Receiving Materials

Brief

<table>
<thead>
<tr>
<th>Title</th>
<th>Receiving Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication date</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Effective date</td>
<td>6/30/2016</td>
</tr>
</tbody>
</table>

BRIEF

Policy Summary

This policy describes the requirement that all materials arriving at Berkeley Lab must be received, inspected, documented, and manifested by Central Receiving prior to delivery by Berkeley Lab Transportation to the end user.

Who Should Read This Policy

Berkeley Lab employees who receive goods requested through the procurement process, including Procurement, Transportation, Property Management, and EHS Division staff

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Transportation and Receiving
Facilities Division

Policy

<table>
<thead>
<tr>
<th>Title</th>
<th>Receiving Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication date</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Effective date</td>
<td>6/30/2016</td>
</tr>
</tbody>
</table>

POLICY

A. Purpose

This policy describes the requirement that all materials arriving at Lawrence Berkeley National Laboratory (Berkeley Lab) must be received, inspected, documented, and manifested by Central Receiving (at Building 69) prior to delivery by Berkeley Lab Transportation to the end user.

B. Persons Affected

Berkeley Lab employees who receive goods requested through the procurement process, including Procurement, Transportation, Property Management, and Environment/Health/Safety (EHS) Division staff

C. Exceptions

Satellite Receiving Stations include Building 79 (Stores) and the Joint Genome Institute (JGI). Materials arriving directly to these locations are accepted and received by their receiving personnel. In some cases, such as purchases for large pieces of equipment and certain gases, the order may reflect that the item is to be delivered directly to the customer. Orders that specify direct shipment from vendors to the Berkeley Lab customer must be received and reconciled by e-mailing receiving@lbl.gov to confirm receipt and acceptance of the material per the purchase order (PO).

D. Policy Statement
The U.S. Department of Transportation (DOT) governs the staging, manifesting, and delivery of material received at Berkeley Lab. All processes for the procurement and receipt of material at Berkeley Lab are performed according to U.S. Department of Energy and Berkeley Lab Property Management guidelines. Berkeley Lab Transportation, Procurement, Property Management, and the EHS Division work together to ensure the proper disposition of material being purchased and used by Berkeley Lab.

1. **General.** All items purchased through purchase orders, subcontracts, eBuy, or B2B contracts must be received and processed in Central Receiving prior to delivery. Central Receiving ensures that:
   a. All boxes are externally inspected for damage upon arrival
   b. All quantities and descriptions listed on the vendor packing list are matched to the PO
   c. All material is scanned and sorted into the iBox receiving program
   d. Materials identified as "sensitive" or "controlled" are received appropriately (see LOGIS-003 Tagging Procedure) and entered into the Berkeley Lab Procurement PeopleSoft FMS System
   e. All hazardous material(s) are processed per U.S. Department of Transportation requirements

2. **Receipt of Material through Receiving**
   a. Signs into iBox with the screen name and password
   b. Identifies the ordering method (eBuy, Pcard, Purchase Order, B2B)
   c. Scans the external carrier bar code
   d. Selects the "sort status"
   e. Populates the External Carrier field
   f. Enters required information into the Receipt field
   g. Tabs out of Order field to populate the Deliver To field
   h. Generates and affixes bar code to package
   i. Verifies material cost to determine if a DOE property tag is required (see LOGIS-003, Tagging Procedure)
   j. Selects "signature required" in the Receipt field if the item:
      i. Requires a DOE property tag
      ii. Is a computer or software
      iii. Is a high-value item ($10,000 or more)
   k. Places documentation in PO receipt file
   l. Stages material for delivery
      i. Places large items on pallets
      ii. Places small packages (each weighing less than 25 pounds) on the designated Transportation delivery cart
      iii. Affixes the iBox-generated address label to the package (see LOGIS-008 Exhibits, Exhibit A)

3. **Receipt of Hazardous Material (HAZMAT)**
   a. Inspects for damage and/or leakage
   b. Manifests material per DOE 49 CFR guidelines (see LOGIS-008 Exhibits, Exhibit C)
   c. Places material in designated HAZMAT area
   d. Completes receipt in PeopleSoft

4. **Receipt of Radioactive Material (RAM)**
   a. Places radioactive material container in hazardous-materials cage
   b. Notifies the EHS Radiation Protection Group (RPG) at ext. 6228
   c. At time of pickup by RPG, scans the delivery into iBox
   d. Completes receipt in PeopleSoft per RPG e-mail notification

5. **Receipt of Inhalation Hazards & Poisonous Gas**
   a. Receives and scans the purchase-order information into the iBox tracking database
   b. Tags the material with the bar-code tracking label
   c. Completes HAZMAT Shipping Manifest per DOT 49 CFR 172.0 and the Berkeley Lab ES&H Manual (PUB-3000)
   d. Places the material in the designated chemical segregation area
   e. Completes receipt in PeopleSoft

6. **Receipt of Select Agents (Regulated Microbial Agents)**
   a. Receives e-mail from the requester regarding the order and expected arrival date
   b. Sends confirmation e-mail back to the requester
   c. Informs the Material Specialist of the pending receipt of agent
   d. Reviews the work instructions for the select agent package
   e. Contacts the authorized person to sign for the package
   f. Ensures that the courier is present when the authorized person signs for the package
   g. Completes the receipt in PeopleSoft

7. **Receipt of Precious Metals (Purchased by Way of a "One-Time Buy" Purchase Order)**
   a. Material Handler queries PO and follows instructions from buyer to give to Receiving Lead for processing
   b. Receiving Lead receives PO and notifies requester via email template (with copy to Property Management) that order is ready for pick up in Central Receiving

8. **Reported Missing Packages**
   a. Missing packages are reported to Central Receiving. Central Receiving staff queries the tracking number of the package in question through the iBox receiving program.
   b. Central Receiving staff provides the status of the package, including time of delivery, delivery location, and name of the person who signed for the package if signature is required.
   c. If package is still not located, Central Receiving Staff directs customer to contact Berkeley Lab Site Security to report material in question as missing.

