

# CASTNET

## Quality Assurance Project Plan

### Appendix 9: CASTNET Government Property Control Standard Operating Procedures

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# **Clean Air Status and Trends Network**

## **Quality Assurance Project Plan**

Revision 9.5

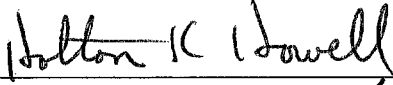

### **Appendix 9:**

#### **CASTNET Government Property Control Standard Operating Procedures**

October 2021

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## Government Property Control Standard Operating Procedure

| Authorizations  |                   |  |
|-----------------|-------------------|--|
| Title           | Name              | Signature  |
| Project Manager | Holton K. Howell  |  |
| QA Manager      | Marcus O. Stewart |  |
| Other           |                   |  |

| Revision/Review History |   |          |
|-------------------------|---|----------|
| Revision No.            | Change Description  | Date     |
| 7                       | Deleted section 11.0 Special Contract Requirements and Procedures<br>Replaced Fig 4.1 and 4.2 Receiving Logs with updated forms<br>Appendix III Procurement Procedures – updated paragraph 4<br>“GP over” from \$1,501 to \$2,000 and<br>“GP less than or equal to” from \$1,500 to \$1,999.<br>Revised Section 4.3 Tracking<br>Replaced “The logbooks are updated onto the property database on a bi-monthly basis.” With “The property database is updated via the logbooks on a bi-monthly basis.” | 7/22/04  |
| 8                       | Updated per July 2004 GCMA Property Audit   | 1/27/05  |
| 9                       | Updated September 2006 - Sections 4.3 and 9.0   | 9/26/06  |
| 10                      | Change LDD to LTDD, Change form reference numbers   | 11/1/09  |
| 11                      | Added Scrap Procedures, See Section 8.1   | 7/26/10  |
| 12                      | Added text to Sections 8.0, Disposition, and 8.1, Scrap Procedures; Changed CPM to PCM; Changed GPA to CPC; Changed figure numbers  | 10/25/10 |
| 13                      | Company name changed to AMEC E&I, Inc. from MACTEC Engineering & Consulting, Inc.   | 10/11    |
| 14                      | Company name changed to AMEC Environment & Infrastructure, Inc. from AMEC E&I, Inc.;<br>Appendix II Condition Codes updated   | 10/12    |
| 15                      | Company name changed to Amec Foster Wheeler from AMEC Environment & Infrastructure, Inc.  | 2/13/18  |
| 16                      | Company name changed to Wood Environment & Infrastructure Solutions, Inc.   | 7/25/18  |
| 17                      | Added text to Sections 8.0 and 8.1 regarding (non) availability of scrap dealers  | 4/12/19  |

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The intent of these procedures is to control, protect, preserve, and maintain Government Property (GP) in the possession of Wood and its subcontractors.

Acronyms used in this standard operating procedure (SOP) include:

|  |      |
|--|------|
| Contract Property Coordinator          | CPC  |
| Property Control Manager               | PCM  |
| Government Property                    | GP   |
| Government Property Control Procedures | GPCP |
| Government Contracting Officer         | GCO  |
| Government Project Officer             | GPO  |
| Loss, Theft, Damage & Destruction      | LTDD |
| Plant Clearance Officer                | PLCO |
| Project Manager                        | PM   |

## **1.0 ADMINISTRATION**

The Project Manager (PM), or his designee, on each individual contract will act as Property Control Manager (PCM) and will be responsible for the administration of the Government Property Control Procedures (GPCP).

## **2.0 PROCUREMENT**

### **2.1 Contractor Acquired Property**

The PCM will have the responsibility for determining the items needed to perform the scope of work set out in the contract and is responsible for property procured under the contract assigned. This shall include screening existing equipment and materials already procured for the contract (including any subcontractors) to avoid unnecessary expenditures. The PCM will then decide whether to rent, lease, or purchase the equipment and/or material using cost and feasibility as the principal decision criteria. Property will be acquired (purchased) in accordance with Wood's purchasing procedures (Appendix III). The PCM will complete a purchase requisition and have it approved by another project officer who is familiar with the project (i.e., Project Manager or Division Manager). Upon approval, a serialized purchase order is issued and the order placed with the manufacturer or vendor. The purchase order must reference the specific government project number under which the property will be procured.

### **2.2 Government-Furnished Property**

Government furnished property will be provided as specified by the term(s) of the contract.

### **3.0 RECEIVING/ INSPECTION/ IDENTIFICATION**

#### **3.1 Contractor Acquired Property**

Upon receipt of a shipment, the PCM or his designee will verify that the correct item(s) have been received in acceptable condition. Any discrepancies or problems with the shipment will be noted on the receiving report and signed by receiver and shipper (if available). Shipments sent with a Government bill of lading and where carrier liability is indicated, shall have any damages reported by the PCM to the PM and CPC. Damaged items shall be returned to the manufacturer or vendor for replacement. The CPC will be notified immediately by e-mail with a follow up Loss, Theft, Damage & Destruction (LTDD) report (see section 7.0) within 5 days. If property is not damaged, the PCM will identify each item as a specific category of property (see Appendix I - Property Categories) and assign/affix a GP decal to equipment. The category and decal number will be recorded on the receiving copies next to each item. This will serve to provide the information needed to be included in the property records. Copies of the shipping/receiving report and purchase order will be kept by the PCM. At the end of each month, the PCM and PM will itemize equipment onto a cost sheet. This itemized cost sheet will be attached to the monthly invoice sent to the GPO and PM. This cost sheet is used to update the government property database.

#### **3.2 Government Furnished Property**

The shipping document (bill of lading, package slip, transfer of accountability document, etc.) will be matched to the applicable term (s) of the contract describing property to be received. The PCM will verify the shipment as to:

- Contract number
- Delivery Order number
- Project number
- Government identification (ID) number
- Item description
- Quantity
- Condition (see Appendix II)
- Serial number
- Cost

The contractor shall provide a statement of the condition and apparent cause to the property concerning items that are damaged or incorrectly shipped. The CPC will be notified immediately by e-mail with a follow up LTDD report (see section 7.0) within 5 days. If the shipment is acceptable, the PCM will sign and date the government shipping document. A receiving/inspection report will be compiled noting any discrepancies or problems with the shipment. This report will also identify each item to a specific property category and record any decal numbers that have been assigned/affixed to the property as it is received. A copy of

the receiving inspection report will be kept by the PCM. When there are discrepancies, the PCM shall advise the GCO and GPO what course of action should be taken to remedy the problem.

