

Procedure: Property Management – Equipment Held for Future Projects (EHFFP)

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

Equipment Held for Future Projects guidance

1. Purpose

The purpose of the procedure is to describe the management of Equipment Held for Future Projects (EHFFP) at Warehouses 1 and 2 and the Railhead Operation under the Stewardship of FESS. This procedure outlines the requirements to store EHFFP and the justifications required for continued storage.

2. Procedure

The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department manages a program to accept, store, justify, maintain, and disposition property stored as EHFFP. LPC manages this program using the following processes.

- 2.1. Requestors complete a Material Move Request (MMR) form, listing property that is being requested to be stored. Requestors obtain Division/Section/Project (D/S/P) management approval, unless the requestor has prior authorization from D/S/P management to store property for future projects. The project/ experiment is listed on the MMR and the potential length of storage along with any other pertinent information as to why the property is being stored. This initial justification is approved by the requestor's supervisor and D/S/P management.
- 2.2. Before the initial justification end date, the property is re-justified by the requestor. The first and second years that the property is being retained, the justification is approved at least two levels above the requestor. For year three and beyond the justification also requires approval from the DOE Site Office.
- 2.3. Justifications are processed in Fermilab's computerized asset management system, and a hard copy of the listing is maintained by FESS LPC.
- 2.4. EHFFP property maintenance records are maintained by the custodian. If/ when preventative maintenance needs to be performed it is the responsibility of the custodian to make the appropriate arrangements to schedule the required maintenance.

3. Definitions

Equipment Held for Future Projects (EHFFP) - items being retained, based on approved justifications, for known future use or potential use in planned projects.

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this procedure, identifying the 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 procedure by assigning appropriate resources.

5. Resources / Supporting Documents

N/A

6. Revision History

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

7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:28:50 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 06:17:40 -05'00'