E. Roles and Responsibilities
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| Berkeley Lab Staff/Requester           | • Uses the Laboratory’s eBuy desktop ordering system for vendor contracted suppliers  
• Uses ePro/Pcard for low-value purchases for items not available from eBuy  
• Reviews the Laboratory’s Restricted Items List prior to ordering  
• Accesses the Procurement Web site for detailed information at: http://procurement.lbl.gov/ |
| Berkeley Lab Procurement Buyer         | • Processes E-Pro and P-Card Requisitions for Berkeley Lab requesters  
• Annotations any instructions for direct shipments from vendors to Berkeley Lab customers on purchase orders |
| Central Receiving Material Handle      | • Receives eBuy purchases and verifies that freight bill and shipping label reflect Berkeley Lab address  
• Off-loads courier and freight deliveries, and stages material prior to receipt on pallets or on conveyor line in designated Receiving area  
• Performs external visual inspection for damage; annotates on freight bill if damage is observed  
• Verifies material description and match quantity to driver’s manifest for box count  
• If package contains hazardous material, follows Hazardous Material Procedure  
• Notifies Receiving supervisor if damage is observed and/or discrepancies exist  
• Enters receipt data into iBox  
• Enters receipt of controlled and high-value items  
• Ensures that a DOE property tag is affixed to all controlled and/or high-value items  
• Enters all required property information into PeopleSoft  
• Creates and maintains hard files |
| Central Receiving Material Specialist  | • Serves as the prime point of contact for Central Receiving  
• Determines the disposition of material and paperwork if an error or damage is observed  
• Provides guidance and direction to material handlers  
• Coordinates nonroutine deliveries with Transportation personnel  
• Performs all duties of Central Receiving material handlers |
| Technical Supervisor                   | • Manages Berkeley Lab Receiving and Transportation staff  
• Provides line management to the Receiving, Transportation, and Shipping functions  
• Ensures staff compliance with all Berkeley Lab, DOE, and DOT requirements  
• Conducts safety meetings and coordinates training for material handlers and drivers |

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>eBuy</td>
<td>The Laboratory’s electronic commerce ordering system for purchasing low-value catalog items. eBuy allows Laboratory personnel to purchase items directly from a supplier’s Web catalog.</td>
</tr>
<tr>
<td>B2B (Business to Business)</td>
<td>Electronic commerce allowing direct purchasing via a catalog through a designated Web site, filling in an online order form, or by sending the supplier a standard fax form without going through the Procurement Department</td>
</tr>
<tr>
<td>iBox Tracking System</td>
<td>The bar-code scanning program used by Berkeley Lab Receiving personnel to document the receipt of all material arriving at the Berkeley Lab Receiving dock. This receipt process is called “sorting.”</td>
</tr>
</tbody>
</table>

G. Recordkeeping Requirements

None

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
</table>
LOGIS-001  Receiving Procedure – E-Pro/P-Card Purchase Order Receiving  Procedure
LOGIS-003  Central Receiving Property Tagging  Procedure

I. Contact Information

Transportation and Receiving
Facilities Division

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2012</td>
<td>0</td>
<td>L. Chen</td>
<td>Rewrite for wiki (brief)</td>
<td>All</td>
<td>Minor</td>
</tr>
<tr>
<td>12/4/2012</td>
<td>1</td>
<td>L. Chen</td>
<td>Rewrite for wiki (policy)</td>
<td>All</td>
<td>Minor</td>
</tr>
<tr>
<td>8/19/2014</td>
<td>1.1</td>
<td>K. Porter</td>
<td>Added exceptions, Section D.8, and administrative changes to Sections D.1 and D.2</td>
<td>C, D, E</td>
<td>Minor</td>
</tr>
<tr>
<td>6/30/2016</td>
<td>1.2</td>
<td>W.H. Wells</td>
<td>Periodic review</td>
<td>D.3</td>
<td>Minor</td>
</tr>
</tbody>
</table>

Document Information

DOCUMENT INFORMATION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Receiving Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document number</td>
<td>09.03.006.000</td>
</tr>
<tr>
<td>Revision number</td>
<td>1.2</td>
</tr>
<tr>
<td>Publication date:</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Effective date:</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>Next review date:</td>
<td>6/30/2019</td>
</tr>
<tr>
<td>Policy Area:</td>
<td>Shipping and Receiving</td>
</tr>
<tr>
<td>RPM Section (home):</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>RPM Section (cross-reference):</td>
<td>none</td>
</tr>
<tr>
<td>Functional Division:</td>
<td>Facilities</td>
</tr>
</tbody>
</table>

Source Requirements Documents

- Code of Federal Regulations, Title 49, Transportation, Part 100-1699, Other Regulations Relating to Transportation

Other Driving Requirements

- PUB-3032, Berkeley Lab Property Manual
- Biosafety Policy, 07.07.004.000
- Biosafety Program
- Chemical Safety Hazards and Controls Policy, 07.07.005.000
- Chemical Safety Hazards and Controls Program
- Radiation Protection Policy, 07.08.001.000
- Radiation Protection Program

Implementing Documents

<table>
<thead>
<tr>
<th>Document number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGIS-001</td>
<td>Receiving Procedure – E-Pro/P-Card Purchase Order Receiving</td>
<td>Procedure</td>
</tr>
<tr>
<td>LOGIS-003</td>
<td>Central Receiving Property Tagging</td>
<td>Procedure</td>
</tr>
</tbody>
</table>

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.