## **4.0 CONTROL**

### **4.1 Records**

GP records will be maintained by the PCM. The GP records will be comprised of a GP folder and a computerized database for each contract. The property folder will be maintained by the PCM and will contain copies of documents (i.e., purchase orders, receiving reports, appropriate government accounting and appropriation data - as specified, maintenance records, move tickets, disposition instructions, etc.). The PCM will be responsible for creating a property database for each contract. This database will contain the following basic information for every item of GP: contract number, item description, serial number, decal number, project number, manufacturer, purchase order number, quantity, condition, current location, model number, date acquired, cost, date received, Superfund (yes/no), inventory performance date, disposition, and comments. This database will be compared to the results of the actual physical inventory in the control phase of the property control system.

### **4.2 Records of Misdirected Shipments**

The following information shall be provided to the PM for each misdirected shipment of GP received: shipping document or bill of lading, origin of shipment, contents of shipment, location, and disposition. See section 3.1 and 3.2.

### **4.3 Tracking**

The tracking of GP is done using the property database. Receiving and shipping logbooks (see Figures 1 and 2) and/or site specific inventory sheets (see Figure 3) are used for the tracking of GP. Field site specific inventory sheets are updated by the PCM once the field operation department receives the site calibration paperwork and the inventory sheet is sent to the PCM. The property database is updated via the logbooks on a bi-monthly basis. The PCM will make appropriate entries in the GP database.

### **4.4 Inventories**

An inventory shall be performed (1) at the beginning of the contract, (2) annually thereafter before the end of the month of September, and (3) at the close of the project.

#### **4.4.1 Start-up Inventory**

When a contract is signed, the PCM shall report any existing inventory scheduled to be used on the contract to the PM, who shall report to the GPO, GCO, and CPC. This inventory would include any items used on a prior project to which a follow-on contract has been issued.

#### **4.4.2 Annual Inventory**

At the direction of the PM, an annual wall-to-wall physical inventory of all GP described in the database for each office shall be conducted by a third party not responsible for either the property record maintenance or having actual custody of the property. The following information is to be included in the inventory: decal number, item description, count, condition, location, date of the inventory, acquisition costs, and initials of the person taking the inventory. The results of the inventory will be given to the PCM for posting and reconciliation to the auditable property folder. These results will be reported to the CPC, GCO, and GPO on the appropriate forms.

Materials will also be reported using this annual inventory form. After completion of the inventory, Wood shall, as a minimum, submit the following to the CPC: (a) a listing that identifies all discrepancies disclosed by a physical inventory, and (b) a signed statement that physical inventory of all or certain classes of GP was completed on a given date and that the official property records were found to be in agreement except for discrepancies reported.

#### **4.4.3 Close-Out Inventory**

A contract-specific inventory will be performed upon the completion of government contracts involving the utilization of GP. GP is reviewed in house by Wood to make sure it cannot be used for other government contracts. The results of this inventory will be forwarded to the PM, GCO, and GPO. Upon receiving approval from the GCO, the PM will contact the PLCO so that disposition procedures may be initiated. At the completion of each contract, a signed statement that all GP has been shipped or its disposition will be sent to the CPC, GCO, and GPO.

### **5.0 UTILIZATION/ CONSUMPTION**

The GP is to be used for authorized purposes only and systems are set up to monitor the utilization and consumption on the contract. Separate file folders for Utilization and Consumption will be made up for each government contract at the time they are awarded. At a minimum, the label will include the contract number and Wood project number.

#### **5.1 Equipment**

GP will be utilized in accordance with the terms of the contract and only in support of the contract for which it has been authorized. GP will be consigned only to the PCM or his designee. If it is desired that GP be utilized for contracts other than those originally authorized, the PM will obtain written authorization from the Government Contracting Officer. The PCM shall establish minimum usage levels to justify retention of the property. If these criteria are not met, the PM shall be notified to begin disposition procedures.



## **5.2 Materials**

Material will be accounted for by creating and maintaining a receipt file; this will help assure materials are being used efficiently. Bi-monthly review of the transactions will be done.

Consumption will be based on the First In, First Out (FIFO) principle. The PCM shall maintain a material log describing material that has been consumed in the performance of a government contract. Minimum and maximum levels will be established for material.

## **6.0 CARE/ MAINTENANCE/ CALIBRATION**

The PCM shall ensure that good housekeeping practices are followed to prevent misuse or maltreatment of GP to assure that GP is returned to the government less fair wear and tear. These may include security measures, normal maintenance, preventative maintenance, or calibration. Records of such maintenance will indicate dates and times of work performed, description of adjustments and/or repairs, and the name(s) of the personnel performing such tasks. A record of the repairs shall be kept by the PCM or his designee so that it may be included in the GP folders. A maintenance schedule shall be prepared, if the contract requires one, at the onset of the contract and updated to reflect any new procurement. This schedule shall remain in the possession of the field operations manager. When not in use, GP will be segregated in secure and/or temperature-controlled areas to protect it from deterioration, weather, unauthorized removal, pilferage, loss, or damage. These areas will be fenced, locked, and identified by a banner or flag, so that they may be accessed by authorized personnel only.

## **7.0 LOSS/ THEFT/ DAMAGE/ DESTRUCTION**

The PCM shall notify the PM in the event of loss, damage, or destruction of any GP in the possession of Wood. The PCM will make appropriate entries in the GP records. The PCM will promptly report to the CPC and GPO specific data explaining the nature of the incident. The report shall contain the following:

1. Date of incident (if known).
2. The name, commercial description, manufacturer, model number, and National Stock Number (if applicable).
3. Quantity.
4. Unique Item Identifier (if available).
5. Accountable Contract number.
6. A statement indicating current or future need.
7. Acquisition cost, or if applicable, estimated scrap proceeds, estimated repair or replacement costs.
8. All known interests in commingled property of which the Government property is a part.
9. Cause and corrective action taken or to be taken to prevent recurrence.

10. A statement that the Government will receive any reimbursement covering the loss, damage, destruction, or theft, in the event the Contractor was or will be reimbursed or compensated.
11. Copies of all supporting documentation.
12. Last known location
13. A statement that the property did or did not contain sensitive or hazardous material, and if so, that the appropriate agencies were notified.

## **8.0 DISPOSITION**

All GP will be disposed of in accordance with specifications of the contract. Prior to disposal, Wood will screen other Government contract requirements. If it is found that the GP in question can be used on other Government contracts, a formal request to transfer GP from one contract to another will be made through both the gaining contracting officer and the losing contracting officer. If the GP is no longer required, the GP will be promptly reported in accordance with FAR 45.6. An appropriate inventory schedule, SF 1428, will be prepared and submitted to the PLCO and GCO concurrently.

With notification from the CPC, GP will be disposed of in the manner prescribed after the identifying decal has been scraped off. For purposes of providing documentation showing individual pieces of property and the assigned government decal, digital photos will be used to clearly identify the government property that is approved for disposition prior to removal of the identifying decal. This will allow the GCO to contractually remove the property from the contract. A scrap dealer will be contacted to receive the property if one is available and cost-effective.

