



CASTNET

Appendix 9: CASTNET Government Property Control Standard Operating Procedures

Clean Air Status and Trends Network

Quality Assurance Project Plan

Revision 8.3

Appendix 9:

**CASTNET Government Property Control
Standard Operating Procedures**

October 2015

Government Property Control Standard Operating Procedure

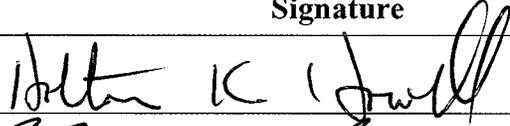
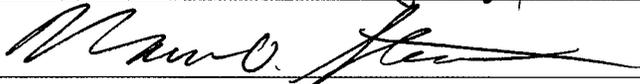
Authorizations			
Title	Name	Signature	
Project Manager	Holton K. Howell		
QA Manager	Marcus O. Stewart		
Other			
Revision/Review History			
Revision No.	Change Description	Date	Reviewed by:
7	Deleted section 11.0 Special Contract Requirements and Procedures Replaced Fig 4.1 and 4.2 Receiving Logs with updated forms Appendix III Procurement Procedures – updated paragraph 4 “GP over” from \$1,501 to \$2,000 and “GP less than or equal to” from \$1,500 to \$1,999. Revised Section 4.3 Tracking 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.; Appendix II Condition Codes updated	10/12	

Table of Contents

- 1.0 ADMINISTRATION**
- 2.0 PROCUREMENT**
- 3.0 RECEIVING/INSPECTION/IDENTIFICATION**
- 4.0 CONTROL**
- 5.0 UTILIZATION/CONSUMPTION**
- 6.0 CARE/MAINTENANCE/CALIBRATION**
- 7.0 LOSS/DAMAGE/ DESTRUCTION**
- 8.0 DISPOSITION**
- 9.0 SUBCONTRACTOR COMPLIANCE**
- 10.0 REPORTING REQUIREMENTS**
- 11.0 APPENDICES**
- 12.0 ATTACHMENTS**

The intent of these procedures is to control, protect, preserve, and maintain Government Property (GP) in the possession of AMEC E&I, Inc. (AMEC) 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 AMEC'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. The property database is updated via the logbooks on a bi-monthly basis. The 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 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 slated 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 said inventory, contractor 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 the contractor 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 AMEC 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 should assure that they 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. This 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 AMEC. 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, AMEC 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. If applicable (i.e. cost effective), a scrap dealer will be contacted to receive the property.

8.1 Scrap Procedures

Property defined as scrap has no value except its basic metallic, mineral, or organic content. AMEC procedure for disposing of GP classified as scrap is described here. AMEC 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 AMEC 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, AMEC will arrange to have a local scrap dealer 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 the scrap dealer 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 Property Coordinator and Contracting Officer prior to disposal of property. All government decals will be removed prior to disposition. AMEC will then notify the Property Coordinator and Contracting Officer after the scrap procedure is executed.

9.0 SUBCONTRACTOR COMPLIANCE

Subcontractors on AMEC 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 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

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.

Property Categories (continued)

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

Condition Codes and Definitions

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

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

APPENDIX III

Procurement Procedures

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 AMEC 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 – SBIC Supply Room Sign In – Signing In CASTNET Stocked Items Into Inventory Data Base

Attachment B – SBIC Supply Room Sign Out – Signing Out CASTNET Stocked Items Into Inventory Data Base

TITLE: SBIC SUPPLY ROOM SIGN IN – SIGNING IN CASTNET STOCKED ITEMS INTO INVENTORY DATA BASE

Effective

Date: 11-10-11

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

TABLE OF CONTENTS

- 1.0 Purpose
- 2.0 Scope
- 3.0 Summary
- 4.0 Materials
- 5.0 Safety
- 6.0 Procedure
- 7.0 References
- 8.0 Attachments

Annual Review			
Reviewed by:	Title:	Date:	Signature:
MS	QA Mgr	10/26/11	Marcus O. Stewart
MS	QA Mgr	10/31/11	Marcus O. Stewart
MS	QA Mgr	10/27/15	Marcus O. Stewart

