Standardize via procedure the incident investigation process, especially regarding the interview process, to focus on root causes.
 - a. Review and revise incident investigation procedures (GEN-006 and ESHD 5008 Section 9 Chapter 10) as necessary to clarify these points.
 - b. Explore incident investigation training for supervisors.
3. A peer review process for action item assignments for both incident response and audit reports will include affected line managers and appropriate committees, who will evaluate each for priorities, timeliness, and communication requirements.
4. Create a method for conducting “effectiveness reviews” to determine if lessons have been learned after incident actions are closed.

Your continued participation in the quarterly safety culture surveys remains critical as steps are taken to address concerns and evaluate efficacy. If you participated last year or this January or April – thank you! If you are invited to participate in July or October, please take a few minutes to complete the survey. Your feedback is valued. ■

Safety Violations Can Have Consequences

By John DeLooper

You are driving down the road just enjoying the scenery when a police car pulls up behind you with its emergency lights on. You pull to the side of the road and then you get that sinking feeling when the police car does the same. “License, registration and insurance card, please.” You were going 40 in a 25 MPH school speed zone. Unfortunately you violated the law and now you have a speeding ticket to pay and points against your license. You didn’t mean to violate the law but now there is a consequence.

The same premise could be thought of here at PPPL. We have many processes designed to keep our staff, students, collaborators, and visitors safe and to protect the environment. However, sometimes by the STOP process or other means, we see individuals violating those requirements. Sometimes this happens for convenience while other times it’s because the person forgot the rule. For the most part, that individual does not suffer any consequence either because another employee reminds him or her to work safely before an accident occurs or because he or she was lucky.

However, there are occasions in which an employee makes a mistake that results in an injury or significant damage to Laboratory equipment. Based on the conditions, that event may have to be reported to the Department of Energy Occurrence Reporting system by one of our facility managers. When this happens, the DOE provides more oversight. If the event is significant enough, an investigation could be conducted by DOE’s Office of Independent Enterprise Assessments and a Notice of Violation could be issued to the Laboratory.

Most of these investigations identify a process problem that had been previously identified and not corrected. In some cases, this violation could be accompanied by a fine that Princeton University would have to pay (some of the more recent fines for other DOE contractors have been about \$175,000). So very much like the speeding ticket, there can be serious consequences to PPPL when employees do not follow the rules.

The same is true for individuals. The Laboratory’s Personnel Practices Manual establishes a code of conduct policy (available at: http://hr.pppl.gov/PPM/Employee%20Relations%20PPM/PDFs/PPM_ER_CodeofConduct.pdf). Violations of the code are divided into serious (group I) and less serious (group II) violations. Group II violations are handled with a warning from the supervisor, although continued violations can be escalated to suspensions without pay and dismissal.

Group I violations could result in a suspension and/or discharge. The disciplinary process is described at:



http://hr.pppl.gov/PPM/Employee%20Relations%20PPM/PDFs/PPM_ER_Discipline.pdf.

Disciplinary actions are maintained in an individual’s file for 18 months, at which time they become inactive, provided there are no further disciplinary actions during that period.

The Laboratory does not publicize disciplinary actions. However, individuals have been issued written warnings to file, and in rare cases, individuals who have violated a safety requirement (willfully or they should have known better) have been suspended. Again, a significant consequence for the individual’s actions.

The bottom line is, we must follow the rules. We need to help one another comply with the rules — if you are not sure, ask your supervisor or ESH&S. If something isn’t working, give that feedback to your supervisor, the SOS box, or to Best Practices so we can improve the process and make our operations more effective. Let’s prevent any one of us, or the Laboratory, from getting that speeding ticket. ■

Report Safety Concerns, Questions, Ideas

Notify your supervisor (*or HR if chain-of-command is a concern*)

SOS Box – can be anonymous if you prefer. If you include your name, we will respond to you directly as well as on the website.

Safety@pppl.gov

Call IH – x2533 (Bill), x2531 (Neil), or x2832 (Julia)

Call Electrical Safety (Glenn) – x3740

Director’s Suggestion Box

DID YOU KNOW?

- Site Protection maintains a safe for lost and found articles.
- Contact the Communications Center at Ext. 2536 to report lost or missing items.
- Found items should always be brought to the Communications Center in LSB-131.
- In particular, be wary of found computer items — these should be turned in to the Communications Center and Cyber Security should be notified.
- Questions regarding the Laboratory's Lost and Found may be directed to Dolores Stevenson in the Site Protection Division at Ext. 3208.

Need a NEPA?