### **8.1 Scrap Procedures**

Property defined as scrap has no value except its basic metallic, mineral, or organic content. Wood procedure for disposing of GP classified as scrap is described here. Wood determines weekly whether property will be classified as scrap by evaluating the condition of the property via electronic or mechanical challenges, or by visual inspection. This is done by the Wood technical staff. If the property meets scrap criteria, it is then tagged by the technical staff and/or property clerk. The property is then entered weekly as scrap into the approved relational property database by the PCM or designee. Each month, the PCM will review property listed as scrap. Before the property is disposed of, Wood will arrange to have a local scrap dealer, if available, to evaluate the scrap property. Once the scrap dealer agrees to accept scrap property, the scrap dealer is responsible for disposing of the property. Any offer of money for the scrap property made by the scrap dealer and accepted will be credited to the government contract with which the property is associated. If a scrap dealer cannot be located or refuses the property, the PCM will arrange for the scrap property to be disposed of offsite. Examples of

property that are disposed of differently than others are computers (data from hard drive erased, and hard drive is physically destroyed so no data can be retrieved), computer monitors (taken to a qualified business to dispose) and any other hazardous materials (taken to a qualified business to dispose). Any property containing hazardous material, precious metals or known to be dangerous to the public health, safety, or welfare will need to be listed on an inventory disposal schedule. This disposal schedule will be sent to the PC and CO prior to disposal of property. All government decals will be removed prior to disposition. Wood will then notify the PC and CO after the scrap procedure is executed.

## **9.0 SUBCONTRACTOR COMPLIANCE**

Subcontractors on Wood prime contracts will be required to comply with the property control procedures set forth herein. Annually, the subcontractor will provide the PCM with an inventory of all GP furnished or acquired, in its possession. The PCM will concur with the list of property. The PCM will send an audit check off list to the subcontractor if applicable. The site specific inventory sheets (See Figure 3) will be used for the annual inventory of equipment at the site. The PCM will certify the subcontractor once the audit is completed and satisfactory. The GPCP shall be attached to all applicable original subcontract documents and purchase orders. Additionally, FAR subpart 45.5 shall be incorporated by reference in all applicable subcontracts and purchase orders to ensure compliance with regulations regarding management of GP in the possession of contractors.

## **10.0 REPORTING REQUIREMENTS**

The PCM shall review all contractual requirements governing the reporting of property procurement, movement, and disposition to the CPC, and shall assume responsibility for ensuring that all documentation is prepared accordingly, and that the CPC is notified in the event of any deficiencies. The report shall be as of September 30 each contract year and shall be furnished on the form titled "Report of Government-Owned/Contractor-Held Property" EPA Form 19660-2 to the GCO and CPC not later than October 05 of each contract year.

**Figure 1.** Shipping/Sign Out Log

**Shipping/Sign Out Log**

| Computer<br>Update | Name | EPA Number | CASTNET<br>Number | Location Sent | Date<br>Out | Description | Mode of<br>Shipping | Remarks |
|--------------------|------|------------|-------------------|---------------|-------------|-------------|---------------------|---------|
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |
|                    |      |            |                   |               |             |             |                     |         |

### Receiving/Sign In Log

[illegible]

**Figure 3. Site Inventory List**

| CLEAN AIR STATUS AND TREND NETWORK SITE INVENTORY LIST |             |                                 |              |           |
|--|-------------|---------------------------------|--------------|-----------|
| Sorted By EPA Bar Code Within Site                     |             |                                 |              |           |
| Thursday, October 15, 2009                             |             |                                 |              |           |
| EPA BAR CODE   | CASTNet # ▲ | EQUIPMENT NAME ▲                | SERIAL #     | SITE ID ▲ |
| 811718   |             | A-ANALYZER, OZONE               | 49-21969-202 | KEF112    |
| 810726X  | 00440       | A-PUMP, VACUUM                  | 0000237      | KEF112    |
|  | 06438       | D-COMPACT FLASH                 | 2469         | KEF112    |
| 000256   |             | D-COMPUTER, LAPTOP              | 3KFNHB1      | KEF112    |
| 000414   |             | D-DATA LOGGER                   | 2537         | KEF112    |
|  | 06455       | D-MODEM, DIGITAL - RAVEN X CDMA | 0808337420   | KEF112    |
| 665593X  | 02204       | F-CONTROLLER, MASS FLOW         | AW901294     | KEF112    |
|  | 03406       | F-POWERSUPPLY/READOUT, FLOW     | FP9403009    | KEF112    |
|  | 04854       | F-PUMP, VACUUM                  | N/A          | KEF112    |
| 880493X  | 03443       | F-TOWER, FOLDING                | N/A          | KEF112    |
|  | 04867       | M-MONITOR, AQ-WIND              | 58323        | KEF112    |
| 492148X  | 02164       | M-RAIN GAUGE, TIPPING BUCKET    | 498          | KEF112    |
|  | 04726       | M-SENSOR, RELATIVE HUMIDITY     | 80731        | KEF112    |
|  | 04566       | M-SENSOR, SOLAR RADIATION       | PY10653      | KEF112    |
|  | 02999       | M-SENSOR, TEMPERATURE           | N/A          | KEF112    |
|  | 06388       | M-SENSOR, TEMPERATURE           | 13992        | KEF112    |
|  | 03881       | M-SENSOR, WETNESS               | N/A          | KEF112    |
| 492034X  | 01399       | M-SHIELD, RELATIVE HUM/TEMP     | N/A          | KEF112    |
| 492033X  | 01398       | M-SHIELD, TEMPERATURE           | 0137         | KEF112    |
| 492064X  | 06487       | M-TOWER, 10 METER               | N/A          | KEF112    |
|  | 04340       | M-TRANSLATOR, SOLAR RAD         | N/A          | KEF112    |
| 811690   |             | S-SHELTER, 8X8X10, ALUM         | 2149-14      | KEF112    |
|  | 05001       | S-UPS                           | QB0427147491 | KEF112    |

## APPENDIX I

### Property Categories

In accordance with FAR 45.5, all property in the possession of contractors will be identified as either Government Furnished Property (GFP) or Contractor Acquired Property (CAP), and in addition, categorized as Plant Equipment (PE), Real Property (RP), Special Test Equipment (STE), Special Tooling (ST), or Material. Refer to definitions below for clarification.

**Government Furnished Property (GFP):** Property in the possession of or directly acquired by the government and subsequently made available to the contractor.

**Contractor Acquired Property (CAP):** Property acquired or otherwise provided by the contractor for performing a contract and to which the government has title.

