Purpose

The purpose of this Guide is to describe the RPD policy for the purchase, reception, recordkeeping of purchases, and storage of supplies and services required for calibration services.

Scope

This Guide covers supplies and services purchased in support of the testing and/or calibration services offered by the RPD. 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 to 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 approval from the Group Leader. This process shall start in the RPD administrative databases on dilbert.nist.gov.

CPCS purchases are used for non-storeroom items and services under specified limits. Records for all CPCS purchases are maintained by the cardholder.

Purchases for items and services greater than specified limits are processed through the NIST Procurement Office and require a purchase order.

Procurement requirements

1. The technical staff will identify and define the required service or product to be procured, including the reason for the purchase as it relates to the calibration service, the estimated cost, and the complete specifications of the request. The technical staff will include the criteria for the evaluation, selection, monitoring of performance, and re-evaluation of the external providers.
2. The Group Leader will review the purchase request and approve it in the database on dilbert.nist.gov to start the NIST-defined procurement process.

Approved suppliers

Laboratories often must use supplies and equipment obtained from the technically qualified lowest bidder. As such, laboratory personnel cannot evaluate suppliers, only their products or services. For items not put out to bid, it is left to the judgment 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 the requirements stated in the specifications of the purchase order. Records of the actions taken to verify compliance shall be maintained by each calibration service. 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. 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 orders in the databases on dilbert.nist.gov
Purchase orders

Filing and Retention

Per NIST procedures, the Group administrative assistants 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 if the equipment is in service.