SBIC SUPPLY ROOM SIGN IN – SIGNING IN CASTNET STOCKED ITEMS INTO INVENTORY DATA BASE

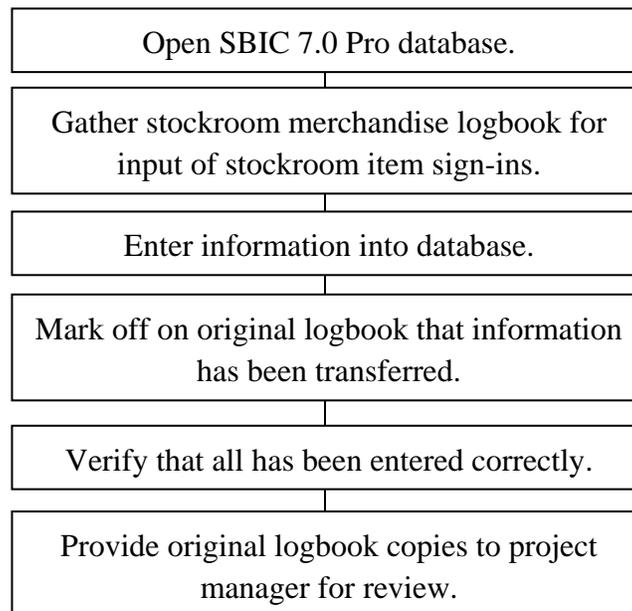
1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide consistent guidance to AMEC E&I, Inc. (AMEC) Clean Air Status and Trends Network (CASTNET) Data Management Center (DMC) personnel for signing in CASTNET stocked items into inventory data base.

2.0 SCOPE

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

3.0 SUMMARY



4.0 MATERIALS

Laptop or personal computer
Stockroom merchandise Sign-In logbook
SBIC 7.0 Pro
Permissions and access to utilized databases

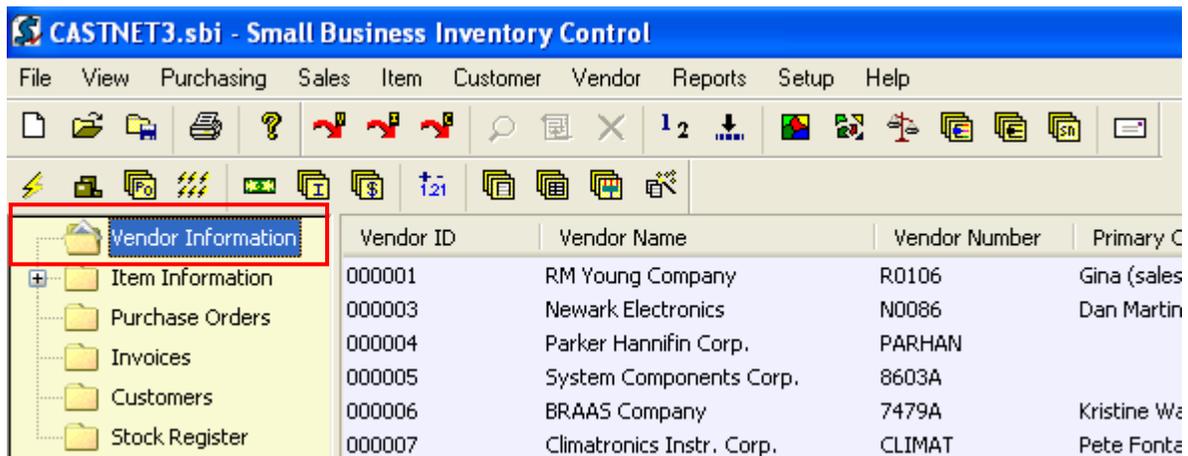
5.0 SAFETY

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 PROCEDURE

- Locate merchandise Sign-In logbook located in the CASTNET Stockroom.
- Open SBIC data base (Version SBIC 7.0 Pro) by double clicking its icon. The “Vendor Information” page will be displayed.



- On the top left hand of the screen click on “Purchase Orders” file. Six columns will appear. Click on the third one, “Vendor name”. This will pull up all vendors in the data base in alphabetical order.

