**Warehousing and Storage FSS/PPS No. 05.05 (05.01.07)**

**Responsibilities Issue No. 5**

**Effective Date: 03/01/2019**

**Next Review Date: 02/01/2025 (E6Y)**

**Senior Reviewer: Director, Materials Management & Logistics**

**01. POLICY STATEMENT**

01.01 This policy and procedure statement 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 University.

**02. AUTHORITY**

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

**03. OPERATING PROCEDURES 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.

1. While the facility will be secured, the department storing the item assumes full responsibility in the event of any loss or damage.
2. Departments assume responsibility for loading, unloading, and transporting items into and out of storage. If available, arrangements may be made through Materials Management & Logistics for these services at prevailing charges for labor and equipment required.
3. The facility is strictly for storage and is not to be used as an assembly and disassembly point.
4. Outdated, surplus, or obsolete items should be disposed of rather than stored for possible future use.
5. Abandoned items will, after notice to the department, be disposed of in compliance with all university and state regulations. Any costs incurred will be billed to the department storing the items.
6. 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 – Requests 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.

1. All requests to permanently or temporarily use interior or exterior storage at the University Distribution Center, West Warehouse, or surrounding grounds must be submitted to the director of Materials Management & Logistics for approval. The [Storage Request form](http://gato-docs.its.txstate.edu/jcr:4dc11e01-a888-41b4-9ee1-215ae230e8e3/UDC%20STORAGE%20REQUEST%20FORM.doc) must be used for this purpose.

03.04 Processing Time – All requests for storage should be made at least 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 & Logistics, upon receipt of the [Storage Request form](http://gato-docs.its.txstate.edu/jcr:4dc11e01-a888-41b4-9ee1-215ae230e8e3/UDC%20STORAGE%20REQUEST%20FORM.doc), will contact the individual making the request in order 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. REVIEWER OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Position Date

Director, Materials Management February 1 E6Y

& Logistics

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Materials Management & Logistics; senior reviewer of this PPS

Associate Vice President for Financial Services

Vice President for Finance and Support Services