# Material – Storage and Preservation

**TITLE:** Material – Storage and Preservation  

**Effective Date:** 7/24/09  
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### I. PURPOSE

To establish the procedures for the storage and preservation of all material.

### II. SCOPE

This procedure applies to all material.

### III. RESPONSIBILITY

The Department Head via the Inventory Supervisor is responsible for the management and control of this procedure.

### IV. DEFINITIONS

**LABELING:** Printed material that is identified on the engineering list of materials or is identified as a specific product.

**SENSITIVE MATERIAL:** Materials that are susceptible to damage or contamination due to temperature extremes, improper handling (movement and storage), or incorrect packing. The materials include those that are perishable, clean, sterile, fragile, temperature sensitive, or hazardous.

**PERISHABLE MATERIAL:** Materials that spoil or deteriorate unless properly handled and stored, i.e., have a limited shelf life.

**CLEAN MATERIAL:** Any material or component that has been cleaned in a clean environment and is intended for use in a clean environment.

**STERILE MATERIAL:** Any material that has been subjected to an accepted method of sterilization, provided that its packaging is intact.

**FRAGILE MATERIAL:** Any material that is easily subject to damage due to rough handling or overstacking.

**TEMPERATURE-SENSITIVE MATERIAL:** Any material whose usability may be affected by temperature extremes.
HAZARDOUS MATERIAL: Any material that is combustible, flammable, explosive, poisonous, corrosive, or under pressure (see Procedure, Hazardous Material Handling/Storage).

V. STORAGE AREAS

All material will be properly identified, packaged, and stored in a specific and uniform manner within the following areas:

1. Inventory locations.

2. Working Stock: Predefined areas within work site. Floor stock storage areas are unique locations established to serve the work centers to which the material is to be used.

3. Stores: Inventory location.

Within each of the above areas specific storage facilities have been established to support the requirements of sensitive material. Sensitive material may be stored only in the facilities provided. Nonsensitive material is not to be stored in sensitive-material facilities.

All entry and access ways to sensitive-material storage areas are to be marked clearly as to the kinds of material that may be stored there.

Any material found to be stored in an improper area is to be reported to the Inventory Supervisor immediately so that corrective action can be taken.

VI. LABELING AND PACKAGING

All sensitive material is to be properly labeled with a label or tag.

Any material that is sensitive or thought to be sensitive and does not have a label or tag is to be reported to the Inventory Control Supervisor immediately so that corrective action can be taken.

VII. MAINTENANCE OF STORAGE FACILITIES

The environmental conditions of each storage facility are to be established and posted at each facility. It is the responsibility of all Inventory Control personnel to be familiar with and aware of the environmental requirements of each storage facility and to report any deviation from requirements to the Inventory Control Supervisor.
The environmental requirements document to be posted at each facility will contain information on:

1. the care and maintenance of any equipment used to sustain proper temperature, pressure, or other environmental conditions.

2. the manner and means to be used to store material in the area;

3. inspection procedures to be performed on a periodic or as-required basis concerning the facility and the material contained therein;

4. restrictions and controls relative to access to the area, special clothing or any other procedures germane to the use and preservation of the storage area and its contents.