

Matters to Consider Before Making Material Recommendations



1. Scope

This work practice outlines matters that should be considered before making material recommendations to the Standards organization. A simple process for submitting these recommendations is also included.

2. Application

This work practice is directed at anyone who would like to make a recommendation to add a new stock item to the warehouse. Once a recommendation is submitted to Standards, a Standards Engineer will be assigned to the project and perform an in-depth appraisal.

3. Discussion

To help ensure the efficient and timely completion of a material recommendation, it is important that the person submitting the recommendation include as much information as possible. Such information may include:

- **A detailed description of the material**, including the major attributes of the item, especially those that distinguish it from similar items. Whenever possible, attach manufacturer literature, catalog pages, photographs, and/or drawings.
- **An application statement** describing how this new material is expected to be used. In other words, what is it for? Such information is necessary for a Standards engineer to perform an appraisal.
- **Estimated usage**; how many units are expected to be issued in a year.

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- If applicable, changes to any **laws, code, or industry standards** that prompted the recommendation.
- If applicable, the **stock number the item that this item would be replacing**. In this case, include an explanation of why this would be a preferable product. Is there a history of the existing item failing in service, or other issues to note that support a replacement item?
- For chemical products, a **Material Safety Data Sheet (MSDS)** is required. Note: If the manufacturer claims its product is a trade secret, the ingredients will not be listed on the MSDS.

4. Submittal Checklist

Send an **email** to the Standards Supervisor with the following:

- Description of the material item
- Description of what the item will be used for
- Reason for adding item (failure issues with existing stock item, new technology, change to law, code, regulation, etc.)
- Estimated usage
- Stock number(s) of item(s) that the recommended item would replace, if applicable
- Scan or pdf of manufacturer specification sheet or catalog entry
- Scan or pdf of MSDS, if applicable

5. Evaluation

Once the Standards Supervisor receives the recommendation, a Standards engineer will be assigned to the project. The Standards engineer will:

- Determine if there are any safety or environmental issues to consider. If so, the engineer will forward Stock Recommendation form(s) to Safety and/or Environmental, where the recommendation will be reviewed, and approved or rejected.
- Assemble and review technical literature and industry standards.
- Coordinate Material Control review.
- Identify and review suppliers.
- Review effect on other related material items, if applicable.
- Make a determination (approve or reject).

6. Notification of Determination

Once the Standards engineer makes a determination to approve or reject the material recommendation, an email will be sent to the person who submitted the recommendation informing them of the decision.

If the material recommendation is approved, the Standards engineer will complete and submit to Material Control a Stock Recommendation form(s) as appropriate, and obtain a new stock number(s) from Asset Suite. The new stock number(s) will be included in the email to the requestor.

If the material recommendation is rejected, the email will include an explanation of the rejection. A recommendation will be rejected due to either (1) incomplete or inconsistent documentation or (2) lack of a strong business case, which may include high cost, low usage, high comparative administrative cost, unclear stated application or need, and/or unacceptable health/safety/ environmental risk.

Approved material items will be included as an agenda item for the appropriate Standards Committee meeting(s).

7. Sources

Seattle City Light Department Stock/Spares Recommendation form 761-L (7-03);
2003

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