

## PPD Charging Practices

effective FY20

### Training, Management, & All-Hands

Activity	Chargeable Task	Examples
General Training	40PD_40PD.00.01_General Training	General training requirements/courses common across the lab. Includes all safety training offered labwide such as: CPR, GERT, radworker, crane, LOTO, forklift, electrical, tech shop, etc. And, Labwide licensed software training such as Office, Windows, MacOS, Unix.
Management Training	40PD_40PD.00.01_General Training	General management & supervision courses such as: Fermilab functions, Interaction Management, Managing Within the Law, etc.
Job Specific Training	Charge to benefitting B&R Project/Task. Check with supervisor for Project/Task number.	Time spent on training for experiment DAQ operation or analysis software, cryogenic controls, scintillator extrusion and testing, and GD&T spatial analyzer. Also, training in the operation of specific machines such as: component measuring machines, wire bonders, laser tracking interferometers, routers, lathes, mills, and dicing machines.
Training No-Show Fees	Charged to B&R Project/Task that would have benefitted.	No-show fees for missed training courses are charged to the department or B&R in which the employee resides.
Management & Supervision	40PD_40PD.00.02_PPD Mgmt & Suprvsn	PPD management and supervision activities. Includes ITNA reviews, budget planning, performance reviews, timecard review & approval, B&R owner management & planning.
All-Hands Meetings	40PD_40PD.00.01_General Training	Time spent at all-hands meetings for Fermilab, CRO, and PPD.

### Building-related

Activity	Chargeable Task	Examples
Building Management	40PD_40PD.01.02.02_DDOD Bldg Mgmt	PPD building management activities such as ES&H compliance, maintaining long-term maintenance agreements, and overseeing space allocation and usage.
Building Improvements & Cleanup	40PD_40PD.01.02.03_DDOD Clnup BMod	PPD building improvement activities such as upgrades and modifications that extend the useful life of the building, and work space cleanup of PPD areas.
Building Maintenance	40PD_40PD.01.02.04_DDOD Bldg Repair	PPD building maintenance activities such as general building repairs and preventative maintenance of plant physical equipment.
Meeting Room Modifications	40PD_40PD.01.01.20_Mtg Room Mods	Modifications and upgrades of PPD meeting rooms. Includes adding Zoom capabilities, room repairs, and replacing or maintaining peripherals.
Moving and Office Configuration Expenses	40PD_40PD.01.01.21_Moves & Ofc Configs	Expenses associated with moving office locations, configuring new office spaces, & re-configuring existing office spaces. Includes name plate machining & installation.

### Conferences & Workshops

Activity	Chargeable Task	Examples
Conferences, Workshops, & Colloquia	Charge to activity, program, or project supporting the work	Conference, Colloquia and Workshop Activities - such as Conference Travel, Attendance, Presentations

### Reviews\*, Committees, and Outreach

Activity	Chargeable Task	Examples
Internal PPD Specific Reviews*	40PD_40PD.00.04_Intrnl PPD Spec Rvws*	Time spent serving on internal reviews specifically related to PPD-hosted activities and projects. Includes projects such as: HL LHC Det. Upgrade, Mu2e, SCDMS, ADMX, CMB-S4. Not to be used for travel costs.
Internal non-PPD Reviews*	40PD_40PD.00.05_Intrnl non-PPD Rvws*	Time spent serving on internal reviews for non-PPD-hosted projects, programs, experiments or operations. Such as: LBNF, PIP-II, LCLS II, HL LHC AUP, ND, and SBN. Not to be used for travel costs.
External Reviews*	40PD_40PD.00.06_External Reviews*	Time spent serving on external reviews on non-Fermilab projects or committees. Includes activities such as serving on DOE comparative review panels, DOE-wide ECA reviews, reviews of SBIR proposals, etc. Travel allowed. Should not be used for white papers related to your B&R.
Engineering Design Reviews*	Charge to activity, program, or project supporting the work to which the related engineering labor was charged	Serving as a reviewer for on engineering design reviews.
Prep for Reviews (you are being reviewed)	Charge to activity, program, or project supporting the work	Preparation to be reviewed by DOE or internal reviews of Fermilab projects/programs/activities. Includes prep for comparative reviews of your B&R.
Labwide Committees & Working Groups	40PD_40PD.00.03_Lab Committee & Grps	Time spent participating in labwide committees such as LDRD, Wilson and Lederman Fellows, EAG, D&I resource groups, and standing ES&H committees. Also includes working groups or user testing to benefit labwide initiatives such as BPS, climate survey improvements, and WH space planning. Not to be used for travel costs.
General Outreach & Mentoring	40PD_40PD.01.01.06_PPD Outreach	Time spent participating in labwide outreach activities such as mentoring, tours, education services, and internship program management.

**\* ALWAYS CHECK WITH SUPERVISOR & DEPARTMENT HEAD BEFORE AGREEING TO BE A REVIEWER**

# PPD Effort Reporting Guidance - COVID-19

Generally, **non-managers** will use the **impact** code, and **managers** will use both **response** and **impact** codes. **Scientists** and **RAs** will still use their **homecode** unless directly involved in the COVID response.

**Are you doing the tasks that you would have been doing regardless of the COVID-19 situation?** This includes taking training that is on your ITNA, and scientists doing research.

