

APPENDIX F JEFFERSON LAB PROPERTY MANUAL

Title: The Proper Handling and Management of returnable containers	Requirement: DOE Order 580.1
Number: Appendix F Rev 0	Effective Date: June 1, 2011

I. PURPOSE

This administrative procedure defines the process that will be followed in order to comply with the requirements for management of returnable containers as contained in DOE XXX.

II. APPLIES TO

This procedure applies to all staff members involved in the handling, management or control of returnable containers, especially compressed gas cylinders.

III. PERTINENT JEFFERSON LAB DIRECTIVE

The Jefferson Lab Property Management and Policy Manual.

IV. RESPONSIBILITY

Managing this procedure will be the responsibility of the Technical Stockroom Manager or his designee.

V. PROCESS

Shipments arriving in reusable containers, predominately compressed gas cylinders, will be reviewed by Shipping and Receiving Personnel under the direction of the Technical Stockroom Manager.

All returns of reusable containers will be reviewed by Shipping and Receiving Personnel.

A daily log of returned containers will be kept by Shipping and Receiving Personnel.

The vendor will be asked to produce monthly reports of returned reusable containers to compare with the daily log.

These monthly reports will be compared and the end of each quarter for accuracy with the daily logs kept by Receiving. The Property Manager will conduct these quarterly reviews.

APPROVAL



Carl J. Iannacone, Property Manager
Name and Title

5/24/11
Date



John Sprouse, Director FM&L Division
Name and Title

5/24/11
Date