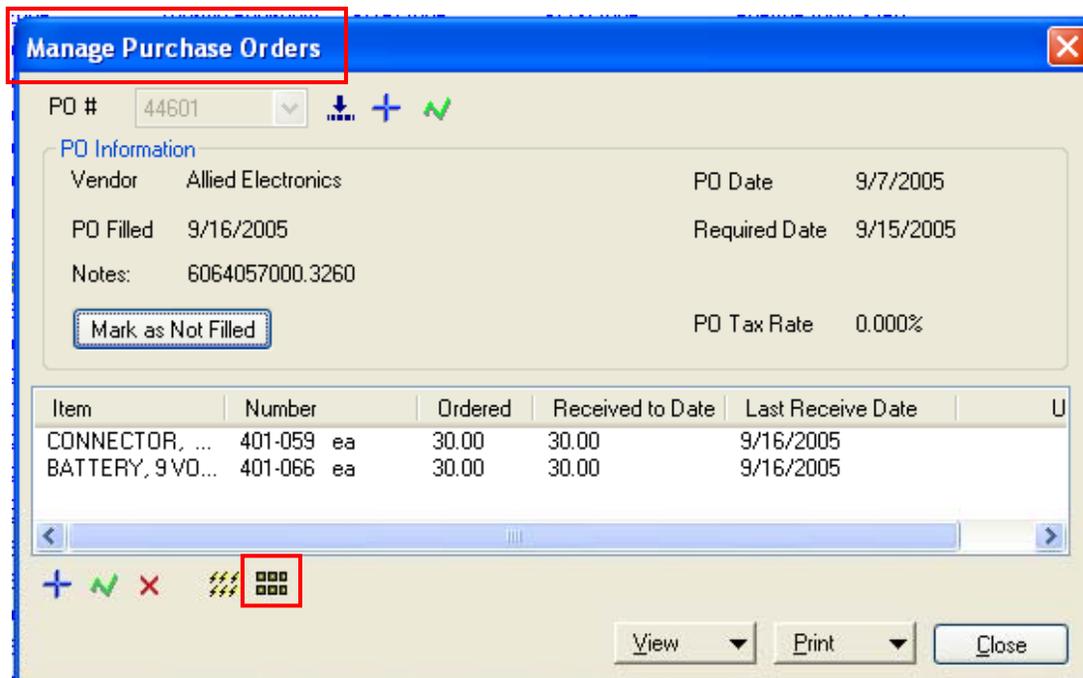


- Find the first item from the CASTNET Sign-In book and locate the vendor its from, then find that vendor in the database. Any open PO’s in the data base will be displayed in **black** lettering, all the rest are displayed in **blue**.
- Once found, highlight the vendor needed, then find the “Modify Selection” icon, the 10th icon on the top row on screen. Click once.



 *Modify Selection icon*

- The “Find Records” box will be displayed. In “Find Criteria” (top row, left side of screen) place cursor into the “PO” section. Here the SBIC Purchase order number must be entered, NOT the AMEC Purchase Order. The SBIC PO number is a 5 digit number that is displayed in the first column of this “Purchase Order” screen.
- Once the PO number has been entered double click on it. Now the box “Manage Purchase Orders” will be appear. Locate the item being signed in from the Sign-In sheet and highlight it in the “Manage Purchase Orders” screen.



 *Auto Receive icon*

- On the bottom left hand side of the screen 5 symbols are displayed. Click “Auto Receive”. The “Automated Order Recording” window will open up, click OK.
- Next, the “Record Received Order” window will pop up. Under “Received Information” enter the date the item was received (obtained from the Sign-In logbook).
- Under “Quantity” verify or change the amount of items received, then hit “Apply”.
- The screen will go back to “Manage Purchase Orders”. If the PO is completed (i.e. all items are checked in), tap the box that says “Mark as Filled” on left side of screen.
(Note: If the order was only partially checked in, do not hit the “Mark as Filled” box, only tap the close button on the bottom right side of screen)
The “Mark as Filled” box will open and the “ Mark PO Fill Date” appears. Enter the date from Sign-In logbook.
- Hit the “OK” and “Close” tab
- Once the “Marked as Filled” is closed. The “Purchase Order” screen will re-appear. Verify that the black lettering has turned blue (see step #4) and that under the column “Filled” the sign-in date appears. This indicates that the data has been processed.

- In the Sign-In logbook, mark off the item just entered on screen. Use a contrasting color ink. This serves as a visual indicator that the item has been checked into the SBIC system. Make a copy of the Sign-In logbook page from which the newly entered SBIC data came from. Initial and date it and turn in to project manager for review.