Yes

**Effort report as you normally would.**

No

**Are you responding directly to the COVID-19 situation?**

What is considered as responding to COVID-19? Examples with *typical employee*:

- Crafting and implementing lab-wide policies and procedures – *Chiefs*
- Assisting with the implementation of lab-wide policies and procedures – *Division & department managers*
- Meeting with suppliers/contractors to address the operational impacts of COVID-19 restrictions – *Division & department managers*
- Participation on committees charged with monitoring COVID-19 impacts and restrictions – *Division managers*
- Effort related to transitioning the lab into COVID safe mode (securing areas, turning off equipment, arranging for visitors to return home early) – *Department managers & their reports*
- Effort related to investigating suspected COVID-19 cases – *Division & department managers*
- Time spent exiting the lab from COVID safe mode – *Department managers & their reports*

Yes

No

**Charge the **Impact** COVID code that most closely reflects the benefitting B&R.** PPD Impact task codes end in odd numbers. If the benefitting B&R isn't clear, use the same B&R as your homecode. Examples and B&R:

- **General training** that is not required to satisfy ITNA → Program Support (40PD.00.07)
- **Management** finding alternative work for employees → Program Support (40PD.00.09)
- **Non-management** taking job-related training (not on ITNA), writing procedures, or working on alternative or non-routine duties → depends on the area or experiment
  - Scanning drawings as part of building cleanup → CSS (40PD.00.11)
  - g-2 operations, Mu2e operations, Process Controls homecode, Detector Fabrication homecode → Detector Ops (40PD.00.13)
  - SiDet, Test beam, CDT → Test facilities (40PD.00.17)
  - Alignment department → Accelerator Ops (40PD.00.15)

Start date for impact codes: March 23, 2020

**Charge the **Response** COVID code that most closely reflects the benefitting B&R.** PPD Response task codes end in even numbers. If the benefitting B&R isn't clear, use the same B&R as your homecode. Examples and B&R:

- **Management** assisting with lab or division planning or implementation, or suspected case investigation → Program Support (40PD.00.08)
- **Non-management** planning or implementing COVID safe mode → depends on the area or experiment
  - g-2 hall → Detector Ops (40PD.00.12)
  - SiDet, Test beam, CDT → Test facilities (40PD.00.16)
  - Extra building walkthroughs → CSS (40PD.00.10)
  - Alignment department → Accelerator Ops (40PD.00.14)

Start date for response codes: March 1, 2020

Groups that might use this code	Task Type	Task Number	Task Name	Task Description	B&R
All groups that would use 40PD.00.01 General Training	Impact	40PD.00.07	Alt Training COVID	General training beyond ITNA requirements, for use during COVID safe mode. Not to be used for training required to satisfy ITNA.	Program Support
Managers, supervisors	Response	40PD.00.08	PS Response COVID	PPD Program Support effort to respond to COVID-19. For creating or implementing new policies or procedures, transitioning into or out of COVID safe mode, investigation of suspected cases, extra PPE or cleaning services. Not for ops or bldg response.	Program Support
Managers, supervisors, all groups with a program support homecode.	Impact	40PD.00.09	PS Alt COVID	To capture PPD effort redirected from planned on-site work or routine duties (including project, ops, R&D) due to COVID-19 site restrictions. Includes program support homecode effort for non-routine job duties to remain engaged.	Program Support
Building Management	Response	40PD.00.10	Bldg Response COVID	PPD CSS or building related effort to respond to COVID-19. For creating or implementing new policies or procedures, transitioning into or out of COVID safe mode, investigation of suspected cases, extra PPE or cleaning services.	CSS
AMD, DDOD, EED, MED	Impact	40PD.00.11	CSS Clnup Alt COVID	To capture PPD effort redirected from planned on-site work or routine duties (including project, ops, R&D) due to COVID-19 site restrictions. Includes CSS effort for non-routine job duties, such as scanning drawings for building cleanup.	CSS
Process Controls, Shift Ops, g-2, Mu2e, Detector Fabrication	Response	40PD.00.12	MuOps Response COVID	PPD Muon Ops & Detector Ops effort to respond to COVID-19. For creating or implementing new policies or procedures, transitioning into or out of COVID safe mode, investigation of suspected cases, extra PPE or cleaning services.	Detector Ops
Process Controls, Shift Ops, g-2, Mu2e, Detector Fabrication	Impact	40PD.00.13	MuOps Alt COVID	To capture PPD effort redirected from planned on-site work or routine duties (including project, ops, R&D) due to COVID-19 site restrictions. Includes Muon Ops and Detector Ops homecode effort for non-routine job duties to remain engaged.	Detector Ops
Alignment	Response	40PD.00.14	AccOpsResponse COVID	PPD Accelerator Ops effort to respond to COVID-19. For creating or implementing new policies or procedures, transitioning into or out of COVID safe mode, investigation of suspected cases, extra PPE or cleaning services.	Accelerator Ops
Alignment	Impact	40PD.00.15	AccOps Alt COVID	To capture PPD effort redirected from planned on-site work or routine duties (including project, ops, R&D) due to COVID-19 site restrictions. Includes Accelerator Ops homecode effort for non-routine job duties to remain engaged.	Accelerator Ops
Test Beam, SiDet	Response	40PD.00.16	DetTF Response COVID	PPD Detector Test Facilities effort to respond to COVID-19. For creating or implementing new policies or procedures, transitioning into or out of COVID safe mode, investigation of suspected cases, extra PPE or cleaning services.	Detector Test Facilities
Test Beam, SiDet	Impact	40PD.00.17	DetTF Alt COVID	To capture PPD effort redirected from planned on-site work or routine duties (including project, ops, R&D) due to COVID-19 site restrictions. Includes Detector Test Facilities homecode effort for non-routine job duties to remain engaged.	Detector Test Facilities