**Equipment:** Property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling, or agency-peculiar property.

**Plant Equipment (PE):** Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.

**Real Property (RP):** Land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment, or plant equipment.

**Special Test Equipment (STE):** Single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special testing in performing a contract. It consists of items or assemblies of equipment that are interconnected and independent so as to become a new functional entity for special testing

purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment) and plant equipment items used for plant testing purposes.

**Special Tooling (ST):**

Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items which are of such a specialized nature that without substantial modification or alteration, their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items.

**Material (M):**

Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Property that may be consumed or expended in the performance of a contract. It includes such items as raw and processed materials, supplies, parts, small tools, Tyvek suits, respirator cartridges, and other components that generally cost less than \$500 and have an expected life of less than one year.

**Agency Peculiar Property (APP):**

Government-owned personal property that is peculiar to the mission of one agency (e.g., military or space property). It excludes Government material, special test equipment, special tooling, and facilities.



## APPENDIX II

### Condition Codes and Definitions

**BLOCK 19 - CONDITION CODE.** Assign one of the following codes to each item:

|                |  |
|----------------|--|
| <b>Code 1.</b> | Property which is in new condition or unused condition and can be used immediately without modifications or repairs.               |
| <b>Code 4.</b> | Property which shows some wear, but can be used without significant repair.  |
| <b>Code 7.</b> | Property which is unusable in its current condition but can be economically repaired.  |
| <b>Code X.</b> | Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical. |
| <b>Code S.</b> | Property has no value except for its basic material content.   |

## **APPENDIX III**

### **Procurement Procedures**

Regional managers shall designate a single approved buyer in each division and in each regional office. This person shall be cognizant of the division's individual needs and shall have a familiarity with approved vendors. Buyers will be trained by the Contracts Administration Staff on all procurement policies and obligations to vendors. This training shall involve discussion of Federal Acquisition Regulations, and in particular, issues relating to the use of competitive bids, kick-back prohibitions, and defective pricing.

Vendors shall be informed that a "zero-tolerance" policy has been effected, allowing for no orders to be filled without properly authorized purchase orders. Any vendor filling unauthorized orders shall be removed from the approved vendor list. Every purchase order over \$2,000 shall require the approval from the project manager or division manager. Requisitions under \$2,000 shall require approval from the project manager, or division manager, or task manager.

General office supplies shall be ordered through the administrative purchasing department as required, and are not to be ordered by the divisional buyers. No Wood employee is authorized to place an order except the administrative purchasing department personnel and divisional buyers. Purchase requisitions are filled with pre-printed sequentially numbered purchase orders which are completed only by the administrative purchasing department.

The contractor shall not acquire any GP over \$2,000 without written approval from the GCO. However, the contractor is authorized to acquire GP valued at less than or equal to \$1,999. The contractor is authorized to acquire any material (regardless of the value) without written approval from the GCO.

## **11.0 ATTACHMENTS**

Attachment A – Supply Room Sign In - Signing In CASTNET Stocked Items to Inventory Data Base

Attachment B – Supply Room Sign Out - Signing Out CASTNET Stocked Items to Inventory Data Base

**TITLE: SUPPLY ROOM SIGN IN – SIGNING IN CASTNET STOCKED ITEMS INTO INVENTORY DATABASE**

Effective Date: 10-30-18

Prepared by: Heidi E. Schwing  
Laboratory Technician

Heidi Schwing

Reviewed by: Holton K. Howell  
Project Manager

Holton K Howell

Reviewed by: Marcus O. Stewart  
QA Manager

Marcus O Stewart

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| Annual Review |            |          |                   |
|---------------|------------|----------|-------------------|
| Reviewed by:  | Title:     | Date:    | Signature:        |
| MS            | QAMgr      | 10/25/19 | Marcus Stewart    |
| MS            | QAMgr      | 10/29/20 | Marcus Stewart    |
| MS            | QA Manager | 10/24/21 | Marcus O. Stewart |
|               |            |          |                   |
|               |            |          |                   |

## **SUPPLY ROOM SIGN IN – SIGNING IN CASTNET STOCKED ITEMS INTO INVENTORY DATABASE**

### **1.0 PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to provide consistent guidance to Wood personnel for signing in CASTNET stocked items into inventory database.

### **2.0 SCOPE**

These processes apply to the signing in of stocked items into the CASTNET inventory database.

### **3.0 SUMMARY**

Stocked items are entered into the CASTNET database using the Materials Inventory program in iCASTNET.

