

<b>Subject:</b>  <b>Handling, Shipping, and Storage</b>	<b>Effective Date:</b>  <b>2/17/17</b>	<b>Initiated by:</b>  Head, Material Services Division
	<b>Supersedes:</b> July 18, 2004 P-063, Rev. 1	<b>Approved:</b>  Director

Management System (Primary): 08.00 Facilities and Property Management  
 Management System Owner: Head, ES&H  
 Management Process: 08.15 Material Management  
 Process Owner: Head, ES&H  
 Subject Matter Expert (SME): Head, Material Services Division

It is PPPL’s policy that the responsible individual specify in procedures, specifications, or statements of work any special handling, shipping, and storage requirements to ensure the integrity of items. The following requirements should be considered:

- a. Special requirements such as handling/lifting tools, and storage equipment (e.g., containers, shock absorbers, accelerometers),
- b. Design and methods of packaging,
- c. Mode of transportation,
- d. Environmental control (e.g., inert gas atmosphere, specific humidity levels, temperature levels, exposure to light),
- e. Traceability of stock material,
- f. Preventive maintenance in storage,
- g. Records,
- h. Material identifications such as warning notes, labels, or tags,
- i. Segregation of rejected/unacceptable material to prevent inadvertent use prior to disposition,
- j. Import/Export considerations,
- k. Hazardous Materials considerations,
- l. Sensitive and High Risk Property considerations.

**Training**

**Responsibility      Action**

Material Services    Ensures the following Training is provided.  
 Division Head

**Target Audience:**

All Laboratory personnel.

**Training Method and Frequency:**

- Read only – Upon revision of procedure - Routine distribution/training via e-mail distribution of this procedure to Supervisors by Best Practices.
- Verbal/e-mail – Direction supplied on an as needed basis.