



Work Instruction (WI)

DIRECTIVE NO. 270-WI-4520.2.2L
EFFECTIVE DATE: 02/12/2016
EXPIRATION DATE: 02/12/2021

APPROVED BY Signature: Original Signed By
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COMPLIANCE IS MANDATORY

Responsible Office: 270/Information and Logistics Management Division

Title: Receiving Operations

PREFACE

P.1 PURPOSE

This Work Instruction describes the processes required to perform and document receipt and inspection of all materials delivered to the Goddard Space Flight Center (GSFC) Receiving warehouse. These procedures are performed by employees of the Information and Logistics Management Division (ILMD).

P.2 APPLICABILITY

These procedures are applicable to the receipt and inspection of, and the accounting for all incoming material to the GSFC Greenbelt Receiving facility. Sections 2.2 and 5.2 of this work instruction are applicable to Receiving Operations at the Wallops Flight Facility.

These procedures apply to all Government and Institutional support procured, goods and materials, including those governed by GPR 1280.1, as well as Customer Supplied Products. Adherence to these procedures will ensure shipments are correct with respect to quantity and quality or appropriate corrective action has been initiated. Receiving these products is managed by the Code 273 Supply and Receiving Team and supported by the contractor run Receiving Sections at both Greenbelt and Wallops.

P.3 REFERENCES

- a. [270-FORM-0006, Transportation Pickup Ticket](#)
- b. [270-FORM-0063, Daily Receiving Report for Non-Express Packages](#)
- c. [270-FORM-0068, Receiving Discrepancy Form](#)
- d. [270-FORM-0069, EEE Material Receipt and Delivery Log](#)
- e. [270-FORM-0139, GSFC Bid Receipt and Delivery Log](#)
- f. [270-FORM-0140, GSFC Bid Delivery Confirmation Receipt](#)
- g. [270-FORM-0141, Equipment Control Tag Register](#)
- h. [270-FORM-0142, Return to Sender Control Log](#)
- i. [270-WI-5330.0.1 Inspection and Test of Project Parts](#)
- j. [300-PG-8730.6, GSFC Electrostatic Discharge \(ESD\) Control Plan](#)
- k. [Code 279-Plan-1700.1.1 Health, Safety & Environmental Plan](#)

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- l. [GPR 1280.1 The GSFC Quality Manual](#)
- m. [GPR 4520.2, Receiving Inspection and Test](#)
- n. [GPR 5340.2, Documentation and Control of Process Non-conformances and Customer Complaints](#)
- o. [GPR 5340.4, Problem Reporting and Problem Failure Reporting](#)
- p. [GSFC Form 20-2, Receiving Inspection & Test Form \(RITF\)](#)
- q. [GSFC Form 20-67, Receiving Equipment Tagging Report](#)
- r. [NASA Equipment Control Barcode Tags](#)
- s. [NASA Form 1517, Property NASA U.S. Government](#)
- t. [NASA Form 1517a, Property NASA U.S. Government](#)
- u. [NASA Form 598, Survey Report](#)
- v. [NPR 4100.1, NASA Materials Inventory Management Manual](#)
- w. [NPR 4200.1, NASA Equipment Management Procedural Requirements](#)
- x. [Optional Form \(OF\) 347, Order for Supplies or Services](#)

P.4 CANCELLATION

270-WI-4520.2.2K Central Receiving Operations

P.5 TOOLS, EQUIPMENT, AND MATERIALS

Material handling equipment including forklifts, electric and manual pallet jacks and carts. An X-ray machine and hand held magnetometer will be used during the incoming Security screening process. Standard desktop computers will be used for processing incoming receipts.

P.6 SAFETY PRECAUTIONS AND WARNINGS

- General: Receiving and inspection functions are conducted in a warehouse. Standard safety precautions pertaining to use of forklifts, pallet jacks, carts and utility knives apply. Refer to 279-PLAN-1700.1.1, Health, Safety & Environmental Plan for additional information.
- Lifting Safety: Personnel safety is of extra concern during operations where material is lifted or lowered whether by manual or mechanical means. The following precautions will be observed during these operations:
 - a. Safety shoes must be worn when engaged in Receiving activities. Hard hats must be worn if working under suspended loads.
 - b. The area around the lifting/lowering operation must be clear of unnecessary material and personnel and free of all potential trip hazards.
 - c. Only certified personnel will operate forklifts. All forklifts used for critical lifts must have a current certification for such use unless a waiver has been issued and is readily available to the equipment operator.

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- d. A forklift safety checklist must be completed each day or before the use of any forklift or battery powered pallet jack by the operator.
- X-Ray Machine: Only trained and certified employees shall operate the X-Ray machine in the capacity as the package screener. Employees using the X-Ray machine will follow all manufacturer suggested operating safety guidelines, to include not reaching inside of the apron while the machine is in use.
 - Electrostatic Discharge Sensitive (ESD) Material: ESD material shall not be removed from its packaging for inspection during Receiving Operations. ESD material will be handled in accordance with WI 4520.2.1 Receiving Project Parts and by ESD certified employees only.
 - Explosive and Radioactive Material Notification: Receiving personnel at Greenbelt shall notify the Code 360 Safety Division within one (1) hour of receipt of explosive or radioactive material. Code 360 personnel will review the items received and either take possession of them or direct Receiving personnel to process them for delivery.
 - Notification of Hazardous Materials Incidents: Hazardous materials are regularly delivered to Receiving and require special handling. Any incident involving hazardous materials during loading, unloading or temporary storage (i.e. injury, evacuation, spill, facility shut down, etc.) will immediately be reported via the emergency console by dialing 911 and then Code 270 management personnel.
 - Storm Water Pollution Prevention and Spill Response: Storm water drains are located next to the Greenbelt Receiving loading dock. Potentially polluting materials will not be stored on or near the Loading Dock areas. Delivery vehicles and material handling equipment, however, pose a threat to storm water pollution if there is a leak in the vicinity of the drains.

A basic Emergency Spill Kit consisting of absorbent booms will be maintained near the loading docks in Receiving for initial spill containment. All spills will be reported to the Goddard Emergency Console at X911 and the Emergency Console will dispatch the Goddard Hazardous Materials Spill Response Team for definitive cleanup. Code 270 management will be notified immediately after the Emergency Console has been contacted and initial spill containment has been completed.

P.7 TRAINING

The Supply Branch Manager is responsible for ensuring that Receiving personnel are properly trained to perform the duties required of their jobs. This training includes:

- a. Material handling certification is required for fork-life operators. Only certified fork-lift operators are permitted to use equipment.
- b. Annual Storm Water Pollution Prevention for all employees who perform dock related work.
- c. X-Ray training for all employees assisting with the X-Ray of incoming packages.

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- d. Familiarization with Center Management Systems (ISO 9001/AS9100) processes and procedures.
- e. On-the-Job-Training for applicable Work Instructions.

