

Purpose

The purpose of this Guide is to describe the IRD policy for the purchase, reception and storage of supplies and services that are required for calibration services.

Scope

This Guide covers supplies and services purchased in support of the testing and/or calibration services offered by the IRD. It does not cover such purchases as office supplies or other consumable products that do not directly affect the quality of work.

Definitions

CPCS – Commerce Purchase Card System

Equipment

N/A

Health & Safety Precautions

Procedures for the reception and storage of reagents and laboratory consumable materials relevant for the tests and calibrations shall be included as part of the calibration service procedures.

Protocol

Protocols for procurement of supplies, services, and depreciable equipment are based on NIST-wide policies.

When available, supply items are to be purchased from the NIST storeroom after obtaining an appropriate project/task number from the Group Leader. All storeroom supply slips shall be submitted to the Division Administrative Officer.

CPCS purchases are used for non-storeroom items and services under \$2500. Records for all CPCS purchases are maintained by the card holder.

Purchases for items and services \$2500 or greater are processed through the NIST Procurement Office, and require a purchase order.

Approved suppliers

Ionizing Radiation Division		IRD-G-03
PURCHASING OF SERVICES AND SUPPLIES		

Laboratories often must use supplies and equipment obtained from the lowest qualified bidder. As such, laboratory personnel can not evaluate suppliers, only their products or services. For items not put out to bid, it is left to the judgement of the calibration/testing staff to select the most appropriate supplier.

Acceptance Criteria

Purchased supplies and services that affect the quality of tests and/or calibrations shall not be used until they have been inspected or otherwise verified as complying with requirements stated in the specifications of the purchase order. Records of the actions taken to verify compliance shall be maintained by each calibration service. These records may either be entered into the laboratory logbook or as a memo to file. Records of actions taken to check compliance should be noted either in logbooks or equipment files, as applicable.

If products or services do not meet the criteria, the (Division or Procurement) buyer is notified. The buyer then makes arrangements to repair or replace the item in question. In some cases, arrangements are made directly with the vendor to repair or replace the item.

References

N/A

Records

Credit Card Purchase Request
Storeroom supply slips
Purchase orders

Filing and Retention

Storeroom supply slips are entered into the Storeroom Supply Journal and then discarded. The Journal is maintained by the Administrative Officer.

Per NIST procedures, the Group secretaries maintain purchase orders and CPCS buyers maintain purchase records. Records of actions taken to check compliance shall be maintained with other pertinent equipment/service documentation. All documentation on equipment should be maintained as long as the equipment is in service.