7.0 REFERENCES

AMEC E&I, Inc. (AMEC). 2011. *Clean Air Status and Trends Network (CASTNET) Quality Assurance Project Plan, Revision 8.0*. Prepared for U.S. Environmental Protection Agency (EPA), Washington, DC. Contract No. EP-W-09-028. Gainesville, FL.

8.0 ATTACHMENTS

This SOP does not contain attachments.

TITLE: SBIC SUPPLY ROOM SIGN OUT – SIGNING OUT CASTNET STOCKED ITEMS INTO INVENTORY DATABASE

Effective
Date: 10-31-14

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

TABLE OF CONTENTS

- 1.0 Purpose
- 2.0 Scope
- 3.0 Summary
- 4.0 Materials
- 5.0 Safety
- 6.0 Procedure
- 7.0 References
- 8.0 Attachments

Annual Review			
Reviewed by:	Title:	Date:	Signature:
<i>MS</i>	<i>QA Manager</i>	<i>10/22/15</i>	<i>Marcus Stewart</i>

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

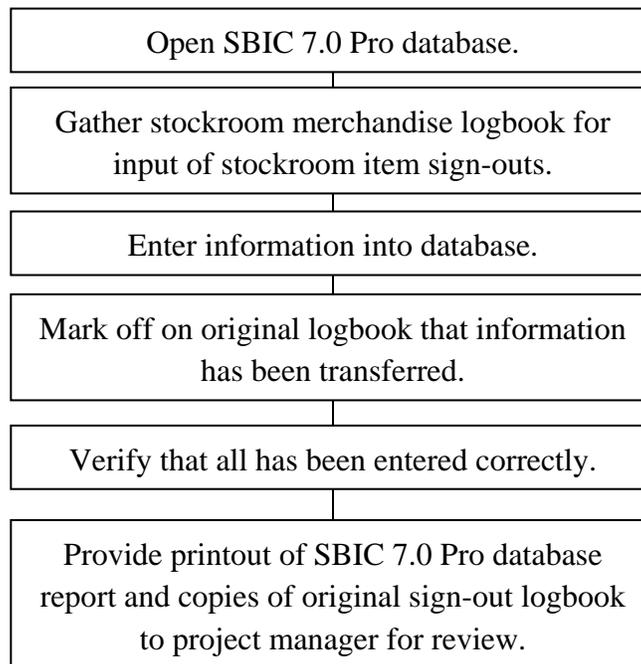
1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide consistent guidance to AMEC E&I, Inc. (AMEC) Clean Air Status and Trends Network (CASTNET) Data Management Center (DMC) personnel for signing out CASTNET stocked items from the inventory database.

2.0 SCOPE

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

3.0 SUMMARY



4.0 MATERIALS

Laptop or personal computer
Stockroom merchandise Sign-Out logbook
SBIC 7.0 Pro
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 PROCEDURE

- 6.1 Open the SBIC program. On the top left side of the screen are 6 file names. Click on “Item Information”.
- 6.2 Find the “New Sales Invoice” icon (the top left side of screen). Click once to open. In “New Sales Invoice” Look for “Customer Information” on the right side of screen and click on first icon “Find Customer”.

New Sales Invoice

Create a new Sales Invoice to record sales

General Information

Invoice #: 2540

Invoice Date: 6/13/2014

Sales Person: heidi.schwing

Sales Tax: 0 %

Local Tax: 0 %

Shipping Cost: \$0.00

Customer Information

Customer: Floor/ Repair Floor/ repair

Customer ID: 000004

Method of Payment

Cash Charge Card

Check Account

Notes:

OK Cancel



Find Customer icon

Find Records

Search Criteria: * Wildcard supported in criteria

ID	Company	First Name	Last Name	Phone	City	State	Zip

Search Results:

ID	Company	First Name	Last Name	Phone	City	State	Zip
000004	Floor/ Repair	Floor/ repair...					

OK Cancel

- 6.3** The cursor will be in the “Company” field. Enter the destination code 000004 (floor/ repairs) tap twice. The destination code should now appear in to the “New Sales Invoice” box. Click on OK.
- 6.4** The “Records Sold Items” box will appear. *[Note: There are two ways to sign out stock items. This subsection describes the autocomplete search method. For the alternate wildcard search method, skip to 6.5.]* In the line next to “Item”, type in your first item from the check-out logbook until recognized by the database. Using the drop-down box gives the search better efficiency. Verify the item by comparing the stock number from the Sign-Out logbook to the stock number on the screen under “Item Number”. Once verified, enter the amount signed out in the “Quantity” section, followed by “Add”. The additional items will appear in the “Current Sale” box on the right side of the window. Enter all items from the check-out log. When finished entering all items, click OK. If an item was inadvertently left out, click the + symbol on the bottom left side of the screen. This will take you back to the “Records Sold Items” box for additional input. If an item needs to be taken off of the list, click on the X symbol. Click “Close” when finished. Go to step 6.6.