P.8 RECORDS

Record Title	Record Custodian	Retention
a. ECN Tag Register	Material Control Clerk	NRRS 4/12B2 (Destroy when 2 years old)
b. OF 347, Order for Supplies or Services and delivery receipt (270-FORM-0006)	Material Control Clerk	<u>NRRS 5/1F</u> (Upon termination or completion)
c. Various incoming material purchase order, receipt and inspection documentation to include: <ul style="list-style-type: none"> • DD250, DD1149, packing slip • SAP and AMMS purchase order and receipt documents • Rejection paperwork 270-FORM-0068) • GSFC 20-67 • 270-FORM-0142 	Material Control Clerk	<u>NRRS 5/1F</u> (Upon termination or completion)
d. NASA Form 598 , Survey Report	Receiving Supervisor	<u>NRRS 4/2C</u> (Destroy when obsolete or superseded or 3 years old, whichever is sooner.)
e. GSFC 20-67 , Receiving Equipment Tagging Report	Material Control Clerk	<u>NRRS 5/1F</u> (Upon termination or completion)
f. Incoming material logs (270-FORM-0063 , and 270-FORM-0069)	Receiving Supervisor	<u>NRRS 4/12B2</u> (Destroy when 2 years old)

* *NRRS 1441.1, NASA Records Retention Schedule*

P.9 MEASUREMENT/VERIFICATION

- a. Performance Based Metrics: Greenbelt Receiving Operations will be evaluated using performance based metrics contained in the Performance Requirements Summary of the Goddard Logistics and Technical Information contract. Designated Code 273 performance monitors will take random samples of these performance measures and record them in spreadsheets saved in a shared directory that is available to both NASA civil servant and contractor personnel. These metrics are summarized below:

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Performance Standard	GSFC items shall be processed within 3 workdays of delivery to Greenbelt Receiving Dock (50% of 5%)	
Rating	A	97% - 100%/2.5
	B	93% - 96%/1.5
	C	89% - 92%/1.5
Inspection Procedure	A comparison of the date that the item was received and the date that the item was processed will be made to determine whether the receiving process was completed within 3 workdays. Processing includes receipt, inspection, tagging and completion of required paperwork.	
Sampling Procedure	Each month a sample of 20 receipts (includes government (SAP) and stores stock (AMMS) receipts) will be selected from the Loading Dock Log Book. Project parts, express receipts and hazardous materials will not be selected	

Performance Standard	Hazardous materials shall be processed within 2 workdays of delivery to Greenbelt Receiving Dock (20% of 5%)	
Rating	A	97% - 100%/1
	B	93% - 96%/1.6
	C	89% - 92%/1.2
Inspection Procedure	Comparison of the date the item was received (Dock Date) to the date the item was processed in HMMS (Labeling Date Stamp) will be made to determine whether the item was processed within 2 workdays. Processing includes receipt, inspection, and application of HMMS label.	
Sampling Procedure	Each month 15 receipts for hazardous materials will be selected from the Hazardous Materials Log Book. New items requiring cataloging will not be selected.	

b. Other Performance Standards: In addition, the Receiving Section is responsible for the following internal performance standards:

Performance Standard	Action taken to process Express packages within 1 workday and Explosives within 1 hour
Inspection Procedure	Receiving Logs reviewed to compare date received to date completed

Instructions

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

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1. General Information

This section contains procedures applicable to the receipt and inspection of, and the accounting for, all materials delivered to Receiving areas. Adherence to these procedures will ensure shipments are correct with respect to quantity, quality, and procurement requirements or that appropriate corrective actions have been initiated.

1.1 Responsibilities

1.1.1 The Supply Team Lead, Code 273, is responsible for monitoring the overall Receiving Operations for efficiency and adherence to this work instruction at Greenbelt.

1.1.2 The Receiving Supervisor, Code 279, is responsible for the overall management of the Receiving facility. The responsibilities include:

- Ensure all employees are properly trained to meet any specific requirements pertinent to their job and in accordance with this work instruction;
- Ensure incoming material is accounted for and protected against loss, theft, or damage while in the possession of contract employees;
- Maintain Receiving areas in accordance with Center safety procedures and that the area is locked and secured as needed to prevent unauthorized access;
- Ensure outgoing material that is being returned to the sender is documented properly to demonstrate the transfer of ownership;
- Assist internal and external customers and any other personnel in matters pertaining to Receiving Operations, including status of incoming materials;
- Work directly with customers to identify and process material that must receive priority handling in order to meet operations requirements;
- Ensure that Code 270 management, Safety, Medical and Environmental management, Center emergency personnel, and GSFC Protective Services personnel are properly notified in the event of an emergency and in accordance with this work instruction; and
- Maintain required performance metrics data and provide updated reports as needed.

1.1.3 Inspectors are responsible for:

- Inspecting all incoming NASA and ILMD contractor purchased materials for kind, count, and condition;
- Performing additional inspection requirements as specified on the Purchase Order or the GSFC Form 20-2, Receiving Inspection & Test Form (RITF)
- Prepare all materials passing inspection for delivery to the end user;
- Identify, document, and assist with the resolution of discrepancies discovered during the incoming inspection process; and
- Assist procurement personnel and customers with the receipt and return of materials.

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1.1.4 The Warehouseman is responsible for:

Warehouseman is a general term used to describe the Receiving employee(s) responsible for assisting with the identification, offloading, and acceptance of materials at the loading dock. The Warehouseman will work with GSFC Protective Services personnel stationed at the Receiving loading dock to:

- Screen all incoming packages for internal processing or direct delivery to the end user;
- Coordinate direct deliveries to include: bulk items, perishable materials, gas cylinders, and other high priority items as needed;
- Provide direction to delivery drivers to ensure safe and secure delivery onto the Center;
- Assist trucking companies to ensure all required information for processing a delivery through Receiving is available;
- Reject the delivery of damaged or improperly documented material as needed;
- Determine if material shipments meet the requirements necessary for receipt at GSFC
- Work directly with internal and external personnel to identify priority deliveries and ensure timely delivery from Receiving to the end user.
- Maintaining all documentation and records associated with the receipt and delivery of incoming materials to Receiving;
- Assigning a NASA equipment control tag or a NASA property decal, NASA Form 1517 or 1517a, in accordance with NPR 4200.1 and maintaining the documentation associated with such work in accordance with the procedures outlined in this work instruction;
- Maintaining signed receipts for all materials delivered from Receiving to end users to provide proof of delivery as requested.

2.0 Initial Receipt/Security Screening

All deliveries made to Greenbelt Receiving shall be made Monday through Friday, between the hours of 7:30 AM and 3:30 PM (excluding holidays) and in the presence of GSFC Protective Services personnel. Special prearranged deliveries, such as the bulk delivery of liquid nitrogen, may be made outside of these hours by suppliers who have been granted a badge for Center access in accordance with Center Security procedures.

2.1 Security Screening

All deliveries to GSFC shall be initially screened by GSFC Protective Services personnel. Protective Services shall determine if there is a threat that requires the contents of truck deliveries to be unloaded from the delivery vehicle and scanned through the Receiving X-ray machine. Material unable to be screened through the X-ray machine, such as oversized boxes/crates or containers which do not allow penetration by x-rays, shall be visually inspected, scanned with a hand held magnetometer, the accompanying paperwork checked against purchase order information, and the customer or supplier contacted to validate the delivery requirement. Material requiring inspection and all equipment and hazardous materials will be brought into Receiving for processing in accordance with this work instruction. Direct delivery items which pass the initial security screening process will be authorized to enter the Center for delivery to the end user, in accordance with the Center security requirements. See Flowchart 1 for details.

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GSFC Protective Services personnel stationed at Receiving shall control the access of commercial vehicles entering GSFC. GSFC Protective Services personnel shall: ensure that delivery drivers and helpers have valid driving permits and/or photo identification cards; visually inspect and approve deliveries which cannot be screened through the X-ray machine; ensure that sealed cargo vehicles were sealed at the point of origin and that the seals have not been broken or tampered with; and complete the GSFC Official Delivery Pass, to coordinate the access of the delivery vehicle on Center.

2.2 X-Raying Goods in Receiving

All items entering Receiving which are physically capable of passing through the X-ray machine shall be X-rayed by trained Receiving personnel. See Flowchart 2 for details.

Receiving personnel shall place all packages on the X-ray machine belt and forward into the machine for an initial screen.

2.2.1 If the item does not show any characteristics out of the ordinary it is considered “OK”, Receiving personnel shall date and stamp the package as being X-rayed and forward the package on to complete regular processing.

