

Policy: Property Management – Property Storage

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

Personal property storage program requirements

1. Purpose

This policy describes requirements for FNAL personal property storage operations.

2. Scope / Applicability

This policy applies to all FNAL personnel, operations and facilities involved with the storage of government-owned personal property.

3. Policy

FNAL provides secure, clean and accessible storage facilities for government-owned property being held for future use in the furtherance of the Laboratory's mission. Some property, such as High-Risk Personal Property and Precious Metals have additional regulatory requirements, all of which are adhered to in accordance with 41 CFR 109.

3.1. Storage Availability and Priority

FNAL stores property held for future use on a space-available basis.

3.2. Care and Preservation

3.2.1. Managers of storage areas keep storage clean and organized. Building managers or storage area managers maintain racks, pallets, materials handling equipment, and stored property in good condition, to afford protection from damage and theft while material is under warehouse control.

3.2.2. Custodians ensure government-owned personal property is appropriately prepared prior to storage. This may include special crating, packaging, environmental protection, containment, and rigging.

3.3. Justification for Storage of Property

All property stored for future projects or required spares for laboratory mission is subject to a justification process in accordance with 41 CFR 109-28.

3.4. Safety Practices

The centrally managed FNAL property warehouses employ an Integrated Safety Management system. This assures proper handling of work assignments, equipment operation, good housekeeping, use of personal protective equipment, and effective communications.

3.5. Types of Storage

3.5.1. Indoor storage is maintained such that it provides a secure location including protection from rain, sunlight, and theft.

3.5.2. Outdoor Storage: areas are used to store property which is not temperature and moisture sensitive. These areas are exposed to natural environmental conditions. Outdoor storage areas are maintained to provide a secure location including protection from theft.

3.6. Review of Stored Property

The FESS Logistics and Property Control department conducts inventories to validate the value of continued storage of spares and EHFFP. Property Custodians participate in the inventories as requested.

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. Property Custodians who store property are responsible for following guidance in this policy.

5. Definitions

N/A

6. Resources / Supporting Documents

Regulation: 41 CF 109-28

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

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

Procedure: Property Management – Spares Under LPC Facilities

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 09:25:29 -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 05:54:08 -05'00'</small>