

PHYSICS DIVISION PROCEDURE
December 26, 2007
PROCUREMENT

1. Purpose

This procedure provides requirements for purchasing supplies and services in the Physics Division. These requirements are intended to ensure that procurements are made in accordance with ORNL procedures and receive the necessary environmental protection, safety, health, and quality (ESH&Q) reviews and approvals, and to ensure that items with special inspection requirements receive the appropriate receipt inspections.

2. Scope

The requirements of this procedure apply to all Physics Division procurement requests unless specifically noted otherwise.

3. Definitions

- 3.1 Accountable property – See SBMS Subject Area Property Management at: <http://sbms.ornl.gov/sbms/reports/rptSbmsDefinitions.cfm?DocID=282&DocType=SA>. Includes real property, high risk property, equipment, and sensitive property tracked in ePROP and marked or bar coded with appropriate identification.
- 3.2 Real property – Land and anything permanently affixed to the land such as buildings, fences, and those items attached to buildings, such as light fixtures, plumbing, and heating fixtures, or other items which would be personal property if not attached.
- 3.3 High risk property – Property, material, and data that must be handled, controlled, cleared, and disposed of in a manner other than standard because of its peculiar nature or its potential impact on public health and safety, the environment, security interests, or on proliferation concerns.
- 3.4 Equipment – Any item having an acquisition cost of \$5,000 or more, and having the potential for maintaining its integrity (not expendable due to use) as an item.
- 3.5 Sensitive property is defined as:
- Computers (CPUs, laptops, work stations, personal data assistants, etc.),
 - Portable Cameras/Camcorders (digital, video, still etc.),
 - Projectors (video, LCD, etc.)

- 3.6 Critical application - Critical application procurements generally involve items whose failure could have significant health, safety, environmental, mission, or monetary affects. A procurement is a critical application if:
- it is a mission critical item;
 - it is a safety-related item;
 - it is an environmental, safety, or health critical item;
 - it relates to security service matters; or
 - it needs a special inspection before accepting the item.
- 3.7 Hazardous materials - All chemicals are hazardous materials. Additionally, stock metals are considered to be hazardous materials if they are to be cut, machined, or welded.
- 3.8 MSDS RECID - Material Safety Data Sheet record ID number. (Note: for assistance obtaining MSDSs, contact the ESH Officer.)
- 3.9 Nuclear Materials – see SBMS Subject Area Nuclear Materials Control and Accountability at: <http://sbms.ornl.gov/sbms/sbmsearch/subjarea/nmca/sa.cfm>.

Americium-241	Lithium enriched in Li-6	Tritium
Americium-243	Neptunium-237	Uranium-233
Berkelium-249	Plutonium-238	Uranium enriched n 235
Californium-252	Plutonium-239/241	Uranium (depleted)
Curium-246	Plutonium 242	Uranium (natural)
Deuterium	Thorium	

- 3.10 PAAA implications - The Price-Anderson Amendments Act (P-AAA) applies to purchases of supplies and services that may affect the safety of the public or workers at a nuclear or radiological facility or activity. P-AAA may apply to purchases of items and/or services that:
- Have the potential to harm an individual from radiation or radioactive material, or the potential for adverse impact on safety at a radiological nuclear facility or activity.
 - Involve the use or storage of radioactive material, radiation generating devices, or a radiation protection equipment, and have the potential for adverse impact on safety at a radiological or nuclear facility or activity.
 - Relate to the design, analysis, manufacture, repair, or assembly of items (hardware, equipment, components, software, etc.) for use in a radiological or nuclear facility or activity and have the potential for adverse impact on the safety at a radiological or nuclear facility or activity.

4. Requirements

- 4.1. Procurements shall be made by authorized Procurement Specialists only, except for: (1) The ORELA spare parts inventory, which is managed by ORELA staff and (2) ORAU/ORISE procurements, which are managed by ORAU/ORISE staff.
- 4.2. All purchase requests except (1) the ORELA spare parts inventory and (2) ORAU/ORISE procurements shall be submitted using the on-line Physics Division Purchase Request form at: <https://www.phy.ornl.gov/divops/purchase/>.
- 4.3. Physics Division Staff and Guests are prohibited from ordering computers directly via the Managed Hardware Program. The Physics Division Purchase Request form shall be used for all computer purchases.
- 4.4. The Requester is responsible for ensuring that accountable property is reported in ePROP system. Note that most property items are bar-coded at the Property tagging area in Receiving prior to goods recipients receiving their items.
- 4.5. The Requester shall provide sufficient information in the "describe application of use" field on the Purchase Request form to facilitate an ESH&Q review.
- 4.6. The Requester is responsible for identifying requisitions that involve services, including commodity purchases that involve installation or warranty repairs.
- 4.7. Fabrication may be procured from outside sources only if the ORNL Fabrication, Hoisting and Rigging Division is unable to meet the need or meet the cost of an outside source. The Requester is responsible for obtaining quotes from Fabrication to substantiate using an outside source. Copies of the quotes should be provided to the Procurement Specialist and the ESH&Q Operations Manager.
- 4.8. The Requester shall identify services where the seller will need to come on-site, including, but not limited to, installations and warranty repairs.
- 4.9. The Requester shall identify services where ORNL is providing government-owned materials or equipment, such as stock metal, to an off-site vendor.
- 4.10. The Requester shall provide a Hazardous Material Control Area number and a Material Safety Data Sheet RECID for orders of chemicals and hazardous materials. If there is not an MSDS available from the ORNL system, obtain one from the manufacturer and provide it to the Procurement Specialist.
- 4.11. The Requester shall identify requisitions that involve radioactive materials and/or nuclear materials.
- 4.12. The Requester shall identify requisitions with P-AAA implications.

- 4.13. The Requester shall identify requisitions for critical application items that require receipt inspections. For example, pressure regulators and ladders must be inspected by ORNL Quality Engineering & Inspection (QE&I). A list of critical items requiring inspections can be found at:
<http://sbms.ornl.gov/sbms/sbmsearch/subjarea/Procurement/CriticalItemsInspectionList.htm>.
- 4.14. The Requester shall identify requisitions with special inspection requirements not otherwise noted above. For example, short-fill lecture bottles of toxic gases and lasers pointers have safety implications and need documented receipt inspections.
- 4.15. The Requester shall identify requisitions with special approval requirements. For example, Class 3 or 4 lasers and cordless phones require special approvals. Guidance on items with special approval requirements can be found at:
<http://sbms.ornl.gov/sbms/SBMSearch/SubjArea/Procurement/ExhibitSpecialreq.cfm>.
- 4.16. The Research Support Group Leader or designee shall review and approve all requisitions, including the ORELA spare parts inventory requests and ORAU/ORISE procurement requests, that involve services, radioactive materials, nuclear materials, P-AAA implications, items with special inspection requirements, critical application items, or items with special approval requirements.
- 4.17. The ESH Officer or designee shall review all procurements for hazardous materials to ensure Facility Use Agreement limits are adhered to and to identify opportunities for minimizing the quantities of hazardous materials purchased.
- 4.18. The Research Support Group Leader or designee shall provide the ESH and Quality Requirements for service subcontracts and the Oversight Plans for the Requester for procurements involving services.
- 4.19. The Procurement Specialists shall check the status of outstanding receipt inspections each month and remind Requesters that they are responsible for providing documentation of receipt inspections.

5. Records

- 5.1 Procurement Specialists are responsible for maintaining copies of receipt inspections.
- 5.2 The Research Support Group Leader is responsible for maintaining controlled copies of Quality Inspection Plans.