

Subject: Equipment and Materials Held for Future Projects Storage and Review	Effective Date: June 14, 2004	Initiated by: Head, Materiel & Environmental Services Division
	Supersedes: Revision 1 dated 8/2/2002	Approved: Director

Applicability

This procedure is applicable to all Laboratory and DOE personnel who designate equipment and material to be held in long term storage for future projects.

Exclusions

This procedure does not apply to items placed in Temporary Storage, Records Storage, Excess, Administrative Storage, Spare Parts, or designated as Standby Equipment.

Introduction

Equipment and materials that are not in use may need to be placed or retained in storage for future use. Equipment and Materials Held for Future Projects (EMHFFP) for more than 90 days must be justified, approved, and reviewed annually. Retention of EMHFFP is based on a known or projected need, storage costs, replacement costs, obsolescence, deterioration, and future availability. Items no longer needed must be excessed or made available for use by others. The EMHFFP program and database provide visibility of property held in storage through the annual review and reporting of these assets. Additionally, the Storage Database is available for screening on the Materiel Control web page.

Reference Documents

Code of Federal Regulations
41 CFR, Chapter 109-28.5 Management of Equipment Held for Future Projects

Definitions

Equipment and Materials Held for Future Projects (EMHFFP):

Property being retained based on an approved justification. Retention must be for a known or potential use in a planned project.

Requester:

Individual requesting storage of equipment or materials.

Approver:
(see Attachment 1).

Individual(s) who review and approve storage of EMHFFP.

Warehouse Storage

Coordinator:

Individual in Warehouse Operations Branch who administers EMHFFP program.

Procedure

A. Initial Storage Request

Responsibility

Action

Requester

1. Obtains a Storage Request form and preparation instructions (Attachment 1) from the PPPL Warehouse Operations Branch Office (Ext. 2328).
2. Prepares form according to instructions. Items on the Master Equipment List must have approval per GEN-005 and copy sent to Warehouse Storage Coordinator.

Approver(s)

3. Reviews initial storage justification for accuracy and validity. Indicates approval by signing form on appropriate line.

Requester

4. Forwards the completed Storage Request form to Warehouse Storage Coordinator.
5. Coordinates with Warehouse Storage Coordinator the details of property transfer and the following special storage requirements, if applicable:
 - a) Storage environment
 - b) Safety concerns
 - c) Deterioration
 - d) Palletizing or crating
 - e) MSDS (for hazardous materials)
 - f) Shelf life
 - g) Preventive maintenance (*Requesting organization remains responsible for conducting preventive maintenance*).

- Warehouse Storage Coordinator
6. Performs transfer of items to selected storage area.
 7. Assigns storage request number (S.R.#) and location. Sends annotated copy of Storage Request form to requester. Enters pertinent information in the long-term storage computer database.
- Requester
8. Retains copy of Storage Request form for reference. Requests items from storage as needed referencing the original storage request number.
- B. Annual Review
- Warehouse Storage Coordinator
1. Distributes EMHFFP Annual Review report with instructions to Cognizant Divisional Representatives to review items held in storage for one year or more.
- Divisional Representative
2. Reviews and validates justification for continued storage of listed EMHFFP. Indicates continued storage, surplus, or return to use. Reviews items "in person" if requested. Reviews preventive maintenance requirements (if applicable). Signs, dates, and returns report to Warehouse Storage Coordinator.
- Warehouse Storage Coordinator
3. Initiates disposition actions resulting from returned reports.
 4. Sends report of all EMHFFP being retained in storage to Department Heads and Procurement Division.
- Department Heads
5. Reviews report and sends any changes or comments to Warehouse Storage Coordinator for action.
- Procurement & Department Heads
6. Utilizes listings of EMHFFP as needed as a potential source of supply.
- Warehouse Storage Coordinator
7. Produces report of EMHFFP stored over three years.
 8. Sends three-year report to Deputy Director for review/concurrence.

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| Deputy Director | <ol style="list-style-type: none">9. Reviews three-year report.10. Discusses justifications with cognizant manager as appropriate.11. Notes any changes on report.12. Approves/forwards report to DOE/PSO for their approval. |
| DOE/PSO | <ol style="list-style-type: none">13. Reviews and approves/disapproves continued retention of EMHFFP stored over 3 years.14. Returns report to Materiel Control Division. |

Attachments

1. Storage Request Form Example With Instructions

**PRINCETON UNIVERSITY
PLASMA PHYSICS LABORATORY
STORAGE REQUEST FORM**

Date: _____ S.R. #: _____

Department: _____ Division: _____ Section: _____

Justification for storage: _____

Length of Storage: _____ Where has Material Been Used? _____

Indicate condition: _____ Preventive Maintenance? Yes No - If yes, describe below.

Property #	Qty	Description	Standard Cat. Item	Special Or Fab.	Value

Requested by: _____ Date: _____

Approved by Section Head: _____ Date: _____

Approved by Division Head: _____ Date: _____
(Up to one year)Approved by Department Head: _____ Date: _____
(One year or more)**DO NOT WRITE BELOW THIS LINE**

Materials Received by: _____ Date: _____

Storage Location: _____ Tag Number (s) _____

Disposition: _____

Additional Information: _____

Instructions in the Preparation of a Storage Request Form

Department: Indicate the department from where request is initiated, e.g. NSTX Project, Plasma Science & Tech., Engineering and TI Department, Experimental, or ES&H / IS, etc.

Division: Indicate the division from where request is initiated e.g. Engineering Operations, MRX, CDX-U, Diagnostics, Mechanical Engineering, Procurement, etc.

Section: Note the section having direct cognizance over storage item.

Date: The date the request in initiated.

Justification for storage: Justification shall be in sufficient detail to support retention of the equipment. This justification must cite the specific project or potential future use.

Duration of storage: The anticipated length of time that the item is to be stored.

Condition: That is: new, excellent, good, fair, poor, etc.

Needs Preventive Maintenance: Enter yes or no. If yes indicate the frequency and describe the required maintenance. *Requesting organization remains responsible for conducting preventive maintenance.*

Where has the material been used?: Indicate Area, Room, Machine, Experimental Device, etc.

Quantity: Enter total quantity of each line item.

Property Number: Enter property tag number of the equipment (If equipment)

Description: A description of the item should be as complete as possible and include serial number, model, year, manufacturer, capacity, etc. All other pertinent information not covered in other parts of the request is recorded her. Attach other drawings, specs, etc. (as necessary).

Standard Catalog Item: Place a check () in this column if the item is a standard commercial item.

Special or Fabricated Item: Place a check () in this column if the item was specially made or fabricated for or by the laboratory.

Value: The total value of each line item may be actual or estimated.

Requested by: Signature of authorized individual requesting storage.

Approved by: Storage Requests are approved by the responsible Section Head for up to six months, the Division Head (up to one year), and the Department Head for one year or more.