Warehousing and Storage Responsibilities

Revised: 03/13  
FSS/PPS No. 05.01.07  
Issue No. 4  
Reviewer: Director, Materials Management and Associate VP, Finance and Support Services Planning  
Effective Date: 09/15/00 (E6Y)  
Review Date: 02/18

01. PURPOSE

01.01 This PPS establishes the policies and authority for managing the storage areas of the University. These areas include indoor and outdoor facilities, sites, and all general-use storage space at Texas State.

02. AUTHORITY

02.01 The Director of Materials Management has the authority and responsibility for managing all general-use storage space at the University Distribution Center and surrounding grounds. The Director of Materials Management has the authority to assign, allocate, and manage such space.

02.02 The Associate Vice President for Finance and Support Services Planning (AVPFSSP) has the authority and responsibility for managing all other general-use storage at Texas State. This includes, but is not limited to the West Warehouse, surrounding grounds, and outbuildings. The AVPFSSP has the authority to assign, allocate, and manage such space.

03. OPERATING DETAILS FOR GENERAL USE OF STORAGE SPACE

03.01 Texas State Property - Items stored in general-use space must be Texas State property. Storage of personal items is prohibited.

03.02 Storage Guidelines - Hazardous, perishable, dangerous, or explosive materials will not be accepted for storage.

- While the facility will be secured, the department storing the item assumes full responsibility in the event of any loss or damage.

- Departments assume responsibility for loading, unloading, and transporting items into and out of storage. If available, arrangements may be made through Materials Management for these services at prevailing charges for labor and equipment required.
• The facility is strictly for storage and is not to be used as an assembly and disassembly point.

• Outdated or obsolete items should be disposed of rather than stored for possible future use.

• Abandoned items will, after notice to the department, will be disposed of in compliance with all university and state regulations. Any costs incurred will be billed to the department storing the items.

• Access to the West Warehouse storage may be obtained by contacting the Assistant Real Estate Director via phone at (512)245-2244 or via email at db62@txstate.edu.

• All stored items shall be maintained by the Department, including pallets or other items holding, wrapping or supporting the stored items to insure the stored items do not become loose, damaged, an impediment to the maintenance of the site, or a health or safety risk.

03.03 Storage Requests - Request for space are to be made in writing and should set forth the type and amount of material to be stored, the amount of space requested, and the expected duration of the storage period.

• All requests to permanently or temporarily use interior or exterior storage, at the University Distribution Center must be submitted to the Director of Materials Management for approval. The "Storage Request Form" (Attachment I, Form #MM00) must be used for this purpose.

• All requests to permanently or temporarily use interior or exterior, for other areas of Texas State must be submitted to the AVPFSSP for approval. The "Storage Request Form" (Attachment II) shall be used for this purpose.

03.04 Processing Time - All requests for storage should be made at least ten (10) days in advance of the actual date needed, to allow time for approval and to make arrangements.

03.05 Storage Approval - The Director of Materials Management or AVPFSSP, upon receipt of the Storage Request Form, will contact the individual making the request, to confirm and clarify all aspects of the request before a decision of denial or approval is made.

03.06 Time Limit - Storage is generally limited to a period not to exceed six months. Records retention requirements or specific storage needs may extend that time frame.
04. **MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

Major responsibilities for routine assignments associated with this PPS include the following:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Materials Management</td>
<td>Review</td>
<td>Feb. (E6Y)</td>
</tr>
<tr>
<td>Associate VP, Finance and Support Services Planning</td>
<td>Review</td>
<td>Feb. (E6Y)</td>
</tr>
</tbody>
</table>

05. **CERTIFICATION OF STATEMENT**

This FSS/PPS has been approved by the following individuals in their official capacities and represents FSS policy and procedure from the date of this document until superseded.

Director, Materials Management, Reviewer

Associate Vice President, Finance and Support Services Planning, Reviewer

Vice President for Finance and Support Services

Approved: ________________________________________________

Reviewer

Approved: ________________________________________________

Reviewer

Approved: ________________________________________________

Vice President for Finance and Support Services