

Policy: Property Management – Management of Stores Operations

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

Management of Inventory in Stores Operation

1. Purpose

The purpose of the policy is to establish the expectations for the management of stores inventories in accordance with 41 CFR 109.

2. Scope / Applicability

This policy applies to all personnel, activities and processes related to managing stores inventories at FNAL.

3. Policy

- 3.1. FESS LPC manages one central stores operation and multiple satellite storage facilities, which contain common use items and facilities management parts.
- 3.2. Store's inventory is procured, received, inventoried and issued in Computerized Financial Management System.
- 3.3. Inventory Records are maintained in Computerized Financial Management System on a perpetual basis in accordance with 41 CFR 109-1.5108-3.
- 3.4. Physical Inventories for Stores Operation are conducted using statistical generated daily cycle counts in accordance with 41 CFR 109-1.5110.

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3. **The LPC-Inventory Control Supervisor** is responsible for following the guidance within this policy.

5. Definitions

N/A

6. Resources / Supporting Documents

6.1. Regulation: 41 CFR 109-1.5108-3

6.2. Regulation: 41 CFR 109-1.5110

6.3. Procedure: Property Management – Parts Ordering for Stores Operations

6.4. Procedure: Property Management – Entering a PO Receipt

6.5. Procedure: Property Management – Issuing Stores Material

6.6. Procedure: Property Management – Conducting Cycle Counts

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

8. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:33:18 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 20:19:51 -05'00'</small>