### **4.0 MATERIALS**

Laptop or personal computer

Stockroom merchandise Sign-In logbook

iCASTNET

Permissions and access to utilized databases

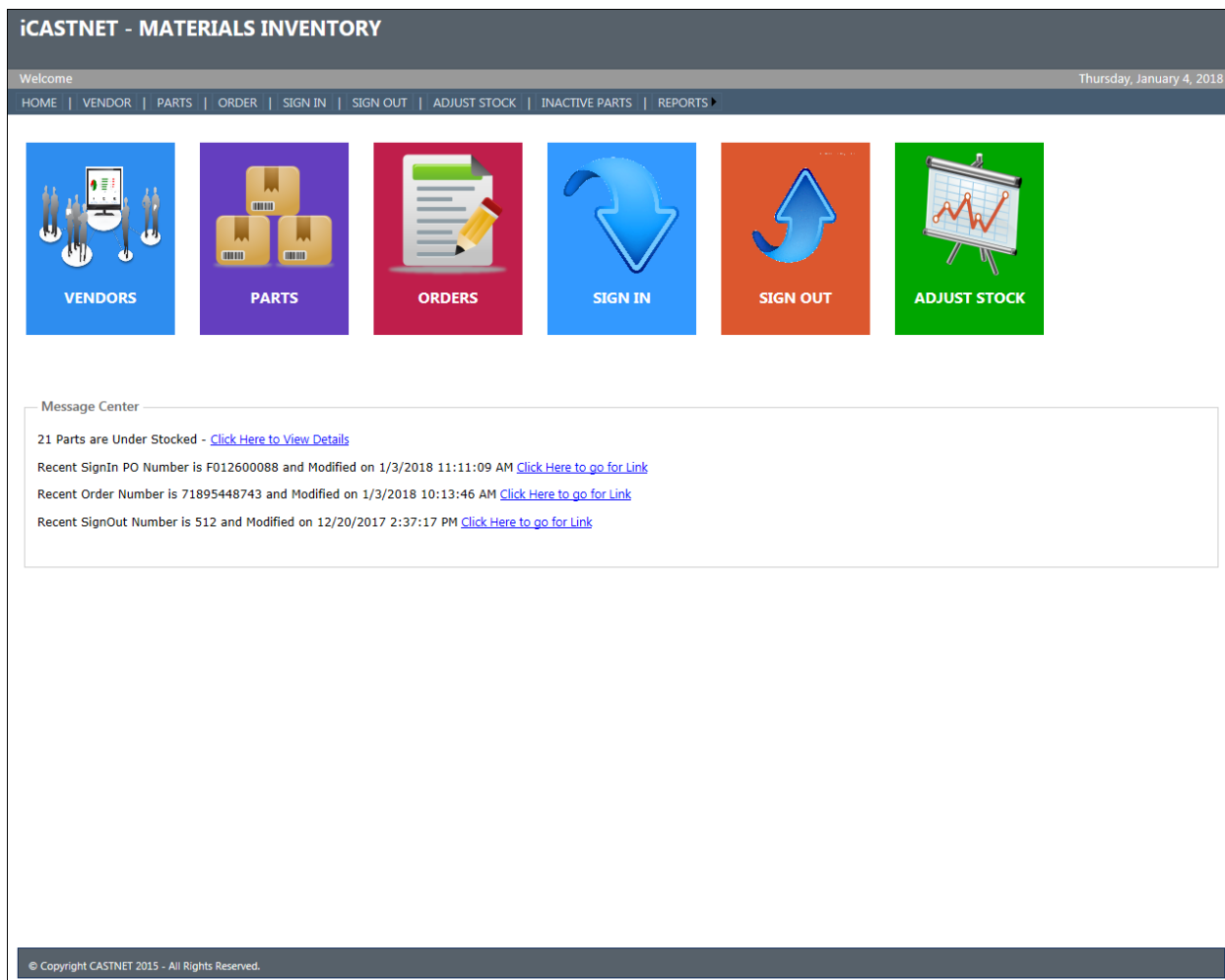
### **5.0 SAFETY**

The same level of care and caution should be exercised while using the laptop/computer as would be taken when using any electrically powered device. Keep all cords out of walkways. If needed, use appropriately rated extension cords and surge protectors, and do not overload the electrical circuit. Keep liquids and food away from the computer and keyboard.

Using a computer is a sedentary activity that consists of repetitive motions. Repetitive motion injuries can be avoided by placing the screen, mouse, and keyboard at locations that are comfortable to use and do not cause strain from overreaching. Maintain good posture while using the computer. Take breaks regularly to allow muscles to relax and to promote blood flow, including standing up, briefly walking around the room, and stretching to counteract the repetitive motion activities and extended periods of sitting.

## 6.0 PROCEDURES

1. Open up the Materials Inventory program in the iCASTNET application and click on the "Sign-In" box.



2. The page will display all open, partial and closed purchase orders. To sort click twice on "PO Status" on the blue bar and the open and partial purchase orders will appear on top of the list.

Thank you for using the Trial Version of RadControls for ASP.NET AJAX to build slicker and better performing applications faster. [Purchase the Commercial Version now](#) to get access to the latest updates across the suite and Telerik's legendary support.

**iCASTNET - MATERIALS INVENTORY**

Welcome
Thursday, January 4, 2018

HOME | VENDOR | PARTS | ORDER | SIGN IN | SIGN OUT | ADJUST STOCK | INACTIVE PARTS | REPORTS

Sign In

Search By: PO NUMBER Search For: Search

[Add Filter](#)

| PO NUMBER       | PO Date    | Sign In Date | Vendor                                     | PO Status | Notes |
|-----------------|------------|--------------|--|-----------|-------|
| F012600088      | 12/06/2017 | 12/21/2017   | GA Valve and Fitting                       | Partial   |       |
| F012600085      | 12/01/2017 |              | Campbell Scientific                        | Open      |       |
| 71895448743     | 01/03/2018 |              | Staples                                    | Open      |       |
| C012309676      | 10/20/2015 | 10/26/2015   | Allied Electronics                         | Close     |       |
| C012208350      | 08/10/2016 | 08/10/2016   | Gulf Controls Company                      | Close     |       |
| C012311825      | 11/17/2016 | 11/18/2016   | Hillman Supply                             | Close     |       |
| C012309909      | 12/15/2015 | 12/21/2015   | Thermo Environmental Instr.                | Close     |       |
| CC - 02/29/2016 | 02/29/2016 | 03/08/2016   | Renaissance Printing                       | Close     |       |
| C012310980      | 06/13/2016 | 06/28/2016   | Thermo Environmental Instr.                | Close     |       |
| C012208375      | 07/06/2016 | 07/11/2016   | GA Valve and Fitting                       | Close     |       |
| C012311530      | 09/26/2016 | 09/29/2016   | Digi-Key                                   | Close     |       |
| 7163650444      | 09/30/2016 | 10/18/2016   | Staples                                    | Close     |       |
| C012607035      | 03/10/2017 | 04/10/2017   | International Polymer Solutions dba Teqcom | Close     |       |
| F012600086      | 12/01/2017 | 12/06/2017   | Grainger                                   | Close     |       |
| C012309269      | 08/11/2015 | 09/04/2015   | GA Valve and Fitting                       | Close     |       |
| C012309771      | 11/03/2015 | 12/14/2015   | Teledyne Instruments                       | Close     |       |
| C012310930      | 06/06/2016 | 06/15/2016   | Saville                                    | Close     |       |
| C012310982      | 06/13/2016 | 06/16/2016   | Allied Electronics                         | Close     |       |
| C012311586      | 10/04/2016 | 10/10/2016   | Teledyne Instruments                       | Close     |       |
| F013600440      | 06/26/2017 | 08/02/2017   | International Polymer Solutions dba Teqcom | Close     |       |
| C012309994      | 01/06/2016 | 01/08/2016   | Hillman Supply                             | Close     |       |

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- To sign-in new stock items, click on the pencil icon on the left side of the purchase order that is being processed. This will bring up the specific details of the stock item(s), such as the order information and the current stock level of the items.

**iCASTNET - MATERIALS INVENTORY**

Welcome

Thursday, January 4, 2018

[HOME](#) | [VENDOR](#) | [PARTS](#) | [ORDER](#) | [SIGN IN](#) | [SIGN OUT](#) | [ADJUST STOCK](#) | [INACTIVE PARTS](#) | [REPORTS](#)

Sign In

[Add New Sign In](#)



Order Number: F012600088
Order Date: 06-Dec-17
Order Status: Partial
Vendor : GA Valve and Fitting

Notes:

Order Details

| Part Number | Description                             | Unit Cost | In Stock | Order Qty | Notes |
|-------------|---|-----------|----------|-----------|-------|
| 501-080     | NIPPLE, BRASS HEX 1/4"                  | \$4.98    | 7        | 20        |       |
| 501-001     | QC FITTING, BASE BULKHEAD SS 3/8" WHITE | \$69.10   | 11       | 5         |       |

Sign In Details

| Part Number  | Description                             | In Stock | Order Qty | Received Qty | Received Date | Added Qty | Notes |
|--|---|----------|-----------|--------------|---------------|-----------|-------|
|  501-001  | QC FITTING, BASE BULKHEAD SS 3/8" WHITE | 11       | 5         | 5            | 12/21/2017    | 0         |       |
|  501-001 | QC FITTING, BASE BULKHEAD SS 3/8" WHITE | 11       | 5         | 5            | 01/03/2018    | 5         |       |

Save Cancel

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4. Click on "Add New Sign In" that is located on the top right side of the screen. The sign-in box will appear.
5. In the empty box next to "Received Quantity" enter the amount of items being signed in.

