

Procedure: Property Management – Pick Up and Delivery From Logistics and Property Control (LPC) Facilities

Revision	0
Effective Date	TBD
Management System	Property
Owner	Property and Infrastructure Management System owner
Review Cycle	Every 3 years

Stockroom, Receiving and Distribution deliveries and emergency pick-ups.

1. Purpose

This procedure outlines the process to receive stock and goods from FESS LPC.

2. Procedure

2.1. Stockroom

2.1.1. Requests may be made online, by phone, by fax, or in person for emergency requests.

2.1.2. Requests contain the FNAL badge number, project/task number, item number and quantity (if you want any backorder filled) and delivery location.

2.1.3. Parts which must be filled immediately to prevent job-shutdown or to remedy a safety hazard may be picked up in person. Contact extension 3825 or 3808 to make arrangements to pick up material in this emergency.

2.1.4. For after hours requests that are emergencies, contact security dispatch to get access to warehouse 1. Complete issue transaction form including FNAL badge number, project / task, part number and quantity withdrawn.

2.2. Shipping

2.2.1. Offsite shipping requests are completed through the Service Now application.

2.2.2. Shipments off-site require a material move request (MMR) to be processed.

2.2.3. Requests are picked up onsite through the dispatch operation and delivered onsite or bought to the shipping department for further processing.

2.3. Receiving

2.3.1. All inbound shipments are processed through the receiving department.

2.3.2. Expedited delivery requests or emergency pickups must be scheduled through the receiving/distribution operations and must include pertinent shipment details – procard number, purchase order number or tracking number for shipments that do not contain a Fermilab order number. Contact extension 3542 – receiving and 3132 – distribution operations.

2.4. Delivery and Pickup of Material

All deliveries and pickups must be scheduled through the LPC dispatch team.

Deliveries are typically made within one business day of scheduling.

2.4.1. Scheduling can be done online through Service Now or by phone by calling extension 3132.

2.4.1.1. Distribution will schedule and deliver throughout the day to all areas of FNAL.

2.4.1.2. Expedited pickups and deliveries for receiving or stockroom are also scheduled through distribution, receiving or stockroom.

2.4.1.3. All outbound shipments, including pickups, are scheduled through distribution and shipping.

3. Responsibilities

3.1. The Property and Infrastructure Management System owner approves this procedure, identifying the necessary resources and overseeing consistent laboratory compliance.

3.2. The FESS – Logistics and Property Control Department Head implements and manages changes to this procedure by assigning appropriate resources.

4. Definitions

N/A

5. Resources / Supporting Documents

N/A

6. Revision History

Version Number	Date	Author	Change Summary
0	TBD	Jack Kelly	First issuance

7. 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: 2020.08.20 08:13:37 -0500'</small>
Property and Infrastructure Management System owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2020.08.27 13:37:38 -0500'</small>