2.2.2 If the item shows unmistakable characteristics of a bomb or other hazardous devices, the employee shall take the following immediate steps:

- DO NOT TOUCH THE ITEM AGAIN. Leave the item where it is but stay nearby to warn others away and monitor access to the area;
- Notify GSFC Protective Services personnel of the situation as they arrive on the scene and stay with them to act as courier and counsel. Additional notifications to the Receiving Supervisor, the Supply Branch Manager or the Deputy Program Manager, alerting them of the situation;
- Notify other workers in the immediate vicinity (Receiving and Shipping) to leave the area immediately.

Upon arrival, Management shall:

- Direct the contacting of senior management and ILMD personnel;
- Act as POC for GSFC Protective Services upon their arrival; and
- Act as the central point of contact for information and direction from Protective Services and other authority to senior management and ILMD personnel.

2.2.3 If the items looks “unusual”, meaning the X-ray Technician does not have a clear picture of the item or it shows some characteristics that could be mistaken for an explosive or otherwise hazardous device, the technician shall take the following steps:

- Notify Protective Services. Send a nearby co-worker to contact management immediately. Have them return with the Receiving Supervisor, Branch Manager, or Deputy Program Manager, whichever of the three is immediately available.
- With Protective Services present, re-ex-ray the item, three ways.

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- (1) First, X-ray the item as it was before, explain to management the reason it looks suspicious.
- (2) Second, X-ray the item on its side.
- (3) Third, X-ray the item on end.

2.2.3.1 If the item can be conclusively identified as not being dangerous (OK), send it on to complete regular processing and take the following steps:

- Review all accompanying documentation for positive identification.
- Call the customer and/or supplier/vendor/shipper for positive identification.

2.2.3.2 If the item cannot be conclusively identified (NOT OK) as not being dangerous, take the following steps:

- **DO NOT TOUCH THE ITEM AGAIN.** Leave the item where it is but stay nearby to warn others away and monitor access to the area.
- Contacting of GSFC Protective Services.
- Direct the contacting of senior management and ILMD personnel.
- Act as POC for Protective Services upon their arrival.
- Act as the central decimation point for information and direction from Security and other authority to senior management and ILMD personnel.

2.3 Direct Delivery of Oversize Loads and Material which Cannot be X-Rayed

Items that cannot be unloaded or that cannot be scanned by the X-ray machine shall remain on the delivery vehicle. The Protective Services Officer present at the receiving dock will visually inspect the items. Upon satisfactory inspection by the Protective Services Officer, the Officer shall contact the Center point of contact to receive and act as escort for the delivery for un-badged drivers. The escort must meet the delivery vehicle at the loading dock and remain with the vehicle and its driver at all times. Badged drivers will be issued an GSFC Official Delivery Pass, for delivery to the end user once the delivery vehicle's contents passes the Security inspection. All commercial vehicles making deliveries to GSFC are subject to search and screening.

3.0 Sorting and Recording Incoming Material

All materials which successfully pass the initial security screening process will be sorted for processing by Receiving personnel or for direct delivery to another area.

3.1 General Procedures

Items which have passed the initial security screening processes must be signed for, to document the transfer of ownership from delivery personnel to Receiving, or forwarded on to the appropriate end user.

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For materials that will be off-loaded in Receiving, the Warehouseman shall:

- Verify the number of pieces received against the accompanying shipping documentation and packing slip;
- Note damage or material shortages, as applicable, on the shipping documentation and/or packing slip and obtain the signature of the delivery driver on such paperwork;
- Annotate the current date on the shipping documentation and initial the paperwork;
- Place a copy of all shipping documentation with the material and forward the material to the appropriate location in Receiving based on the material type and procurement method. (for example, Government/SAP procured materials, AMMS procured materials, credit card purchases, etc.); and
- Log the material on the appropriate daily receiving log, as follows:
 - a. Express and Priority shipping packages shall be logged on the 270-FORM-0065
 - b. ILMD contractor purchased EEE parts shall be logged on the 270-FORM-0069
 - c. All other incoming packages shall be logged on the 270-FORM-0063

Some materials arriving in Receiving require additional, specialized handling. Those items include:

- **Contractor Bids:** GSFC proposal/bid packages are received and logged in by the Receiving personnel on the GSFC Bid Receipt and Delivery Log, 270-FORM-0139. These packages are immediately time/date stamped by the employee accepting the bid package. Receiving will complete a GSFC Bid Delivery Confirmation Receipt, 270-FORM-0140 and obtain the signature of the person delivering the bid. A copy of the 270-FORM-0140 shall be provided to the delivery agent/courier and a copy is secured with the proposal/bid package which is placed in a designated and secure area. Proposal/bid packages are collected and held pending direction from the applicable Contracting Officer. When proposal/bid packages are turned over to the Contracting Officer, either through delivery or by pick-up, the Contracting Officer or other authorized procurement official will sign the 270-FORM-0139 log sheet acknowledging receipt and transfer of custody from Receiving to their organization. Proposals/bids which are sent via the U.S. Postal Service to the GSFC Mail Room will be transferred to the holding area in Receiving for processing and delivery as outlined above.
- **U.S. Mail Deliveries:** Receiving personnel will X-ray all incoming U.S.P.S. material to the Receiving loading dock. Upon completion of X-ray screening, the mail will be transferred to the Mail Room for signature and additional processing. No additional processing by Receiving personnel is performed.
- **Code 270 Contractor Purchased Flight Parts:** Code 270 and its support contractor are responsible for the procurement of flight qualified electrical, electronic, and electromechanical (EEE) and mechanical parts. These materials are purchased through AMMS and are identified with an AMMS purchase order number that end in EEE, EEX, or ESX. These procurements often contain electrostatic sensitive parts and thus must be handled in accordance with 300-PG-8730.6, GSFC Electrostatic Discharge (ESD) Control Plan

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- **All EEE, EEX and ESX** procurements will be placed in a designated area and annotated on the daily EEE Material Receipt and Delivery Log, 270-FORM-0069. Each afternoon, personnel from the Project Parts section will pick up the EEE, EEX and ESX purchases from Receiving and sign the log form to document custodial transfer. These packages are then processed in accordance with 270-WI-4520.2.1, Receiving Project Parts.
- **Customer Supplied Product:** Customer Supplied Product (CSP) requires that incoming receipt and inspection be documented on a Receive Inspection & Test Form GSFC Form 20-2 (RITF) , in accordance with GPR 4520.2. Incoming receipt and inspection is often performed by the Product Design Lead (PDL) and not Receiving personnel. When CSP requires receipt and inspection by Receiving personnel, the Inspectors shall document the performance of those receiving processes on the RITF provided by the PDL.
- **Hazardous, Explosive, and Radioactive Materials:** Hazardous material is defined as any material that is toxic or highly combustible, including any material that is marked as hazardous, dangerous, or explosive. Hazardous material that has been purchased through SAP or AMMS will be received and processed through the appropriate procurement system in accordance with this work instruction. Hazardous materials will be processed in Receiving within one (1) workday of receipt of the material. Hazardous materials not purchased through SAP or AMMS will still be received in Receiving for appropriate tagging before delivery to the end user.

Once incoming hazardous materials are processed by Receiving personnel, the materials will be placed on a containment pallet, whenever practicable. HMMS personnel will process incoming hazardous materials in accordance with approved work instructions.

Receiving personnel will notify the Code 360 Safety Office within one (1) hour of receipt of explosive materials. Receiving will process the necessary paperwork to document receipt of materials in accordance with this work instruction and then turn the explosive materials over to Safety personnel for delivery to the end user.

Receiving personnel will notify the Code 360 Safety Office within one (1) hour of receipt of a radioactive material. Receiving will not handle or move radioactive materials more than necessary and will turn all radioactive materials over to Environmental office personnel for processing.