The screenshot displays the iCASTNET - MATERIALS INVENTORY interface. At the top, there is a navigation bar with links: HOME, VENDOR, PARTS, ORDER, SIGN IN, SIGN OUT, ADJUST STOCK, INACTIVE PARTS, and REPORTS. The main content area is titled 'Sign In' and includes a form for adding a new sign-in. The form contains fields for Order Number (F012600088), Order Date (06-Dec-17), Order Status (Partial), Vendor (GA Valve and Fitting), and a Notes field. Below this, there is a table for 'Order Details' with columns 'Part Number' and 'Description'. The table lists two items: 501-080 NIPPLE, BRASS HEX 1/4" and 501-001 QC FITTING, BASE BULKHEAD SS 3/4. A 'Sign In Details' table is also visible, showing the same two items. A 'Sign In' modal window is open in the center, allowing users to enter details for a specific sign-in. The modal includes fields for Order Number (F012600088), Part Number (a dropdown menu), Description, InStock, Order Quantity, Received Quantity, Received Date (04-Jan-18), and Notes. There are 'Save' and 'Cancel' buttons at the bottom of the modal. The background interface also has 'Save' and 'Cancel' buttons at the bottom right.

Click "Save" and "OK". A message indicating that the sign-in was successfully saved will appear on the screen. Click "OK" again. Repeat this process with any additional items that may need signing in from the purchase order. When finished, click "Save" and "OK" again.

6. If a partial order was entered, return with the same steps 1-5 adding the remaining items at a later time.
7. Retrieve the Sign-In Book from the stockroom and manually enter the information in the boxes indicating the date, stock number, vendor, description of item, purchase order number and quantity of item(s) just received. Place a check mark at the end of the row indicating that the item(s) has been signed into the iCASTNET database.

## **7.0 REFERENCES**

None

## **8.0 ATTACHMENTS**

This SOP does not contain attachments.

**TITLE: SUPPLY ROOM SIGN OUT – SIGNING OUT CASTNET STOCKED ITEMS TO INVENTORY DATABASE**

Effective Date: 10-30-18

Prepared by: Heidi E. Schwing  
Laboratory Technician

Heidi Schwing

Reviewed by: Holton K. Howell  
Project Manager

Holton K Howell

Reviewed by: Marcus O. Stewart  
QA Manager

Marcus O. Stewart

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| Annual Review |            |          |                   |
|---------------|------------|----------|-------------------|
| Reviewed by:  | Title:     | Date:    | Signature:        |
| MS            | QA Mgr     | 10/25/19 | Marcus Stewart    |
| MS            | QA Mgr     | 10/29/20 | Marcus Stewart    |
| MS            | QA Manager | 10/24/21 | Marcus O. Stewart |
|               |            |          |                   |
|               |            |          |                   |

## **SUPPLY ROOM SIGN OUT – SIGNING OUT CASTNET STOCKED ITEMS INTO INVENTORY DATABASE**

### **1.0 PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to provide consistent guidance to Wood personnel for signing out CASTNET stocked items from the inventory database.

### **2.0 SCOPE**

These procedures apply to the signing out of CASTNET stocked items from the inventory database.

### **3.0 SUMMARY**

Stocked items are removed from the CASTNET database using the Materials Inventory program in iCASTNET.

### **4.0 MATERIALS**

Laptop or personal computer  
Stockroom merchandise Sign-Out logbook  
iCASTNET  
Permissions and access to utilized databases