In an effort to conserve paper, approved NEPA packages will now be provided electronically to originators and other involved parties. NEPA packages, beginning with #1560, will also be made available on the ESH&S website at <http://www-local.pppl.gov/esh/NEPAList.html>. If you need access to an older NEPA, please contact Jerry Levine or Dorothy Strauss.



Congratulations on Your Retirement!

As you approach the end of your distinguished career, take a few simple steps to make safety part of your legacy.

- **Keep up with your training!** Work must proceed safely until your last day so make sure your training and certifications are current through your retirement date. Notify HR if your duties have changed already.
- **Take this opportunity to excess** outdated, obsolete, or broken equipment or chemicals that have expired. Contact Material Control for equipment and Environmental Services for chemicals.
- **If you are in charge of a flammable chemical or acid storage cabinet,** let your supervisor know that a new responsible party should be assigned to the cabinet. Please notify Dorothy Strauss of the change of ownership.
- **If you have performed any lock out/tag outs,** make sure to transfer control to a new Authorized Employee per procedure ESH-016.
- **If you are responsible for any areas,** ensure all postings, including CLASP signs, will be updated after your retirement.

A thorough close-out will ease the transition for your coworkers and pave the way for continued safe operations.

Personnel Update

Julia Toth joined the Safety Division as a safety engineer in March 2014. Julia graduated from Indiana University of Pennsylvania with an MS in Safety Sciences. She interned at CAF USA, in Elmira, N.Y., a company that creates railway systems, where her responsibilities included JHA and procedural development, ergonomic assessments, and various training accountabilities. Her background is in electro-mechanical engineering and she previously worked for a patent agency outside of Pittsburgh, Pa., where she wrote technical patent disclosures and illustrated inventions. Julia will be assisting with daily safety operations and procedures, including confined space permits, noise surveys, and more. You can reach Julia at x2832 or jtoth@pppl.gov.



Julia Toth

SAFETY CONTEST

S S E N L L I R B A N D A G E
A Y C O N F I D E N T I A L S
F E T P U T N E M T A E R T U
E S O U R C T S E H S A R G D
T P O R D F H A T N A T S N I
Y L R R R O T C O D T I B I A
N I W E I R A P U L L D A R T
O N O P V C S L I P L E H A S
I T U E E E L B A D R O C E R
S R N T R L N I T C H Y N H I
A E D I L I N T S I S N I N F
R T E T I S N O I J E S P A L
B I D I N J U R Y O U R I A A
A N D V A C C I N E N U R S E
C A R E I T R U S T E O T S H

Find the words below. They may go in any direction.

ABRASION, BANDAGE, CARE, CASE, CONFIDENTIAL, DART, DOCTOR, DRIVER, DROP, DUTY, ESU, FIRST AID, FORCE, HEAL, HEARING, HELP, ILLNESS, INJURY, INSIST, INSTANT, ITCHY, LAPSE, NURSE, ON SITE, ORAL, OUCH, PAIN, PINCH, PREVENTION, PULL, RASHES, RECORDABLE, REPETITIVE, RESPONSE, RETINA, RIDE, SAFETY, SLIP, SPLINT, TIBIA, TREATMENT, TRIP, TRUST, VACCINE, WOUNDED.

The remaining letters form a message:

The names of all entrants who correctly solve the puzzle will be entered into a drawing for a \$20 gift certificate to the PPPL Plasma Hutch! Submit the message to dstrauss@pppl.gov by Friday, July 18. Safety Division members are not eligible.

Congratulations to MICHAEL GONZALEZ, who won the March ESH&S Newsletter Safety Contest with his photo caption, "Welcome to Ka-Boom Burger - Where Safety is NEVER Well Done!"



Maintaining Situational Awareness During an Emergency Incident Response

By Dina Christie and Dolores Stevenson

In light of some recent observations, the Site Protection Division would like to provide a few friendly reminders on maintaining situational awareness and employing hazard recognition during incident response.

Driving Near Emergency Vehicles

During any and all emergencies here at PPPL, all drivers are required to follow a strict protocol concerning emergency vehicles. If you see flashing lights on an emergency vehicle, quickly and safely pull over as it has the right of way. Once you are stopped, remain where you are until all emergency vehicles have passed before you proceed.

If you are traveling behind an emergency vehicle that has lights and/or sirens on, you must stay back at least 500 feet. Passing any emergency vehicle with lights and/or sirens on is strictly prohibited. During an emergency, ESU officers are focused on a serious situation that requires their full attention. Please use caution and common sense to avoid unnecessary danger to yourself and those around you.