For materials that will not be offloaded in Receiving but rather will be delivered directly to their destination by commercial delivery personnel, items will be screened through Security as outlined above. In addition, the Protective Services Officer will verify that the driver has a “no escort required” badge. Commercial drivers who have badges will be given an On-Site Delivery Pass, GSFC OFFICIAL DELIVERY PASS, and allowed to enter the Center to make their deliveries. If the commercial driver does not have a badge to enter the Center unescorted, the Protective Services Officer will contact the end user to arrange for an escort. When the badged employee arrives to Receiving to escort the commercial delivery driver, the Protective Services Officer will issue the driver a GSFC Official Delivery Pass.

Direct delivery materials usually consist of:

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- **Federal Express and UPS packages** – packages which are properly addressed for direct delivery to the end user and which do not need to be held in Receiving for other reasons (i.e., controlled property, hazardous materials, etc.) will be delivered to the end user by the badged FedEx or UPS driver.
- **Perishables** – deliveries with perishable items are typically made by a badged commercial delivery driver and are allowed to direct deliver their materials to avoid spoilage of the products being delivered. Escort procedures will be used for all deliveries that involve a non-badged driver.
- **Bulk fuel and compressed gases** – deliveries of bulk fuel and compressed gas products are typically performed by badged commercial delivery drivers because they often occur during non-working hours. Deliveries that occur during work hours will be screened by the Protective Services Officer and the Protective Services Officer will issue a GSFC OFFICIAL DELIVERY PASS. Deliveries that occur during non-work hours will be granted access to the Center by Security through the Center’s main gate. Escort procedures will be used for all deliveries that involve a non-badged driver.
- **Bulk construction and furniture deliveries** – deliveries of these materials are typically arranged by Code 220. All deliveries will be screened by Security and an On-Site Delivery Pass will be issued when the delivery driver is badged. Escort procedures will be used for all deliveries that involve a non-badged driver.

4.0 Receipt Process for Materials that Do Not Require Inspection

Only those items purchased through the Management System (MS) Government SAP purchase order or ILMD AMMS procurement systems shall receive a kind, count, and condition inspection in Receiving. Materials arriving to Receiving which were purchased or obtained from a method other than the Government SAP or ILMD AMMS procurement systems will be processed as outlined below. The procedures for handling the receipt of equipment requiring NASA control as defined in NPR 4200.1 are outlined in Section 6 of this work instruction.

4.1 Priority Packages

Packages delivered to Receiving which arrived via an overnight priority delivery service shall be documented on the Daily Receiving Log, 270-FORM-0063. Receiving personnel shall note the shipment/tracking number, date received, and end users name, building, and room on the 270-FORM-0063 to keep accountability of the packages. Receiving will email the end user, giving them the option to pick up the materials or put them on the delivery line, for normal delivery. If there is no response, the materials are moved to the delivery line, the next business day. Receiving personnel shall place designated or no response priority packages, ready for delivery, along with the corresponding Transportation Pickup Ticket 270-FORM-0006, in the designated area for pickup and delivery by Transportation personnel. A copy of the completed 270-FORM-0006 will be maintained in Receiving as a suspense copy until the original form is returned by Transportation personnel that contains customer signatures for all packages to acknowledge their receipt.

4.2 Credit Card Purchases

Materials purchased by Center customers using a credit card are screened by Protective Services, documented on the appropriate daily receiving and delivery log, and processed for routine delivery to the end user. If the credit card purchase includes a piece of equipment, the equipment will be processed in accordance with Section 6 of this work instruction before the materials are delivered to the end user. Credit card purchased material which is ready for delivery to the end user will be documented on a 270-FORM-0006, Transportation Pickup Ticket. The Inspector will note the number of pieces, the end users building and room, and the date on the 270-FORM-0006 and will place the package in the designated area for delivery to the end user by Transportation personnel. A copy of the 270-FORM-0006 will be kept in Receiving as a suspense copy until a copy of the signed 270-FORM-0006 is returned by Transportation documenting customer receipt of the material.

4.3 Other Materials

Other packages delivered to Receiving with an employee's name in the delivery address will be processed for delivery to the end user. These packages will be documented on the appropriate daily receiving and delivery log and processed for routine delivery to the addressee. Receiving personnel shall prepare a 270-FORM-0006 to include the number of pieces, the end users delivery address, and the date and place the package and the 270-FORM-0006 in the designated area for delivery by Transportation personnel. A copy of the 270-FORM-0006 will be kept in Receiving as a suspense copy until a copy of the signed 270-FORM-0006 is returned by Transportation documenting customer receipt of the material.

If the package appears to be for an employee's personal use rather than a work related item, Receiving personnel will telephone the addressee and require that they come to Receiving to retrieve the package.

5.0 Inspection of SAP and AMMS Purchased Materials

Materials purchased through a purchase order generated in SAP or AMMS require incoming inspection by an Inspector. All SAP and AMMS purchase order materials shall receive a kind, count, and condition inspection unless otherwise documented on the purchase order or within this work instruction. The procedures for handling the receipt of equipment requiring NASA control as defined in NPR 4200.1 are outlined in Section 6 of this work instruction.

5.1 Inspection of SAP Purchase Orders

Materials purchased under a SAP purchase order are identifiable by their purchase order number which typically begins with the letters NNG. The receipt and inspection of these materials is performed and recorded in the SAP database as described below.

5.1.1 SAP purchase order receipts shall be documented at the time of delivery on the appropriate incoming receipt and delivery log. Once that is completed, a Warehouseman will relocate the material to a designated area to await further processing by an Inspector.

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5.1.2 The Inspector shall use the packing slip and any other documentation that accompanied the material to locate the appropriate purchase order number. Using the purchase order number, the Inspector will access the purchase order record in SAP and identify the materials due to arrive on that purchase order. The Inspector will open all packages to visually inspect the material for damage and count the items received. The Inspector will verify that the part number on the material matches the items called out on the purchase order and the items annotated on the packing slip.

When the Inspector verifies that the physical material, the packing slip, and the SAP purchase order requirements are all in agreement, he shall process a receipt transaction in SAP to confirm receipt of the product. The Inspector shall print four (4) copies of the SAP purchase order receipt. The Inspector will return the material to its original packaging and attach three (3) copies of the purchase order receipt to the outside of the package. The package will be processed for delivery in accordance with Section 7 of this work instruction. One copy of the purchase order receipt and the packing slip will be retained for filing.

5.1.3 When the material is damaged or the Inspector finds that the material does not match the requirements of the purchase order, the Inspector shall document this discrepancy by completing a 270-FORM-0068 Discrepancy Form. The Inspector will notify the end user and the Code 210 procurement agent to notify them of the discrepancy details. If the end user and Code 210 procurement agent elect to accept the material as is, the Inspector will document this action on the 270-FORM-0068, complete the receipt and inspection transactions in SAP, and attach a copy of the 270-FORM-0068 to the SAP generated documentation for reference purposes. The material will then be processed for delivery in accordance with Section 7 of this work instruction.

If the end user and Code 210 procurement agent determine that the material needs to be returned to the vendor, the Inspector will annotate those instructions on the 270-FORM-0068, attach the form to the material, and place the material in a designated area to await vendor pickup. Receiving personnel will ensure that materials picked up by vendors for return are documented by having the courier sign and date the Return to Sender Control Log, 270-FORM-0142, when the material leaves the area.

5.2 Documenting SAP Procurement Receipts on a RITF

5.2.1 The incoming receipt and inspection of materials that fall under the scope of the Goddard Management System (MS), as defined in GPR 1280.1, must be documented on a Receive Inspection and Test (RITF) GSFC 20-2 form. When Receiving is notified by the Project designee that the incoming receipt and inspection of MS materials must be documented on a RITF, the Inspector shall perform this work in accordance with GPR 4520.2. SAP purchased materials which require RITF documented receipt by Receiving materials shall not be released to the end user until the RITF process is complete.

5.3 Inspection of AMMS Purchase Orders

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Institutional support materials purchased by the ILMD contractor are executed in AMMS. These materials are identifiable by their purchase order number and the receipt and inspection of these items is performed and documented in AMMS as described below.

