

Procedure: Property Management – Property Storage

Personal Property Manual Section	3208
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

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 Property Staff manages Fermilab's two centrally managed warehousing operations where property is stored on a space-available basis.

2.2 Storage Processes

- 2.2.1 Property custodians initiate a request to move property by completing a Material Move Request form.
- 2.2.2 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.
- 2.2.3 Property Staff coordinate with Site Services Dept (SSV) to respond to Material Move Requests with resources to safely move property to an appropriate location.
- 2.2.4 Property Staff 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 Staff employ environmental, safety, and health protections in every handling and storage function, and takes appropriate safety-related training courses relevant to the working conditions to which the individual is exposed.
- 2.3.2 It is the responsibility of the Division or Project requesting storage, and completing the Material Move Request (MMR) form, to ensure that items do not contain hazardous materials.
- 2.3.3 Warehouse personnel review all incoming items for hazardous material content and Radiation Safety Team provides 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 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 Property Staff unless other specific arrangements have been made in advance.

2.4 *Areas of storage*

2.4.1 Indoor storage

The laboratory 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 nor 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 ft² 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 ft² gravel surfaced area with a locked, gated drive.

2.5 *Placing items in storage*

Property custodians' requests for storage are processed when both the Material Move Request and appropriate Division/Project Head approval has been obtained.

2.6 *Type and Justification of Storage*

2.6.1 Spares

Equipment/Property items being held as a replacement for equipment/items in current use.

- 2.6.1.1 Accountable assets or materials are moved/entered into an inactive/storage status with the computerized asset management system.

- 2.6.1.2 Every two years, justification is obtained for spares' continued storage. The property is justified by the requestor and approved by the requestor's supervisor. An inventory listing is generated by ISD LPC and sent to each custodian, via Self-Service Property, that has Spares being stored in the facilities managed by the Logistics and Property Control (LPC) department.

- 2.6.1.3 Justifications are processed in the personal property management system, and a digital copy of the listing is maintained by the Property Office.

- 2.6.1.4 Stores 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 this required maintenance.

- 2.6.2 **Equipment Held for Future Projects (EHFFP)**
Equipment/items being retained, based on approved justifications, for known future use or potential use in planned projects will be in writing and approved by management at a level above that of the individual requesting retention of equipment.
- 2.6.2.1 Accountable assets or materials are moved/entered into an inactive/storage status with the computerized asset management system.
 - 2.6.2.2 When equipment is retained as EHFFP for longer than one year, the annual re-justification shall be reviewed at a level of management at least two levels above that of the individual making the determination to retain the EHFFP. Equipment retained as EHFFP for longer than three years should be approved by the head of the DOE field organization.
 - 2.6.2.3 Justifications are processed in Fermilab's personal property management system.
 - 2.6.2.4 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.

2.7 *Retrieving items from storage*

- 2.7.1 Property is released from inactive (storage) status upon request of the custodian, upon the request of the custodian's supervisor, or a representative with concurrence of the custodian.
- 2.7.2 Asset is updated in computerized asset management system to reflect redeployment and updated location.

3 **Responsibilities**

- 3.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 3.2 **Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 3.3 **Logistics and Property Control Department (Property Staff)** are responsible for providing estimated values of reported property and retiring the assets in the computerized asset management system (i.e., Sunflower).
- 3.4 **Laboratory Custodians** are responsible for reporting any loss, theft, damage, or destruction of property to Security Personnel as soon as practicable.
- 3.5 **Security Personnel** are responsible for providing the initial intake of loss, theft, damage, or destruction of property, developing the Security Report, managing the Security Report Database, sending notifications of the Security Report to appropriate stakeholders, and assisting the Property Staff with asset accountability management.

4 Definitions

- 4.1 **Custodian.** The individual who is responsible for the protection, control, and proper use of property under his or her stewardship.
- 4.2 **Government property.** All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.
- 4.3 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.4 Acronyms
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| CFR | Code of Federal Regulations |
| DOE | Department of Energy |
| FNAL | Fermi National Accelerator Laboratory |
| FRA | Fermi Research Alliance, LLC |
| LPC | Logistics & Property Control Department |
| SOC | Security Operations Center |

5 Resources / Supporting Documentation

- 5.1 Policy 3102 – Custodian Responsibilities
- 5.2 Policy 3106 – Property Utilization
- 5.3 Policy 3107 – Inventories
- 5.4 41 CFR 109-1.5113, Loss, damage, or destruction of personal property in possession of designated contractors

6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly LPC Department Head	First Issuance
1	09/01/2024	Kevin Coppert LPC Department Head	Updates as result of FY22 audit findings.

7 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	