

**PPD Administrative Procedure
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<u>Chapter #</u>	<u>Description</u>	Revised	Revision Date	Revision Due Date
PPD_ADMIN_001	Division Office Signature Approval	Luz Jaquez	1/17/2014	1/17/2015
<i>PPD_ADMIN_003</i>	<i>RETIRED - PPD Implementation of Fermilab's Anti-Harassment Policy</i>	<i>Retired</i>	<i>3/11/08</i>	<i>Retired</i>
PPD_ADMIN_004	Management of Supervisory Working Personnel Files	Elaine Phillips	2/11/2013	2/11/2015
PPD_ADMIN_005	Experimental Areas Tour Requirements	Nathan Duff	4/17/2012	4/16/2015
PPD_ADMIN_006	Employee Temporary Reassignment within PPD	Elaine Phillips	2/11/2013	2/11/2015
PPD_ADMIN_007	Travel Authorization Policy	Luz Jaquez	4/25/2014	4/25/2016
<i>PPD_ADMIN_011</i>	<i>RETIRED - New Employee Work Place Orientation</i>	<i>Retired</i>	<i>4/16/2012</i>	<i>Retired</i>
PPD_ADMIN_012	Absence From The Laboratory	Luz Jaquez	1/02/2014	1/1/2015
PPD_ADMIN_015	Warehouse Storage Request Form	Elaine Phillips	2/11/2013	2/11/2015
<i>PPD_ADMIN_017</i>	<i>RETIRED - Critical Sys. & Sys Requiring Special Read Protection</i>	<i>Retired</i>	<i>3/13/08</i>	<i>Retired</i>
PPD_ADMIN_018	Purchase Requisition Guidelines	Luz Jaquez	1/31/2012	1/31/2014
<i>PPD_ADMIN_019</i>	<i>RETIRED - Policy on Computing</i>	<i>Retired</i>	<i>12/3/08</i>	<i>Retired</i>
PPD_ADMIN_020	Restrictions on Purchases & Changes to ProCards	Ami Dave	6/18/12	6/18/14
<i>PPD_ADMIN_021</i>	<i>RETIRED - Policy on Co-Op Students</i>	<i>Retired</i>	<i>3/12/08</i>	<i>Retired</i>
PPD_ADMIN_022	Employee Transfer/Termination Checklist	Elaine Phillips	2/11/2013	2/11/2015
PPD_ADMIN_023	Policy on Loan Agreements	Elaine Phillips	2/11/2013	2/11/2015
PPD_ADMIN_024	PPD Employee Recognition Safety Award Program	Rob Bushek	4/11/2012	4/11/2015
PPD_ADMIN_025	<i>RETIRED - Data Support Group Policy Microsoft Software Licensing</i>	<i>Retired</i>	<i>12/3/2008</i>	<i>Retired</i>

PPD_ADMIN_026	PPD Guest And Visitor Procedure	Stephanie Schuler	4/2/2014	4/2/2017
PPD_ADMIN-027	Loaner Bicycle Program	Angela Sands	4/16/2012	4/16/2014
PPD_ADMIN_028	Building Management Policy	Rick Ford	5/9/06	5/9/08
PPD_ADMIN_029	Calibration Policy	Rob Bushek	4/10/2012	4/10/2016