5.3.1 AMMS purchase order receipts shall be documented at the time of delivery on the appropriate incoming receipt and delivery log. Once that is completed, a Warehouseman will relocate the material to a designated area to await further processing by an Inspector.

5.3.2 The Inspector shall use the packing slip and any other documentation that accompanied the material to locate the appropriate purchase order number. Using the purchase order number, the Inspector will access the purchase order record in AMMS to identify the materials due to arrive on that purchase order. The Inspector will open all packages to visually inspect the material for damage and count the items received. The Inspector will verify that the part number on the material matches the items called out on the purchase order and the items annotated on the packing slip.

When the Inspector verifies that the physical material, the packing slip, and the AMMS purchase order requirements are all in agreement, he shall process the receiving transactions in AMMS to confirm and document receipt of the product. The Inspector shall print five (5) copies of the AMMS receipt traveler which will indicate the delivery destination for the material just inspected. The Inspector will return the material to its original packaging or re-package the materials as needed and attach three (3) copies of the AMMS receipt traveler to the outside of the package. The Inspector shall attach the packing slip to the other two (2) copies of the AMMS receipt traveler and provide that paperwork to the ILMD contractor Accounting Office each day to facilitate invoice payment for the materials received. The package will be processed for delivery in accordance with Section 7 of this work instruction.

5.3.3 When the Inspector finds a discrepancy with the materials received, for example, material damage, wrong part number, incorrect quantity, etc., the Inspector shall document the discrepancy by completing a Receiving Discrepancy Form, 270-FORM-0068. The Inspector shall perform a reject transaction in AMMS to document that the material was received but did not pass inspection. The Inspector will attach a copy of the 270-FORM-0068 to the material and relocate the material to an area designated for discrepant materials. The Inspector will give the original 270-FORM-0068 to the Stores Stock Material Management Clerk so that the discrepancy can be logged in. The Material Management Clerk will give the discrepancy form to the appropriate Buyer so that the Buyer can work with the vendor, Material Coordinator, and customer to resolve the discrepancy, as needed.

When the Buyer and Material Coordinator are able to resolve the discrepancy, the AMMS purchase order and stock number records will be updated as needed and the discrepancy form will be returned to the Inspector for processing as described above. If the discrepancy cannot be resolved and the material needs to be returned to the vendor, the Buyer will indicate such on the discrepancy form and return the form to the Inspector to await vendor pickup/return shipping of the material. Receiving personnel will ensure that all materials picked up by vendors or turned over to carriers are documented by having the courier sign for the materials. If the courier does not have vendor authorized material pickup documentation, Receiving personnel will document the material pick up the Return to Sender Control

Log, 270-FORM-0142. This form will be signed by both the courier and the Receiving employee assisting the courier to document the transfer of ownership for the material.

6.0 Materials Requiring Special Handling

Certain types of materials that are processed by Receiving require special handling in accordance with various NASA and GSFC procedures, regardless of how the items were procured. This section describes those types of materials and how they will be processed.

6.1 NASA Controlled Equipment

The NASA Equipment Management Procedural Requirements, NPR 4200.1, describes the requirements for establishing and maintaining control of equipment. NPR 4200.1 provides direction for the types of materials that must be controlled through the use of a NASA equipment control barcode tag and which items need to be marked with a NASA property decal only. The following types of equipment control identifiers are currently used:

- Regular equipment control number (ECN) barcode tags: these tags are approximately 2" x 1/2" in size, silver, and contain the NASA logo as well as a unique serial number. These tags are used for equipment with an acquisition value of \$5,000 or above or for items \$500 and above which are deemed sensitive by NPR 4200.1.
- Mini ECN barcode tags: these tags are approximately 1.5" x 1/4" in size, silver, and contain the NASA logo as well as a unique serial number. These tags are used under the same guidelines as the larger size ECN tags, and are applied to smaller pieces of equipment.
- Property of U.S. Government decals: these decals, the NASA Form 1517 and NASA Form 1517a, are round silver decals that contain the words NASA Property of U.S. Government. These decals are used for equipment that do not meet the criteria for receiving an ECN tag, as defined in NPR 4200.1.

Upon receipt of equipment, regardless of whether the items were procured via a SAP or AMMS purchase order or a credit card, Receiving personnel shall place those materials to the side so that they can be properly tagged as NASA equipment.

6.1.1 Equipment Control Number Tag Register

Receiving shall obtain ECN tags from the ILMD Equipment Management section for use in Receiving. In order to maintain control these tags, Receiving will maintain an Equipment Control Tag Register, 270-FORM-0141, to document the use of all ECN tags. Each time an ECN tag is used, the Receiving employee who used the tag shall complete the 270-FORM-0141. In the event the use of an ECN tag is voided, the reason for voiding the tag will be annotated on the ECN tag register next to the tag number and initialed by the tagger.

6.1.2 Equipment Purchased on a Credit Card

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Upon receipt of a piece of equipment that was purchased via a Government credit card, the Inspector will check to see if the customer/end user has provided a OF347, Order for Supplies or Services, to Receiving. If an OF347 is not available, the Inspector will contact the end user and request that an OF347 be provided. Credit card purchased equipment items shall not be processed through Receiving until an OF347 has been obtained from the end user.

When the OF347 is available, the Inspector will open the package and determine what type of equipment control is needed for the items received in accordance with NPR 4200.1. If the equipment must be controlled using a NASA equipment control barcode tag, the Inspector will obtain an equipment control number (ECN) tag from the supply of ECN tags maintained in Receiving and complete the ECN tag register as described above. Equipment not meeting the criteria for an ECN tag will be labeled with a NF1517 or NF1517a, as appropriate.

Once the equipment has been properly tagged, the Inspector will process the material for delivery as described in the credit card purchase receipt procedures of this work instruction.

6.1.3 Equipment Purchased through SAP or AMMS

Equipment purchased through SAP or AMMS will be inspected as described in this work instruction. However, before the material is processed for delivery, the Inspector will apply the proper NASA equipment identifier as described above and in NPR 4200.1. If an ECN tag is used, the Inspector will obtain a tag from the Receiving supply and complete the ECN tag register as described above. The Inspector will annotate the ECN number(s) applied to the equipment items on the SAP or AMMS receipt documentation for reference purposes. Once these steps are completed, the material will be processed for delivery to the end user.

6.1.4 Reporting Tagged Equipment to the Equipment Management Branch

All items tagged in Receiving, regardless of the method by which they were procured, must be reported to the Equipment Management Branch so that the Equipment Master Record (EMR) can be created in the NASA property system. To this end, the Inspectors will complete a GSFC 20-67, Receiving Equipment Tagging Report, for every item that they apply a NASA equipment barcode tag to. The Inspector will attach copies of the SAP or AMMS receipt documentation, the packing slip, and/or the OF347, as applicable, to the GSFC 20-67 and give the entire paperwork package to the Equipment Management Branch each work day. This documentation is not required for equipment items that receive a NF1517 or NF1517a property decal only.

6.1.5 Tagging in Division

Some equipment items delivered to Receiving are unable to be tagged by Receiving personnel at the time of receipt. For example, crated items marked "do not open", internal components, software, etc. When these situations arise, Receiving personnel shall process the material as a tag in division (TID) as described below.

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If the TID materials were purchased on a SAP or AMMS purchase order, the Inspector shall mark all copies of the SAP or AMMS receiving documentation with the words “tag in division”. A copy of the SAP or AMMS purchase order and the accompanying packing slip will be given to the Equipment Management Branch at the end of each day so that the Equipment Management Branch can arrange to have the material properly tagged at the end users location.

If the TID materials were purchased using a Government credit card, the Inspector will make a copy of the packing slip and all documentation that accompanied the shipment, write the words “tag in division” on the packing slip, and provide that paperwork to the Equipment Management Branch at the end of each work day so that they can arrange to have the material properly tagged at the end users location.

