

## Procedure: Property Management – Storing of Property

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

How Fermilab stores personal property

### 1. Purpose

The purpose of this procedure is to define processes for personal property storage at FNAL.

### 2. Procedure

#### 2.1. Storage Availability and Priority

FNAL stores property held for future use and spares on a space-available basis. The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department manages Fermilab's two centrally managed warehousing operations where property is stored on a space-available basis and in accordance with Fermilab's mission requirements.

#### 2.2. Storage Processes

**2.2.1.** Property custodians who move property to storage without LPC assistance must complete an update to the property record in Fermilab's Self Service Property application to indicate the property's new location.

**2.2.2.** Property custodians initiate a request to move property (including to Fermilab's centrally managed warehousing or railhead operations) by completing a Material Move Request form.

**2.2.3.** Property custodians appropriately prepare property for movement and storage by securing property with protective measures including, but not limited to, special crating, packaging, environmental protection, containment, and rigging.

**2.2.4.** LPC responds to Material Move Requests with resources to safely move property to an appropriate location.

**2.2.5.** Property storage area managers store property on shelf racks, cantilever racks, or freestanding on pallets as the character of the product dictates.

#### 2.3. Safety Practices

**2.3.1.** Property storage area managers employ environmental, safety, and health protections in every handling and storage function. LPC employees take appropriate safety training related courses relevant to the working conditions to which the individual is exposed.

**2.3.2.** It is the responsibility of the Division/Section/Project (D/S/P) requesting storage and completing the Material Move Request (MMR) form to ensure that items are not radioactive and do not contain hazardous materials.

- 2.3.3.** Warehouse personnel review all incoming items for hazardous material content and radiation survey clearance prior to storage. Radioactive or hazardous materials inadvertently sent to storage will be returned to the originating organization, unless the material is being stored out at railhead which is allowed for radioactive material in certain circumstances.
- 2.3.4.** All property and equipment under the control of the Logistics and Property Control (LPC) department is only handled by LPC employees unless other specific arrangements have been made in advance.

## **2.4. Types of storage**

### **2.4.1. Indoor storage**

FESS LPC maintains two indoor storage (warehouse) facilities encompassing approximately 50,000 sq. ft. They are designed to provide secure storage including protection from environmental conditions and theft. The warehouse facilities are heated but not air conditioned or dust and humidity controlled. The warehouse facilities are Warehouse I and Warehouse II (FIMS #938 and #940)

### **2.4.2. Outdoor Storage**

Outdoor storage areas are available for the storage of property which is not sensitive to varying environmental conditions. These areas are completely exposed to natural elements. If property stored in these areas requires protection from the elements, it must be appropriately packaged by the owner prior to movement.

#### **2.4.2.1. Railhead North Hardstand**

A 588,000 ft<sup>2</sup> gravel surfaced area enclosed within a 9' chain link and razor ribbon security fence.

#### **2.4.2.2. Railhead South Hardstand**

An unfenced 98,800 ft<sup>2</sup> gravel surfaced area.

#### **2.4.2.3. Long-term Storage is defined as storage for a period exceeding twelve (12) months.**

## **2.5. Placing items in storage**

Property custodians' requests for storage are processed when they are accompanied by a completed Material Move Request Form (MMR). The MMR is considered complete when:

- The hazardous materials and radiation survey sections have been endorsed by a qualified individual.
- It has been approved and signed by the appropriate Division/Section/Project Head or a designated alternate.

## **2.6. Retrieving items from storage**

**2.6.1.** Property is released from inactive status upon request of the person listed as the custodian in the computerized asset management system.

**2.6.2.** Property is also released from inactive status upon the request of the custodian's supervisor or a representative with concurrence of the custodian.

## **3. Definitions**

N/A

**4. Responsibilities**

- 4.1. The Property and Infrastructure Management System Owner** approves this procedure, 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 procedure by assigning appropriate resources.
- 4.3. Fermilab Personal Property Custodians** are responsible for following guidance in this policy.

**5. Resources / Supporting Documents**

**Form:** Material Move Request Form (MMR) located at ServiceNow website

**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 <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:28:13 -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 06:14:37 -05'00'</small>