Record items sold from inventory.

INVOICE : 2540

Sale Information

Item: TUBING,TEFLON 3/8" OD TEF 5(

Item ID: 000021

Item Number: 1001-043 ft

Stocked: 300.00

Quantity: 1

Discount %: 0

Selling Price: \$4.45

Amount paid by customer: \$0.00

Current Sale

Subtotal: \$0.00

Buttons: Add >>, << Remove, OK, Cancel

- 6.5 An alternate way to sign-out stock items is by its assigned numerical code (ex. 201-041). Repeat steps 6.1 through 6.3, skip 6.4 and in the “Records Sold Items” box next to the “Item” bar, locate and click on the “Find Item” icon. The “Find records” window will appear. Click on “Tab” to move the cursor to the “Number” box.
 - 6.5.1 Enter the stock item number, followed with a * (ex.201-041*). Click enter twice.
 - 6.5.2 This will take you back to the “Records Sold Items” screen with the selected item in the “Item” box. Adjust the quantity if needed and click “Add” located next to the “Quantity” box. This will add the item into the “Current Sale” box to the right of the screen. Repeat until all items have been added. Click OK. Go to step 6.6.
- 6.6 The next screen to appear is the “Invoice Manager” which displays all the items that have just been entered. If the list is complete, click “Close”.

[Note: A printed and bound copy of all SBIC stock items (sorted by stock number) is also available in case an item is not easily located by name.]

The screenshot shows a software window titled "Invoice Manager". At the top, there is a dropdown menu for "Invoice #" with the value "2540" and three icons: a download arrow, a plus sign, and a checkmark. Below this is a section for "Invoice Information" with the following details:

Customer:	Floor/ Repair, Floor/ repair Shop	Date:	6/13/2014
Telephone:		Shipping:	\$0.00
Payment Method:	Cash	Amount Due:	\$4.45
Sales Person:	heidi.schwing	Amount Paid:	\$0.00
Notes :		Balance:	\$4.45

Below the information section is a table with the following data:

Item	Number	Quantity	Selling Price
TUBING,TEFLON 3/8" OD TEF 50' fl	1001-043 ft	1.00	\$4.45

At the bottom of the window, there are several icons: a plus sign, a red X, a red arrow pointing left, and a dollar sign icon. There are also three buttons: "View", "Print", and "Close".

- 6.7 When finished checking in items, hit the “Reports” tab on the *top of the screen*. From the drop down menu click on “Detailed Sales List”. The “Date Range” box will appear. Enter the date of the prior day to the current date. Click OK and print. Compare items on the “Detailed Sales List” to the Sign-Out sheets and verify that all items that have been entered match up. Initial and date the list and staple it to a copy of the Sign-Out sheet from the logbook. Next, under “Reports” click on “Low Stock Items” and print. Add this list to the “Detailed Sales List” and logbook copy, attach with a paperclip and bring to the project manager for review.