6.2 Shelf Life Materials

The receipt and processing of incoming SAP and AMMS purchased materials which contain a shelf life shall be performed in accordance with GPR 4100.1, Management of Shelf-Life Items. Ensure, whenever practicable, the unit or container is marked with the month and year of manufacture, shelf-life period, production and batch number on all shelf-life items procured from other than government sources of supply.

6.2.1 Age on Delivery

- a. Ensure, whenever practicable, any delivery of shelf-life material meet the following age on delivery requirements from the date of manufacture:

Shelf-Life Period	Maximum Age on Delivery
25 months or more	6 months
19 - 24 months	4 months
13 - 18 months	3 months
7 - 12 months	2 months
6 months or less	1 month

Items purchased using Government credit cards are not inspected by Receiving personnel. As a result, the organization that purchased and received the shelf-life items is responsible for all shelf-life requirements.

7.0 Processing Materials for Delivery to End User

So that Receiving can maintain accountability for all items received, all materials leaving Receiving shall be signed for by the Transportation driver picking up the material. The Transportation driver will then obtain a signature from the person accepting receipt of the delivered material and provide that signed receipt to Receiving.

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All material leaving Receiving will be signed for by the Transportation driver who picked up the material. The Transportation driver will sign a copy of the delivery paperwork, including all copies of the SAP or AMMS receipt document, the 270-FORM-0006 pickup and delivery ticket. Receiving shall maintain a suspense file of all documentation that has been signed by Transportation personnel.

8.0 Lost or Damaged Materials

In the event that material is lost or damaged while in the possession and control of Receiving, the Receiving Supervisor shall report this incident to the Supply Branch Manager. Once all efforts have been exhausted to locate missing material, the following procedures will be followed:

If the material is valued at \$500 or less, the Receiving Supervisor will complete an inventory adjustment document and provide it to the Supply Branch Manager for approval. The inventory adjustment document will detail a summary of the events surrounding the missing items and the actions taken to find the materials. The inventory adjustment document will be signed by the Supply Branch Manager and provided to the Code 273 Supply and Equipment Management Officer, or designee, for their signature in accordance with NPR 4100.1.

If the material is valued at \$500 or more, the inventory adjustment document must also be signed by the Inventory Adjustment Officer. If there is reason to believe that the missing material is a result of carelessness or misappropriation of property, a survey report will be provided in accordance with NPR 4200.1

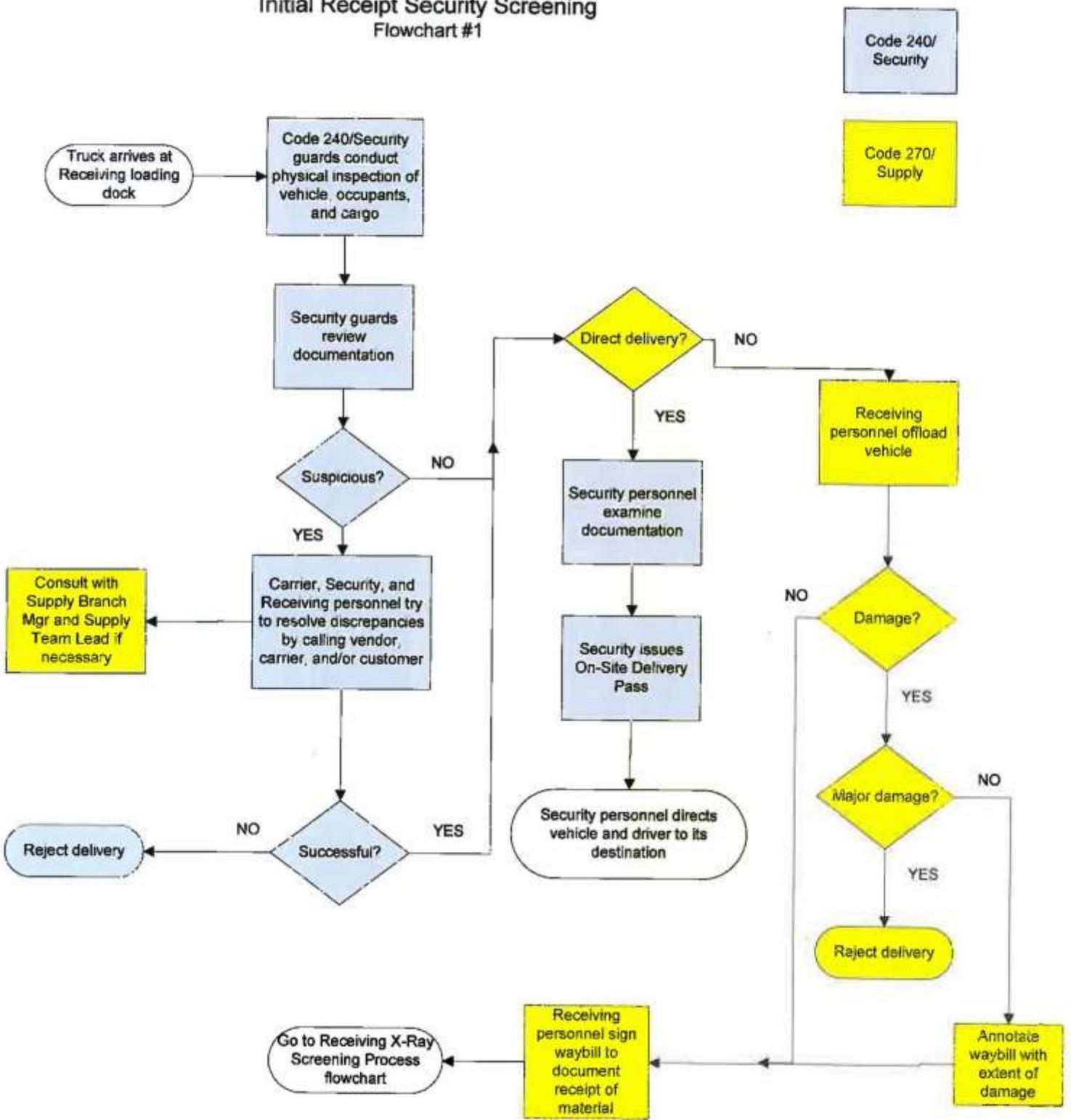
If theft is suspected, Protective Services is contacted immediately.