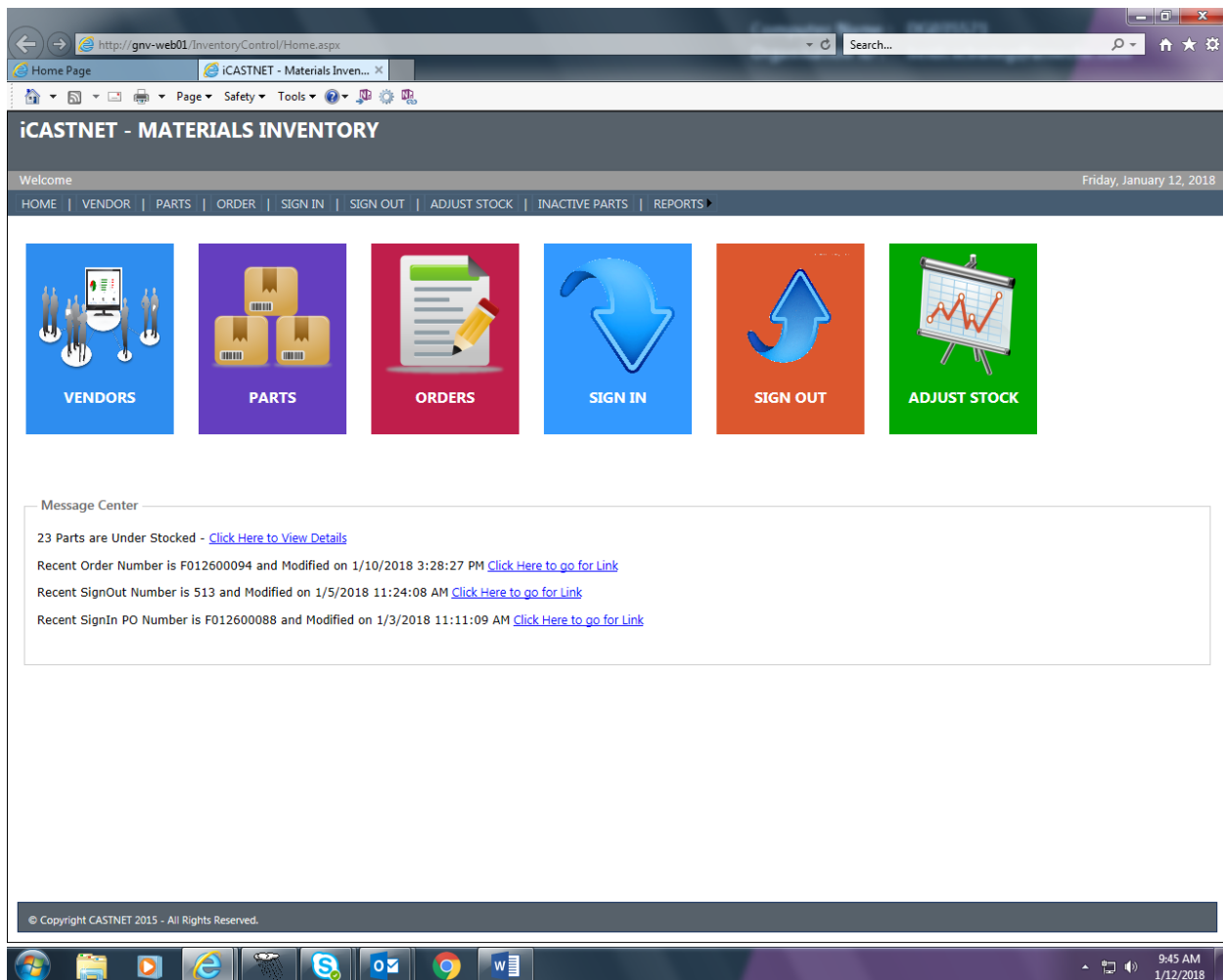
### **5.0 SAFETY**

The same level of care and caution should be exercised while using the laptop/computer as would be taken when using any electrically powered device. Keep all cords out of walkways. If needed, use appropriately rated extension cords and surge protectors, and do not overload the electrical circuit. Keep liquids and food away from the computer and keyboard.

Using a computer is a sedentary activity that consists of repetitive motions. Repetitive motion injuries can be avoided by placing the screen, mouse, and keyboard at locations that are comfortable to use and do not cause strain from overreaching. Maintain good posture while using the computer. Take breaks regularly to allow muscles to relax and to promote blood flow, including standing up, briefly walking around the room, and stretching to counteract the repetitive motion activities and extended periods of sitting.

## 6.0 PROCEDURES

1. Retrieve the sign out book from the stockroom for the list of items needing to be signed out.
2. Open the iCASTNET Materials Inventory Program and double click on the "Sign Out" box.



- When in the Sign-Out page, a screen will appear that lists information of previous sign-outs. Add a new sign-out number by double clicking the "Add New Sign Out" located on the upper right side of the screen.

The screenshot displays the 'iCASTNET - MATERIALS INVENTORY' application. The 'Sign Out' page features a search bar with a dropdown menu set to 'Part Number' and a 'Search' button. A link to 'Add New Sign Out' is located in the top right corner. Below the search bar is a table listing previous sign-outs.

| Sign Out Number | Sign Out Date | Notes |
|-----------------|---------------|-------|
| 477             | 12/30/2016    |       |
| 341             | 12/28/2015    |       |
| 512             | 12/20/2017    |       |
| 476             | 12/15/2016    |       |
| 321             | 12/14/2015    |       |
| 475             | 12/09/2016    |       |
| 301             | 11/30/2015    |       |
| 511             | 11/29/2017    |       |
| 474             | 11/28/2016    |       |
| 282             | 11/20/2015    |       |
| 473             | 11/18/2016    |       |
| 281             | 11/13/2015    |       |
| 472             | 11/11/2016    |       |
| 261             | 11/06/2015    |       |
| 510             | 11/03/2017    |       |
| 471             | 10/31/2016    |       |
| 241             | 10/30/2015    |       |
| 470             | 10/21/2016    |       |
| 222             | 10/21/2015    |       |
| 221             | 10/21/2015    |       |
| 509             | 10/20/2017    |       |

At the bottom of the page, there is a copyright notice: '© Copyright CASTNET 2015 - All Rights Reserved.'

Click on the magnifying glass icon next to the first Part Number box which will lead to the Parts Search box. Enter the first stock item from the log book by clicking the blue "Search" tab. The part number and description will show up on the screen. Highlight the item by clicking on it, and then scroll to the bottom of the page and click on the blue "Select" tab. In the "Sign Out Qty" box enter the amount of stock items that are being signed out. The item just entered will appear in a new window.

The screenshot shows a web browser window with the URL <http://gmv-web01/InventoryControl/InvoiceManager.aspx>. The page title is "iCASTNET - Materials Inventory". The navigation bar includes links: HOME | VENDOR | PARTS | ORDER | SIGN IN | SIGN OUT | ADJUST STOCK | INACTIVE PARTS | REPORTS. The main content area is titled "Sign Out" and contains a form with the following fields:

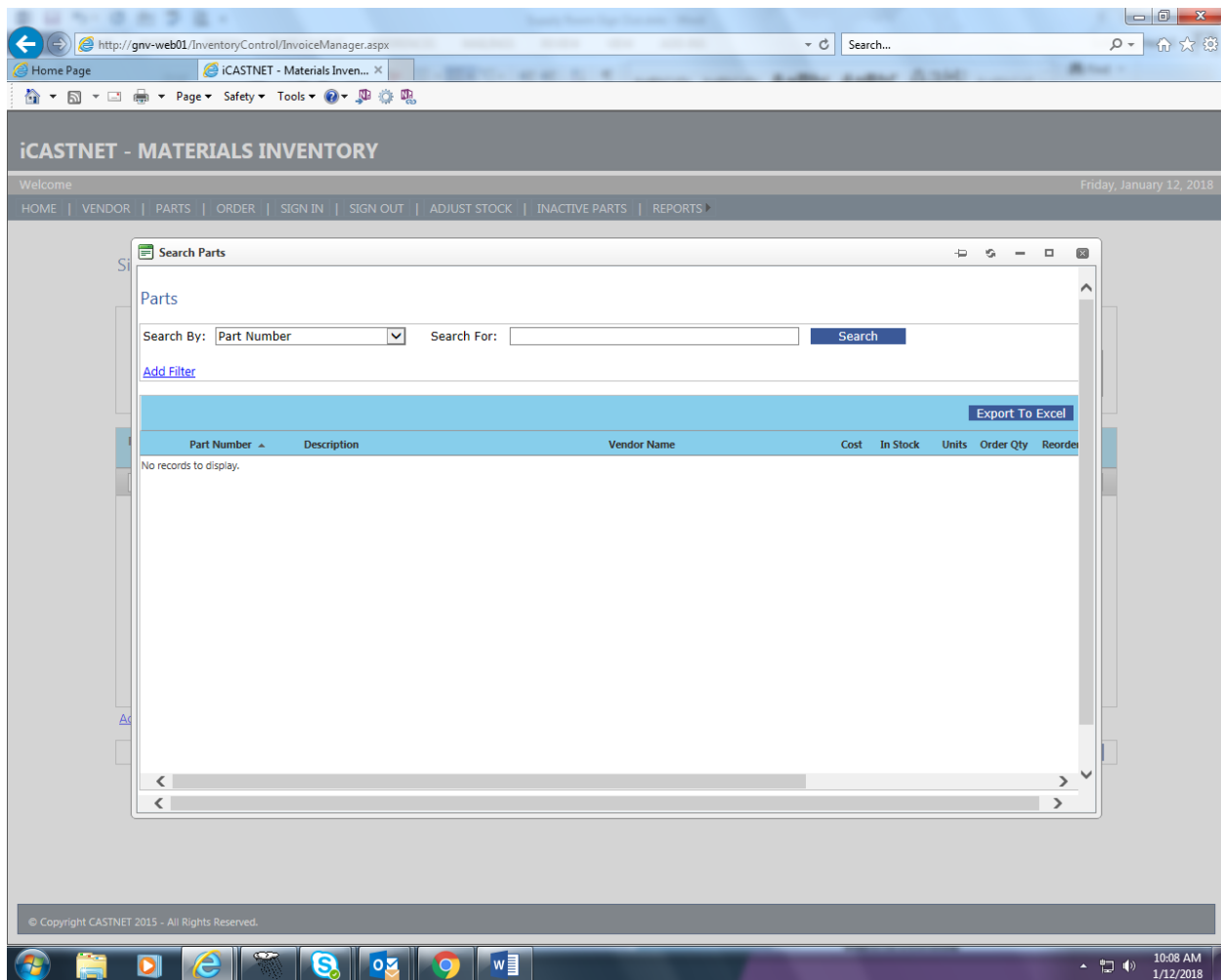
- Sign Out Number: New
- Sign Out Date: 12-Jan-2018
- Notes: (text area)