Detailed Sales List

Report Date: 6/12/2014 11:49:02 AM - 6/13/2014

Date	Invoice	Item	Number	Quantity	Selling Price	Total
6/13/2014	2539	GLOVES, X-LARGE POWDER FREE	2001-001 bx	1.00	\$4.30	\$4.30
6/13/2014	2539	BUBBLE WRAP, SMALL	2001-050 rl	1.00	\$52.75	\$52.75
6/13/2014	2539	TAPE, TEFLON 1/4"	901-003B rl	1.00	\$2.14	\$2.14
6/13/2014	2539	LAMP, PHOTOMETER	201-050 ea	1.00	\$403.00	\$403.00
6/13/2014	2539	BUBBLE WRAP, LARGE	2001-049 rl	1.00	\$99.40	\$99.40
6/13/2014	2539	UNION, KYNAR BULKHEAD 1/4" T	501-038 ea	2.00	\$5.56	\$11.12
6/13/2014	2539	LOCK, WEATHER PROOF A-518	901-047 ea	1.00	\$26.97	\$26.97
6/13/2014	2539	ANCHOR, STEEL CEMENT "L-HOOK"	601-029 A ea	6.00	\$8.88	\$53.28
6/13/2014	2539	FILTER, 47MM INLET OZONE	1001-002 pk	2.00	\$40.01	\$80.02
6/13/2014	2539	WIPE, KIM WIPES	2001-046 bx	1.00	\$7.25	\$7.25
6/13/2014	2539	Gloves, large	2001-001A bx	1.00	\$3.56	\$3.56
6/13/2014	2539	STAPLES, STANDARD CHISEL POINT	2001-019A bx	1.00	\$1.99	\$1.99
6/13/2014	2539	TRANSDUCER, PRESSURE, ASBLY	201-096 ea	1.00	\$171.00	\$171.00
6/13/2014	2539	KIT, SHOCK BUMPER	201-111 ea	1.00	\$11.20	\$11.20
6/13/2014	2539	KIT, REBUILD KNF PUMP	201-025 ea	1.00	\$18.03	\$18.03
6/13/2014	2539	WIRE, POWER CORD FOR	701-089 ea	1.00	\$1.74	\$1.74
6/13/2014	2539	HOURLMETER	801-029 ea	1.00	\$66.42	\$66.42
6/13/2014	2539	SILICONE SEALER, CLEAR	901-002 tb	1.00	\$3.52	\$3.52
6/13/2014	2539	BATTERY, AA- CELL	401-065 ea	2.00	\$0.30	\$0.60
6/13/2014	2539	SWITCH	901-061 ea	1.00	\$49.99	\$49.99
6/13/2014	2540	TUBING, TEFLON 3/8" OD TEF 50' fl	1001-043 ft	1.00	\$4.45	\$4.45

Revenues	\$1,072.73
Cost of Sold	\$1,082.57
Gross Profit	-\$9.84

Revenues displayed here do not reflect any sales tax or shipping charges

Items Currently Understocked

Records for all vendors:

Item	Number	Vendor	Stocked	Ordered	Committed
CLAMP, GROUNDING PIPE	601-066 ea	Home Depot	0.00	0.00	0.00
TURNBUCKLES, SS	601-072 ea	McMaster-Carr	6.00	0.00	0.00
SHACKLE, ANCHOR	601-073 ea	McMaster-Carr	9.00	0.00	0.00
BRACKET, FILTER WALL	701-016 ea	ESE In House	0.00	0.00	0.00
WIRE, SS GUY 1/8"	701-094 ft	McMaster-Carr	0.00	0.00	0.00
TAPE, TEFLON 1/4"	901-003B rl	McMaster-Carr	0.00	0.00	0.00
LOCK, WEATHER PROOF	901-047 ea	McMaster-Carr	4.00	0.00	0.00
LOCK, SMALL P-848	901-049 ea	McMaster-Carr	3.00	0.00	0.00
LABEL, SMART LABEL	2001-026 bx	Staples	1.00	0.00	0.00
LOG BOOK	2001-036 ea	ICM Printing	1.00	5.00	0.00
HEATER, SHELTER BASE	801-070 ea	McMaster-Carr	1.00	0.00	0.00
BUBBLE WRAP, SMALL	2001-050 rl	Associated Bag Co	0.00	0.00	0.00
MULTIMETER, SITE	901-046 ea	Harbor Freight	1.00	0.00	0.00
O-ring, RH filter -	101-037 ea	Rotronics Instr.	2.00	0.00	0.00
Nose Cone, heavy for	1001-030 ea	RM Young Company	0.00	0.00	0.00
ROTOMETER, .4-5 LPM	801-063B ea	Brooks Instruments	2.00	0.00	0.00
Phone - Site	1001-062 ea	K-Mart	1.00	0.00	0.00
COMPUTER MOUSE	1001-065 ea	Staples	0.00	0.00	0.00
TRANSDUCER,	201-096 ea.	Thermo Environmental	1.00	0.00	0.00
SWITCH	901-061 ea	PARAGON MICRO INC	3.00	0.00	0.00
ANCHOR, STEEL CEMENT	601-029 A ea	McMaster-Carr	9.00	0.00	0.00

7.0 REFERENCES

None

8.0 ATTACHMENTS

This SOP does not contain attachments.