Evacuation Procedures

Whether it is a fire, flood, or any other emergency here at PPPL, everyone must follow the Building Evacuation Procedures. These procedures can be found on the PPPL homepage under the [Building Evacuation Program link](#).

If there is an emergency, follow the directions of the evacuation message (PTENS, EVES, Supervisor, ESU/SPD personnel, etc.) and evacuate immediately. Leave your work area and building safely and calmly using the nearest exit. Once you have left the building, use caution if crossing a road as emergency vehicles may be driving by. Move away from the building. Find and stay with your Building Evacuation Monitor (BEM) and provide your name and the name(s) of any guests with you to the BEM for accountability. Follow any additional instructions provided by ESU to ensure your safety and the safety of others.

Incident Scene and ESU Equipment

It is strictly prohibited to walk near the site of an incident as well as near any emergency equipment staged by the ESU during an emergency. It is imperative that emergency equipment be intact and the setup of this equipment never be compromised. This ensures the ESU can tackle the emergency in the safest and most effective manner. Any unauthorized persons who walk near the incident scene or emergency equipment are placing themselves and others in immediate danger.

Following the directions of the PPPL Site Protection Division and remaining alert to your surroundings during emergencies will help secure your safety and the safety of others. ■

Clearance Required around Electrical Equipment

By Glenn Anderson

National Electric Code (NEC) Article 110.26 ‘Spaces About Electrical Equipment’ stipulates that “access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of such equipment.”

The NEC indicates that a minimum of three feet of working space is needed for electrical equipment likely to require examination, adjustment, servicing, or maintenance while energized. This working space shall not be used for storage and, when normally enclosed live parts are exposed for inspection or servicing, the working space (if in a passageway or general open space) shall be suitably guarded.

All electrical equipment that can be accessed by a door or fastened cover needs to be accessible from the front, sides, back, and top. ■



Improper Storage



Good, clear working area

Lessons Learned – Eye Injuries at Another DOE National Laboratory Call for a Second Look at Eye Protection

By Jerry Levine (Based on DOE Lessons Learned Database)

Lessons Learned Statement:

Staff members at another DOE Laboratory recently experienced two eye injuries. The injuries had similar circumstances; in particular, the workers involved were wearing safety glasses. Due to the type of work involved, goggles would have provided better protection.

Discussion:

The first injury occurred during a project to install differential pressure ports in ductwork. The staff member was positioned on his stomach on an 18-inch-wide scaffold planking wearing fall protection. He was reaching forward and above his head to drill the holes. The second injury occurred during a project to install meters and valves on the campus main water lines. The staff member was cutting a 6-inch pipe with a power saw. The staff member was on a ladder reaching forward and slightly above his head. Both workers were wearing ANSI-compliant safety glasses and both were wearing face shields.

Analysis:

Investigation of these events revealed two likely causes. The first scenario involved the personal protective equipment (PPE) itself. It is believed that when the worker lifted his face shield, metal particles fell down behind the safety glasses and entered the worker's eyes. The second scenario involved wind. Wind generated by the drill motor and wind generated by a large area fan apparently blew the metal particles around the face shield and behind the worker's safety glasses.

In these two cases, both workers used safety glasses and face shields to protect their eyes and face from hazards while drilling into ductwork and cutting pipe. While both workers were trying to protect themselves correctly, the use of goggles could have prevented both eye injuries.

Recommendations:

Personal protective eyewear, such as goggles or safety glasses, must be used when an eye hazard exists. The eye protection chosen for specific work situations depends upon the nature and extent of the hazard, the circumstances of exposure, other protective equipment used, and personal vision needs. Selection of protective eyewear appropriate for a given task should be made



based on a hazard analysis of each activity. According to OSHA's "eTools" website, safety goggles are the preferred type of personal protective equipment (PPE) to use against these hazard types:

- **Impact Hazards** – Most impact hazard injuries occur due to airborne objects and sparks. The debris is often as small as a grain of sand but it can cause serious injury without the proper eye protection. Safety goggles protect against these types of impact hazards because of their high-impact, molded polycarbonate materials.
- **Heat Hazards** – Heat can often affect the eyes and face when an individual is exposed to extreme temperatures. When choosing PPE, be aware of the source and intensity of the heat and the type of injuries that may occur. Safety goggles can protect the eyes from these higher temperatures.
- **Chemical Hazards** – A number of eye injuries can be caused by direct contact with certain chemicals. Injuries like these are often the result of the wrong PPE. Safety goggles can protect your eyes from many hazardous chemicals.
- **Dust Hazards** – Dust can be dangerous to the eyes and is often present during certain cleaning or woodworking activities. Specific styles of safety goggles that create a protective seal should be worn to protect your eyes in these situations.