9.0 Return to Sender Materials

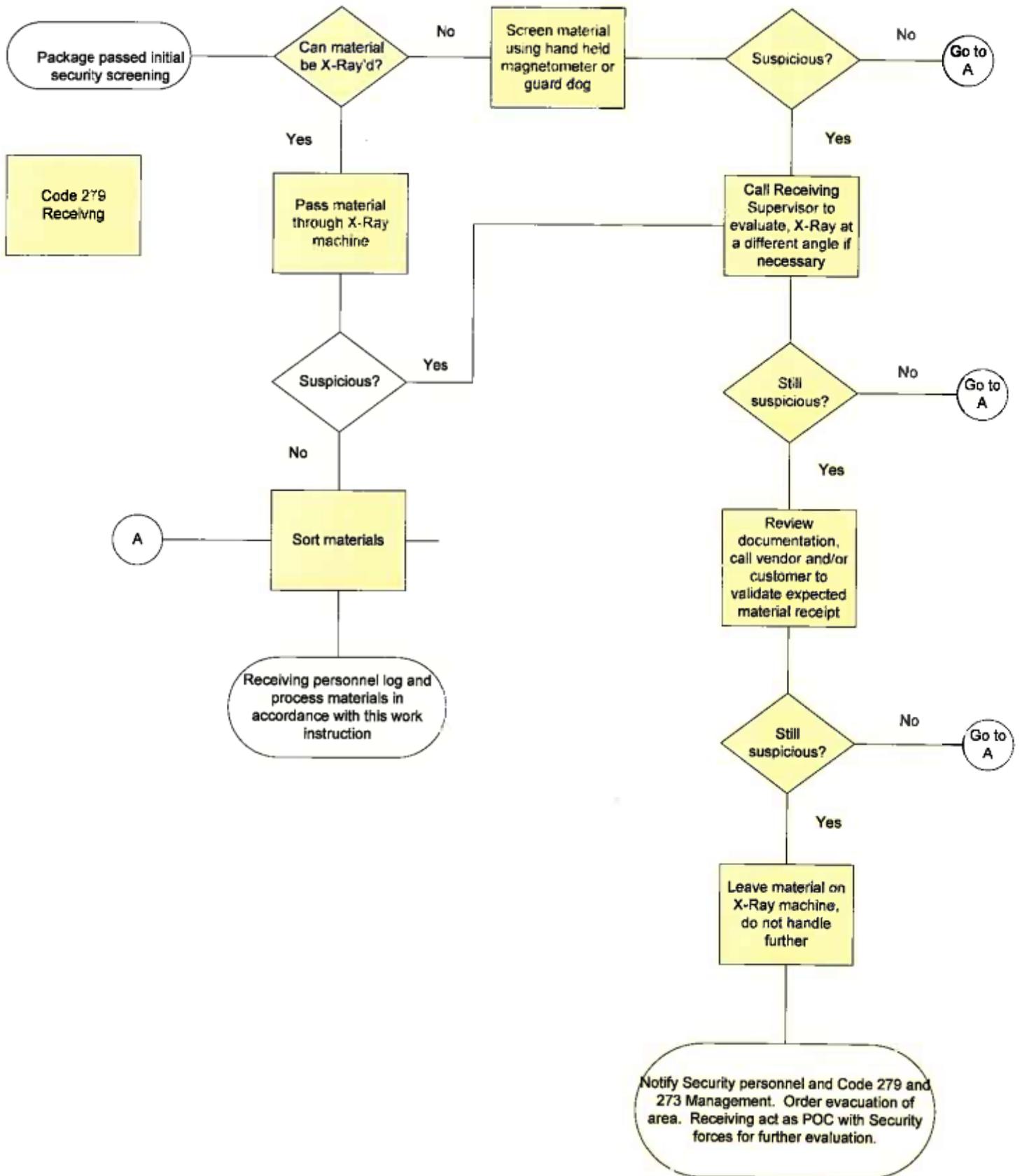
Occasionally, packages are received in Receiving for which the addressee is unknown or no longer employed at GSFC. When this occurs, Receiving personnel will make every attempt to locate an alternate GSFC delivery address. When an alternate delivery address cannot be determined or if a Center customer refuses to accept delivery of the materials, Receiving personnel will process the material as a return to sender.

To document the return of the material, a Receiving employee shall complete a 270-FORM-0142, Return to Sender Control Log. This log shall be completed for all packages that are returned or picked up from a vendor or carrier for which the vendor or carrier has no documentation for the return of the material. Once the Return to Sender log has been fully completed by the Receiving employee, the person accepting the package is required to sign the log to acknowledge receipt of the material.

Initial Receipt Security Screening Flowchart #1



Receiving X-Ray Screening Process flowchart



APPENDIX A - DEFINITIONS

A.1 AMMS – The Advanced Materials Management System. A government database used by the Information and Logistics Management Division support contractor to purchase, receive, and inventory ILMD purchased materials. Central Receiving personnel have access to the Receiving module of AMMS in order to document the receipt of incoming materials.

A.2 Critical Lift: Involves lifting and lowering operations involving special, high dollar one-of-a-kind items such as spacecraft, major facility components whose loss would have serious programmatic impact.

A.3 Customer Supplied Product -Any product, including materials, parts, fixtures, items, or assemblies provided by an external GSFC customer for incorporation into GSFC product, testing, or for activities relating to the development of a GSFC product.

A.4 ECN: Equipment Control Number used to track controlled material in the NASA SAP N-Prop system.

A.5 ESD Material: Material that is sensitive to electrostatic discharge. Special handling required and must be performed by ESD certified employees only.

A.6 Goddard Logistics Technical Information Contractor (GLTIC) – the Code 270 contractor responsible for the daily operation of Receiving at the Greenbelt site. GLTIC personnel are required to adhere to the requirements and procedures set forth in this work instruction.

A.7 Hazardous Material: Toxic, flammable, reactive, or corrosive substance as specified by the Department of Transportation regulations in Title 49, Code of Federal Regulations. There are 9 different classes of hazards: Class 1 Explosives, Class 2 Gas- Flammable, Non-Flammable and Toxic, Class 3 Flammable Liquid, Class 4 Flammable Solid, spontaneously combustible, and dangerous when wet, Class 5 Oxidizer, Organic Peroxide, Class 6 Toxic Inhalation Hazard, Poison, and Infectious Substance, Class 7 Radioactive, Class 8 Corrosive, and Class 9 Miscellaneous hazardous material.

A.8 Kind, count, and condition inspection – Describes the basic inspection that is performed by Central Receiving personnel on all incoming GSFC and ILMD purchased materials. These terms have the following meaning:

- a. Kind – ensures that the part number and description match what was purchased.
- b. Count – confirms that the quantity received matches the quantity purchased in the purchasing documentation.
- c. Condition – visual inspection to determine if material damage is present.

A.9 Receiving Inspection Instructions: Technical guidance provided by the initiator of procurement, included in the procurement package, and directed at Code 270 Receiving Inspectors.

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A.10 Project Parts - EEE parts or mechanical hardware that are obtained by the Code 279 Project Parts Section for distribution to projects or stock. These parts may be used by the projects for engineering and/or flight equipment.

A.11 Receiving Inspection – The inspection performed on a product during initial receipt after it has been acquired is to verify that specified requirements for the product have been met. As a minimum, a kind, count, and condition inspection shall be performed (see definition A.4). Additional inspections and tests (e.g., dimensional testing) may also be performed as part of the receiving inspection process if requested by the acquisition initiator/customer/owning organization upon submittal of the purchase request. These additional inspection/acceptance requirements shall be placed on a GSFC FORM 20-2. Receiving inspection is not required for subsequent receipts of the product when it has been performed previously. For example, receiving inspection is not required for returning products that were temporarily located at off-site locations.

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Appendix B – Acronyms

AMMS	Advanced Materials Management System
CSP	Customer Supplied Product
ECN	Equipment Control Number
EMR	Equipment Master Record
ESD	Electrostatic Discharge
HMMS	Hazardous Materials Management System
ILMD	Information and Logistics Management Division
PDL	Product Design Lead
RITF	Receiving, Inspection and Test Form
SAP	Systems, Applications, and Products
TID	Tag in Division
WOA	Work Order Authorization

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	1 Oct 98	Initial Release
A	1 Feb 99	<ul style="list-style-type: none"> • Adds information on Quality Records to section P4. • Section 5.5 updated to show that NSROC contractor receives explosive material. • Adds section 9.1.3 on additional requirements for receiving material that fall under the Goddard QMS. • Sections 5.7 and 9.0.3.2 modified to describe handling requirements for radioactive materials and equipment containing radioactive sources. • Adds section 9.14 on Nonconformance Reporting.
B	27 Apr 99	<ul style="list-style-type: none"> • 9.1.3 Updates procedures for handling QMS products • 9.3.1 & 9.3.2 Updates procedures for Receiving Inspectors • Modify section 9.11 to show that an NCR is required when a 20-6 is filled out and entered into the Reject Log for QMS material • 9.16 Add wording to indicate that all audit discrepancies will be documented with an NCR • 9.16.1 Update NCR organization with correct project name and lead designation. • Modify P10 Flow Diagram to show that an NCR is required when a 20-6 is filled out and entered into the Reject Log for QMS material
C	1 Jun 99	<ul style="list-style-type: none"> ▪ Modified P4 to include proper Record Retention Schedule.
D	21 Jun 99	<ul style="list-style-type: none"> • 9.0.3.1 Remove references to Standard Operating Procedures and insert performance metrics • 9.1.3 Modify procedures for QMS Material and Non-Conformance Reporting • 9.8.3 Modify material movement procedures for Wallops
E	12 Jul 99	<ul style="list-style-type: none"> • 9.1.3 Modify procedures for QMS Material to require that QMS material received without a WOA will be held in Receiving pending creation of a WOA by the end user. Exceptions for urgent releases
F	13 Aug 99	<ul style="list-style-type: none"> • Modified 9.16 to provide for both major and minor non-conformances.

