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On-site Administration: Inventory and Resupply Procedure

I. Purpose:

This procedure describes how to inventory and reorder office and miscellaneous supplies used by the TWP on-site observers.

II. Cautions and Hazards:

- Keep in mind, it may take up to four weeks to receive an item after you faxed the order to TWPPPO. Do not wait until you use all of your supply. Order well in advance so that you do not run out of paper, printer cartridges, or other supplies that you need on a daily basis.

III. Requirements:

- Office/Misc. Supplies Expansion Van Inventory Form. (This form is stored under the file name "OFFSUPY.XLS" in Excel format on the PC hard drive in the E-van.) Make copies as needed.
- Resupply Order Form, attached. (Make copies as needed.)
- Fax machine.

IV. Procedure:

A. Expansion Van Inventory

1. Complete the inventory form as part of the Monthly Rounds, on the first Monday of each month. You only need to fill in the blanks of the items you actually used during the month. Do not take a physical inventory of every item listed on the inventory form. (You may want to keep a copy of the inventory form in the E-van and mark the items as you use them during the month. Then, just add up each item and complete the form during Monthly Rounds.)
2. If you are running low on any supplies, see section **B, Resupply** below.
3. Fax the completed Office/Misc. Supplies Inventory Form to TWPPPO in Los Alamos, New Mexico, USA. Fax number: 05-1-505-667-9122.

B. Resupply

1. Fill out the attached Resupply Order Form (make copies as you need them) to reorder an item when you see your supply running out. Keep the following on hand at all times:
 - 3 HP OfficeJet LX printer cartridges.

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- 5 reams of paper for printers and fax machine.
 - Boxes of staples.
 - Boxes of computer disks.
 - Rolls of tape.
 - Permanent markers (Sharpies).
 - Pens.
 - Pencil lead.
 - Envelopes.
 - Cans of compressed air (12 oz) for cleaning instruments lenses.
 - Kim Wipes for cleaning instrument lenses.
 - Camel hair brushes for cleaning instrument lenses.
 - Desiccant.
2. Fax the Resupply Order Form to TWPPPO, fax number: 05-1-505-667-9122.

V. References:

None.

VI. Attachments:

1. Resupply Order Form.

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RESUPPLY ORDER FORM

Please list the items and quantity that you are requesting. If possible, give a part number for what you need. For example, the HP OfficeJet LX needs a printer cartridge with the part number of HP 51626A and the number is shown right on the cartridge.

| <u>ITEM</u> | <u>QUANTITY NEEDED</u> | <u>PART NUMBER</u> |
|-------------|------------------------|--------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |

Fax the filled out form to the TWPPPO whenever you see that you will be needing an item within 2-4 weeks.