Information on eye and face protection can be found on the PPPL SafetyWiki (<http://safetywiki.pppl.wikispaces.net/Eye+and+Face+Protection>) and in the recently revised PPE section of the PPPL Safety Manual (Section 8 Chapter 6, <http://bp.pppl.gov/ESH/MANUAL/safety/ihch6.pdf>). The Safety Manual section includes a chart that provides guidelines for selecting the appropriate protection for a number of activities. Consult Industrial Hygiene for specific needs. ■

Physical Agility Test Helps ESU Protect Fusion's Finest

By Dolores Stevenson and Dina Christie

PPPL's captains, driver/operators, and Emergency Services officers (ESOs) do not have the luxury of choosing when an emergency situation will arise. They must be physically ready to respond at all times in their roles as security officers, firefighters, and EMTs. The annual Physical Agility Test is one measure of their fitness, which is essential to their ability to protect and serve PPPL and the broader community.

"The Physical Agility Test is very important not only for performance reasons but for safety reasons as well. We utilize the test to build and reinforce safe, ergonomic, and effective practices so when our officers respond to an actual emergency, they are effective, efficient, and safe," explained Fran White, head of Site Protection.

During the test, the Emergency Services Unit (ESU) members perform operations similar to those experienced at a fire or medical emergency while dressed in full turnout gear weighing approximately 70 pounds and donning a 30-pound oxygen tank. It is important that each platoon member execute these drills at a pace consistent with the performance of their emergency response job duties. Ergonomic protocols such as ladder safety, proper form during CPR chest compressions, and safety techniques within a confined space, must also be present during the test. Personal protective equipment (PPE), including helmets, gloves, masks, and boots, is worn for the duration of the test and must be properly fitted and utilized to ensure the officer's safety.

The Physical Agility Test is an assessment of the Officer's fitness level, muscle strength, skill, and endurance. Grip strength is tested throughout but specifically during a rope-pull of a 70-pound bucket from the floor to the roof of the firehouse (40 feet). This skill would be utilized if there was a victim located in a confined space below ground level or during hoisting of tools and equipment to a roof. During the double-bucket carry, totaling 100 pounds of weight equally balanced between both arms, the officer walks along a narrow platform similar to scaffolding to simulate the transport or removal of necessary tools and equipment to and from an emergency site that may not be on solid ground. Body rotation and strength are tested during a ladder dismount and ladder ground placement. These are skills used daily by firefighters and must be conditioned and maintained.

A ladder climb to the top of the Emergency Services Building tests the officer's ability to maintain three-point contact with the ladder. This is an essential safety component that must be used during ascent and descent on a ladder. It is common for our officers to carry tools such as a saw or hose while on the ladder and the three-point contact prevents unnecessary falls. The ladder test



is concluded with a hands-free suspension on the ladder by conducting a leg-lock technique or by attaching to the ladder with a carabiner. This is one of the most critical skills assessment components of the Physical Agility Test as it most closely simulates a typical scenario during a fire emergency and is an essential element of ladder safety. Using the leg-lock or carabiner technique helps to ensure the firefighter's safety while he or she is in a stationary position on the ladder – perhaps holding an activated hose or using other equipment.

During the tunnel (confined space) crawl, the ESU officer travels through a confined space, which is further complicated by the turnout gear and the air tank on his or her back. This test simulates a confined space rescue, which may be caused by a collapsed roof or an existing tunnel-like space in which the officer needs to swiftly navigate his or her way.

The last important stage of this test involves the victim drag/carry test. This skill shows the officer's ability to transport a victim away from an emergency site. The dummy used in the test weighs approximately 160 pounds – the average weight of a person in the United States. The victim drag is immediately followed by a 200-chest compression CPR series. The compression test defines the officer's ability to maintain skill, focus, and effort, and it concludes the agility test.

The aggregate components are as follows:

- 16' Ladder Lift, Carry and Release
- 70-Pound Bucket Pull/Lift
- Ladder Climb
- Hands-Free Ladder Suspension (Leg-Lock/Caribiner)
- Bucket Balance and Carry
- Tunnel (Confined Space) Crawl
- Victim Drag or Carry
- CPR Chest Compressions (200)

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Agility Test

continued from page 8

Each officer's test can take anywhere from four to eight minutes, depending on the level of experience and fitness, and proper safety and hydration are monitored throughout. In addition, a job hazard analysis (JHA) is prepared and reviewed with each member prior to the test. All ESU members are evaluated annually against the Physical Agility Test. The test was designed to be a fair and accurate means to assess the physical capabilities of emergency response personnel. The tasks have been designed to simulate activities that might be performed during an extrication or rescue operation — typically the more physically demanding tasks performed by emergency responders and requiring the broadest range of physical demands. The PPPL Physical Agility Test meets both OSHA and NFPA 1500 requirements.

