

**PARTICLE PHYSICS DIVISION OPERATING MANUAL**

**WAREHOUSE STORAGE REQUEST FORM**

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PPD Head

## WAREHOUSE STORAGE REQUEST FORM

Storage of any Particle Physics Division property at Site 38 Warehouse or the Railhead must first be approved by the Division Office. Please complete the attached form and send it to the Division Office for signature. It should be accompanied by a "Material Move Request" form, which is obtainable from the stockroom. Descriptions should be intelligible to both you and the warehouse personnel.

Full description of material to be stored: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Material Move Request No.: \_\_\_\_\_

Justification for continued retention of material: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimate of how long the material will need to be stored: \_\_\_\_\_

If access is needed, must it be within 4 hours? \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Approval of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Experiment: \_\_\_\_\_

If not owned by FNAL, identify the owner: \_\_\_\_\_

Division Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Note: No radioactive material may be stored inside a warehouse. Liquids will be accepted at the discretion of Business Services ES&H approval. Material Safety Data Sheets will be required.