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Revision	Effective Date	Description of Changes
G	01 Jun 01	<ul style="list-style-type: none"> • Converted to most recent WI format template. • Modified 4. paragraph to be consistent with P10 Flow Diagram • Modified P5 a. to add reference to 279-PLAN-1700.1.1, Health, Safety & Environmental Plan. • P6 References – added “e” Equipment Management Standard Operating Procedures • P6 References – added “f” Code 279 Hazardous Materials Management Plan • P6. References. Add g. “Code 279-Plan-1700.1.1 Health, Safety & Environmental Plan”. • Modified paragraph references throughout document to match revised template format. • Modified Flow Diagram to match new paragraph numbers.
H	17 Oct 03	<ul style="list-style-type: none"> • To discontinue use of GSFC Form 20-13 Receiving and Inspection Report • Update training requirements • Update and expand metrics and quality control procedures • Describe Receiving Supervisor interaction with customers regarding priority handling of material needed to support operational schedules. • Describe post-9/11 receiving security changes including addition of flowcharts to depict X-Ray screening and security screening requirements • Add procedures for receiving taggable equipment ordered by government credit card • Converted to new template format. Modified paragraphs appropriately. • To remove references to WFF except for Section 3.2. • 9.4.6 - Added sentence to describe timely handling of capital equipment • Changed Title of Work Instruction from <i>Receiving Institutional Project Controlled and Government Procured Equipment and Material</i> to <i>Receiving Operations</i> • Added Section 2.3 <i>Receiving Contractor Bids</i> • Changed reference NHB 4200.1 Equipment Management System to NPG 4200.1 NASA Equipment Management Manual. • Changed reference to NPG 5300.4 to NPG 8735.2 • Changed Code 205 to Code 240 in Flowchart for Security • Attachment 11 – <i>Controlled Equipment Cost</i> deleted – no longer in use

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Revision	Effective Date	Description of Changes
		<ul style="list-style-type: none"> • Section 7 <i>Screen For Inclusion In NEMS</i>, Item b. Changed non-controlled equipment to be tagged with a silver ball from less than \$100 to less than \$500. • Section 9.2d changed non-controlled equipment not designated as sensitive for acquisition cost of less than \$1000 to less than \$5000. • Section 18 <i>Controlled Equipment Tagged in Division</i>, Second Paragraph, Item b. Note – Change “If an item is older than 6 months process the FOS” to <i>one year</i>. • Reference NG 5300 4 (3L) changed to NSTD 8739.7
I	7 Feb 05	<ul style="list-style-type: none"> • Deleted Section 8 “Enter NEMS Data on Purchase Order and in CHIRPS • Changed Non-conformance Management Sections 19.1-19.3 (new Section 18) to most up-to-date information • Added Section 2.1.1 Dock Master • Changed 2.2 Initial Receipt –Security Screening from All Deliveries to GSFC will be initially screened by “onsite security” to “The Dockmaster”. • Added flowchart “Dock Master Decision Flow: Direct Delivery or Process Through Receiving”. • Changed Delivery hours for receiving from 7:00a.m. to 7:30a.m. • Deleted Section 3.3 Material Receipt Screening “c” – no longer enter purchase order into the Small Purchasing System (SPS). • Removed various references to the Small Purchasing System and added “SAP” System • Section 4.2 Inspection Copies of the Purchase Order “e” – changed to #5 Copy kept by receiving as proof that it is being delivered. • Section 9.4 Tagging Instructions – System of numbering has been changed to NNG04XXXXX • Section 11.1 Material Control Clerk “b” – Deleted Upon receipt of copies the Material Control Clerk will make a copy to be retained and Send the signed copy to Code 151.3A. • As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information.

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Revision	Effective Date	Description of Changes
		Administrative changes were made throughout to correct responsible organization names and codes, and to re-title Goddard Procedures and Guidelines (GPG) to Goddard Procedural Requirements (GPR) and NASA Procedures and Guidelines (NPG) to NASA Procedural Requirements (NPR).
J	16 Nov 05	<ul style="list-style-type: none"> • P.6.h Inserted instructions for reporting hazardous materials incidents in accordance with CFR49 171.15 and 16 • P.6.h Inserted instructions for spill response on the Receiving loading docks • P.7.b added requirement for annual Storm Water Pollution Prevention training for Receiving Supervisor and Dockmaster
J	14 May 06	<ul style="list-style-type: none"> • Administratively updated to reflect a change in the owning organization code from 230 to 270.
K	30 Sept 11	<ul style="list-style-type: none"> • Changed all LMD references to ILMD • All references updated to reflect changed documents • Consolidated and updated forms used in Receiving • General re-write of entire document to bring it in line with current processes and to reorganize the data
L	12 Feb 16	<ul style="list-style-type: none"> • P3 Removed GSFC-WM-001, Workmanship Manual for Electrostatic Discharge Control • P3 Removed GSFC 20-6 , GSFC 24-13, GSFC On-Site Delivery Pass and 270-FORM-0065, Priority Package Receipt and Delivery Log • P8 Changed SF 347 to OF 347 • P8 Removed GSFC 20-6 • P9 Changed the contract to Goddard Logistics and Technical Information contract • Replaced GSFC Form 20-2, Receiving Inspection & Test Form (RITF) with 20-2 Receiving Inspection & Test Form • 1.1.3 Deleted Assist trucking companies to ensure all required information for processing a delivery through Receiving is available; • 1.1.3 and 1.1.5 combined both duty descriptions into one area assigned and changed title to Warehouseman • 1.1.4 Replaced WOA reference with RITF • 2.1 Replaced Security with GSFC Protective Services

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EXPIRATION DATE: 02/12/2021

Revision	Effective Date	Description of Changes
		<ul style="list-style-type: none"> • 2.1 Removed GSFC Form 24-13 and replaced with GSFC Official Delivery Pass • 2.3 Removed GSFC Form 24-13 and replaced with GSFC Official Delivery Pass • 3.1 Contractor bids-removed Receiving Supervisor and replaced with Receiving personnel. • 3.1 Flight Parts removed WM reference and replaced with 300-PG-8730.6, GSFC Electrostatic Discharge (ESD) Control Plan • 3.1 Customer Supplied Product- Removed Work Order Authorization (WOA), GSFC 4-30 and replaced with Receive Inspect & Test Form GSFC Form 20-2 • 4.1 Removed Express/priority packages will be processed by Receiving personnel for delivery within eight (8) hours of receipt in accordance with contractual performance requirements. Added reference to normal Transportation delivery schedule. • 4.1 Updated with 270-Form-006 Transportation Pick up Ticket and 270-FORM-0063 Daily Receiving Log • Section 7- removed references to Material Clerk. • 5.1.3 Deleted GSFC 20-6 and replaced with 270-FORM-0068 • 5.2 Changed reference from WOA to RITF • Appendix A-Definitions-changed the format • Appendix A-Deleted DQL & AQL bullets • Appendix A-A.7 Changed GLSC to GLTIC • Title Change from “Central Receiving” to “Receiving”