Below the form is a table with the following columns: Part Number, Description, Unit Cost, InStock, Sign Out Qty, and Notes. The table contains one row:

| Part Number | Description              | Unit Cost | InStock | Sign Out Qty | Notes |
|-------------|--------------------------|-----------|---------|--------------|-------|
| 2001-042    | CLEANER, KONTACT RESTORE | \$13.87   | 8       |              |       |

At the bottom of the form, there is an "Add More" link and "Save" and "Cancel" buttons. The footer of the page reads: © Copyright CASTNET 2015 - All Rights Reserved.

- Click on "Save" and "OK". The new sign out number for this batch will appear in a small window. Record it in the log book under the "Computer Update" box. Continue with the remaining sign out items by clicking on "Add more" on the bottom left side of the screen and repeat the sign out process. When all parts from the logbook have been entered, exit the screen by clicking on the "Reports" tab that is located in the middle, upper part of the screen.



## 5. Printing Reports

Once in the "Reports" window, click on "Sign Out Detail List." This will lead to the "Sign out Report" page. Click on the arrow next to the "Part Number" box and choose "Sign Out Number". In the "Search for" field, enter the new sign out number that was just created and click on "Generate Report". Open the report, print and date it. Compare and check off the signed out items from the logbook against the printed form to confirm accuracy. Turn in the report and a copy of the appropriate logbook page(s) to the Property Control Manager for review.



Report.pdf - Adobe Reader

File Edit View Window Help

Open 1 / 2 108% Tools Fill & Sign Comment

Sign In

Export PDF

Create PDF

Edit PDF

Adobe Acrobat Pro

Easily edit text and images in PDF documents

Start Now

Combine PDF

Send Files

Sign Out Details Report

| Date       | SignOut Number | Part Number | Part Description   | InStock | SignOut Qty |
|------------|----------------|-------------|--|---------|-------------|
| 01/05/2018 | 513            | 1001-002    | FILTER, 47MM INLET OZONE, 5 MICRONS                      | 1050    | 20          |
| 01/05/2018 | 513            | 1001-002    | FILTER, 47MM INLET OZONE, 5 MICRONS                      | 1050    | 20          |
| 01/05/2018 | 513            | 1001-002A   | FILTER, 47 MM, MEMBRANE, 1-2 MICRON                      | 80      | 10          |
| 01/05/2018 | 513            | 1001-011    | BALSTON FILTER # 9933-05-DQ                              | 53      | 12          |
| 01/05/2018 | 513            | 1001-011    | BALSTON FILTER # 9933-05-DQ                              | 53      | 12          |
| 01/05/2018 | 513            | 2001-001A   | GLOVES, LARGE  | 15      | 1           |
| 01/05/2018 | 513            | 2001-034    | TAPE, PACKING CLEAR                                      | 9       | 3           |
| 01/05/2018 | 513            | 2001-034    | TAPE, PACKING CLEAR                                      | 9       | 1           |
| 01/05/2018 | 513            | 201-091     | TRANSDUCER, FLOW 49i                                     | 23      | 1           |
| 01/05/2018 | 513            | 201-091     | TRANSDUCER, FLOW 49i                                     | 23      | 1           |
| 01/05/2018 | 513            | 201-095     | PCB, POWER SUPPLY 24vdc 49i                              | 6       | 1           |
| 01/05/2018 | 513            | 201-097     | PCB, PROCESSOR 49i                                       | 7       | 1           |
| 01/05/2018 | 513            | 201-122A    | KIT, REBUILD 701-H, PU88&89                              | 27      | 1           |
| 01/05/2018 | 513            | 201-131     | DRYER (KB) ASSY.   | 14      | 2           |
| 01/05/2018 | 513            | 401-066     | BATTERY, 9 VOLT  | 18      | 1           |
| 01/05/2018 | 513            | 401-066     | BATTERY, 9 VOLT  | 18      | 1           |
| 01/05/2018 | 513            | 501-002     | QC FITTING, STEM SS 1/4" MPT WHITE Part # SS-QC6-S-4PMK6 | 8       | 1           |
| 01/05/2018 | 513            | 501-002     | QC FITTING, STEM SS 1/4" MPT WHITE Part # SS-QC6-S-4PMK6 | 8       | 1           |
| 01/05/2018 | 513            | 501-010     | ADAPTER, FEMALE SS 1/4" T X 1/4" MPT                     | 14      | 1           |
| 01/05/2018 | 513            | 501-010     | ADAPTER, FEMALE SS 1/4" T X 1/4" MPT                     | 14      | 1           |
| 01/05/2018 | 513            | 501-015     | PLUG, SS 1/4" T  | 27      | 2           |
| 01/05/2018 | 513            | 501-015     | PLUG, SS 1/4" T  | 27      | 1           |
| 01/05/2018 | 513            | 501-023     | FEEDER, SET SS 1/4" T                                    | 2       | 10          |

11:07 AM 1/12/2018

- Print out the Understocked Items report by clicking on the "Reports" tab again and choose "Parts Understocked". Print out report, date it and bring to the project manager for review.
- Manually check off the items in the logbook that have just been entered into the database and date and initial the pages.

## 7.0 REFERENCES

None

## 8.0 ATTACHMENTS

This SOP does not contain attachments.