

<b>Brookhaven National Laboratory National Synchrotron Light Source</b>	<b>Number:</b> LS-ADM-0004	<b>Revision:</b> 1
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<b>Subject:</b> NSLS Temporary Storage Area Policy		
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\*Approval signatures on file with master copy.

## PROCEDURE FOR NSLS TEMPORARY STORAGE AREA POLICY

<b>Subject</b>	<b>NSLS Temporary Storage Area Policy</b>		
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1. **Purpose:** To define requirements and restrictions for the short-term storage of equipment in all common storage areas of the NSLS.
2. **Scope:** This policy is to be followed for temporary short-term storage of frequently used equipment in the NSLS Common Storage Areas by Staff and Users working at the NSLS.
3. **Policy:** It is the policy of the NSLS to provide limited short-term storage of equipment to be used by experimenters for repeated beam time experiments. Short term is defined as a period of time up to twelve months. Items that are not used at least once during a twelve-month period with out a justified reason for storage shall be subject to removal.
4. **Reference:** PPM SOP Manual
5. **Definitions:** Short-term: A period of up to 12 months.  
Local Contact: A full time employee or User of NSLS that has the authority to operate, loan, dispose of or transfer ownership of materials and or property.
6. **Procedure:**
  - 6.1 **Storage Areas:** All Storage Areas covered by this policy are considered “Open Access.” The owner placing items into storage assumes full responsibility of the item. The NSLS will not be responsible for loss or damage. The NSLS has several short-term storage areas for use by current NSLS Users to store equipment between experimental runs. These areas are located in the following areas.
    - 6.1.1 535 basement rooms C-6.
    - 6.1.2 725 Rooms: 1-123J, 1-151.
  - 6.2 **Storage Request Form: (Attachment)** For each item to be placed into storage, a Storage Request form shall be completed and approved prior to storing of the item. Each Storage Request form shall be reviewed, reasons for storage justified and approved by NSLS Level II annually.
  - 6.3 **Tagging of equipment:**
    - 6.3.1 **“Orange Tags.”** An NSLS “Orange Tag” shall be attached to each item. The Orange Tag number shall be entered onto the storage request form for record keeping.  
  
Note: Any Orange tag dated prior to June 2008 shall be considered obsolete and must be removed.
    - 6.3.2 **Government inventory tags/Bar-codes:** Government equipment required to have a government barcode as outlined in the BNL PPM SOP shall have a

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barcode attached in a place readily visible on the equipment. The barcode number shall be entered onto the Storage Request form.

- 6.3.3 **Property Tags:** Items not requiring BNL barcodes shall be identified by a blue and white “Property Tag” attached in a place readily visible on the equipment. The blue and white property tags are available in the NSLS Stockroom. This number shall also be entered onto the Storage Request form.
- 6.4 **Photograph:** A photograph of each item will be taken and stored. A database of pictures will be use to located equipment that may be useful and available for short-term loan.
- 6.5 **Local Contact:** All items shall have a local contact (NSLS/BNL). This shall be a person that has authority to operate, loan, dispose of or transfer ownership of the material or equipment.
- 6.6 **Frequent Use:** Items listed on a current and approved Storage Request form may be removed and replaced as needed without additional approval for a period of one year. Any new item placed into storage must have approval as outlined in this policy.
- 6.7 **Unknown ownership:** Any item for which an owner cannot be determined will be re-assigned, disposed of through PPM or designated as scrap and disposed of through the proper BNL channels. Any items placed into the Short –Term storage areas without the proper documentation will be removed and disposed of through the proper waste stream.
- 6.8 **Obsolete items:** Items determined to be useless shall not be placed into storage. The owner is responsible for disposal of the item through the Proper BNL waste stream.
- 6.9 **Items NOT belonging to BNL/NSLS or active user:** Any item that does not belong to BNL/NSLS or an active User shall not be stored in NSLS storage areas.
- 6.10 **Items not to be stored:** Items NOT to be placed into storage include but is not limited to the following items.
- a. Compressed gas cylinders,
  - b. Chemicals,
  - c. Empty crates, (Custom designed crates may be allowed)
  - d. Obsolete/broken electronic equipment,
  - e. Old computer parts,
  - f. Furniture,

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- g. Unistrut frames,
- h. Empty chassis racks,
- i. NON-working/non-repairable equipment, etc.
- j. Cardboard boxes and packing materials.

6.11 **Requirements for Storage:** It is the responsibility of the person requesting storage to make sure the item has wheels, is secured on a pallet or consists of a frame that can be moved with a pallet jack. All cost associated with meeting these requirements are the responsibility of the requester.

6.12 **Procedure for placing an item into storage:** The Requester and the Building Manager or designee shall complete the following steps.

6.12.1 Requester ensures that the item to be placed into storage meets the requirements outlined in this procedure. Requester is responsible for any costs associated with placing an item into storage.

6.12.2 Requester completes the Request for Storage form and submits it to the Building Manager for review and approval.

6.12.3 Orange Tag is issued, attached to equipment and the Number entered onto the Request for Storage form.

6.12.4 A Photograph of the item is taken.

6.12.5 Item is placed into storage.

6.12.6 All items in storage shall be reviewed and re-approved annually.

6.13 **Inspections:**

The Building Manager or designee shall perform periodic inspections of each storage area. Any item found that does not meet the requirements of this policy shall be removed from storage. If the proper owner cannot be determined and notified, the item will be disposed of through the proper channels.

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NSLS Request for Storage

Submit to NSLS Building Manager

Date: \_\_\_/\_\_\_/\_\_\_ BNL Barcode #/Property tag # \_\_\_\_\_ NSLS Orange Tag #: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

BNL/NSLS Local Contact: \_\_\_\_\_

Project/Beam Line: \_\_\_\_\_

**Storage Period: From \_\_\_\_\_ to \_\_\_\_\_ (Maximum 1 year)**

Storage Area:  C-6 (535),  1-123J (725),  1-151 (725)

Description of Item(s) stored:

\_\_\_\_\_

\_\_\_\_\_

Approximate Size: Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Approximate Weight: \_\_\_\_\_ pounds

Hazardous Materials:  PCB's  Mercury  Lead  Beryllium

Radioactive Material

Other Hazards: \_\_\_\_\_

Does this item require special handling?  Yes  No

Explain: \_\_\_\_\_

Does this item contain delicate equipment?  Yes  No

Explain: \_\_\_\_\_

Condition: Working , Physical Damage , Needs Repair

Explain: \_\_\_\_\_

Justification for Storage:

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Failure to renew this agreement annually will result in removal of this equipment /material.

Requested By: \_\_\_\_\_ / \_\_\_\_\_

(Signature)

(Print Name)

Level II NSLS Approval: \_\_\_\_\_ / \_\_\_\_\_

(Signature)

(Print Name)

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Document Review Frequency
3 Years

<b>NSLS REVISION LOG</b>	
<b>Document Number:</b>	LS-ADM-0004
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> See NSLS Quality Control Coordinator for original revision and review signatures <

<b>REVISION TABLE</b>		
<b>Rev</b>	<b>Description</b>	<b>Date</b>
1	Initial Document	3/28/2008