PPPL's Officers are unique in the DOE complex in that they are cross-trained in three types of emergency response: security, fire, and Emergency Medical Service (EMS). The Physical Agility Test ensures effective and efficient response no matter the situation while also meeting the requirements of the DOE and PPPL Safeguards and Security Program. ESU members are committed to professional excellence and the test is just one way they meet their goal of "Protecting Fusion's Finest." ■



Counterfeit or Suspect Parts May be Over-Stamped

By Barry Jedic

Almost anything can be counterfeited. If you buy a counterfeit Coach handbag, you may lose some money or end up with a poor quality purse, but the personal risks are minimal. However, if PPPL ends up with counterfeit or suspect parts, the consequences could be severe.

Suspect or counterfeit items are identified several times throughout the year across the DOE Laboratories. Since May of 2013, the following items have been reported as suspect or counterfeit: fasteners, a case assembly for a radiation monitor, computer network switches, a three-quarter-inch shackle, a hook eyelet, and a temperature sensor device.

Fasteners continue to be the suspect items identified most often and they show up in a multitude of places. Suspect bolts were found in ratchet tensioners, heat exchangers, space heaters, a transport trailer, fissile material containers, beam clamps and a ventilation system. On one site they were also being carried as bench stock material in a maintenance shop.

How were these items found? Many were found by individual keen observation. Some were identified only after the item failed.

What's wrong with the lifting ring shown here? Would you use this?

If you look closely at the rating stamped into this piece you can see it was altered by being over-stamped with another number. This immediately makes the part suspect and it should not be used unless it can be absolutely confirmed that the manufacturer did the over-stamping and that the updated rating is valid. (It is preferable that the

manufacturer replace the item with one that is properly marked to avoid questions in the future). Any item that has a stamped rating on it can be susceptible to this type of counterfeiting.

When critical parts are received, PPPL's best defenses are:

1. Knowing the parts being procured and being aware that the parts may be counterfeit.
2. Keenly observing the received part to detect anything that does not look right, including over-stamping.

Anyone who specifies, orders, receives, inspects, or installs hardware or electrical items is required to take training (available [here](#)) that includes suspect or counterfeit parts identification. Control and dispositioning of found parts is covered by procedure QA-020 and may be viewed [here](#).

If you ever have questions on suspect or counterfeit parts, please contact Quality Assurance. (Except when buying Coach handbags, as that is a bit out of our expertise). ■





PPPL Sustainable Acquisitions

The U.S. Department of Energy requires PPPL to purchase environmentally preferred products (EPP) to promote federal environmental stewardship. These purchasing practices are critical to meeting the goals of keeping PPPL sustainable by reducing the amount of energy and water the Lab uses and the amount of waste it produces and to support PPPL's Environmental Management System (EMS).

Please consider these easy steps and tools prior to purchasing & procuring items at PPPL:

Step 1: Identify whether your item requires sustainable attributes: Sustainable Facility Tool (SFTool.gov)

Step 2: Look for Environmentally Preferable Products on GSA Advantage (gsaadvantage.com) incorporating the following Sustainable Acquisition Requirements:

- Recycled Content
- Water Sense Product
- USDA Biobased
- FEMP (Facilities)
- EPEAT (Electronics)
- Non Ozone Depleting Substances
- EnergyStar
- Non Toxic/Less Toxic Alternative



Who: ALL PPPL employees are responsible for purchasing federally-designated environmentally preferred products.

What: ALL PPPL purchases (office, electronics, operations & renovations, etc.) via P-Card, Requisition & SOW should include Environmentally Preferable Products (EPP) whenever feasible, as required by the DOE.

Where: Use the Sustainable Facility Tool (SFTool.gov) & PPPL's [ESD Site](#) to navigate EPPs sustainable requirements.

When: Purchase EPP whenever feasible, as required by the DOE.

Why: Federal goals requires 95 percent of new contract action items meet EPP performance requirements. EPP are federally required for facilities per Executive Orders 13423, EO 13514, and FAR contract clause.

Contact Environmental Services @ x2599 or Lmeyer@pppl.gov for help & further information or visit PPPL's EPP webpage. (https://pppl.princeton.edu/PPPL_Environmentally_Preferable_Purchasing)

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