



Work Instruction

DIRECTIVE NO. 270-WI-6400.1.3K

EFFECTIVE DATE: September 30, 2014

EXPIRATION DATE: September 30, 2019

APPROVED BY Signature: Original signed by

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TITLE: Division

COMPLIANCE IS MANDATORY

Responsible Office: 270/Information and Logistics Management Division

Title: Project Storage Program

PREFACE

P.1 PURPOSE

This Work Instruction describes the process for managing the storage of equipment and materials in the Project Storage Program. These items include, program critical hardware, ground support equipment, exhibits, and other materials.

P.2 APPLICABILITY

This Work Instruction applies to material and equipment that are covered under the scope of Goddard's MS Program. It also applies to other non-product materials, exhibits and furniture. It does not include NASA records, which are addressed in NPD 1440.6, NASA Records Management. These products are stored on-site and off-site at both the Greenbelt and Wallops sites, managed by Code 274 Storage Manager and supported by the Code 279 logistics services contractor at Greenbelt and the WICC support contractor at Wallops Flight Facility (WFF). The Storage Information Management System (SIMS) is the principal tool used to manage the stored material and equipment.

P.3 REFERENCES

P.3.1 Referenced Documents

- a. NPD 1440.6, NASA Records Management
- b. NPR 6000.1, Requirements For Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment and Associated Components
- c. GPR 8719.1, Certification of lifting Device Equipment and it's operators
- d. GPR 1410.1, Directives Management
- e. GPR 5340.2, Documentation and Control of Process Nonconformances and Customer Complaints.
- f. GPR 3410.2, Employee Task-Specific Required and Mandatory Training Requirements.
- g. GPR 5340.2, Control of Non-Conformances
- h. GPR 6400.1, Logistics Support

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DIRECTIVE NO.	<u>270-WI-6400.1.3K</u>
EFFECTIVE DATE:	<u>September 30, 2014</u>
EXPIRATION DATE:	<u>September 30, 2019</u>

Page 2 of 27

- i. 270-WI-4520.2.2, Central Receiving Operations
- j. 270-WI-6400.1.1, Packaging and Preserving NASA Material and Equipment
- k. 270-WI-6400.1.2, Transporting Material for Space Flight and Scientific Projects
- l. 270-WI-4300.1.1, Excess Property Management
- m. SIMS User's Manual

P.3.2 Referenced Forms

- a. GSFC 20-4, Transfer/Shipping Request
- b. GSFC 20-9, Report of Excess Property
- c. GSFC 20-61, Storage Item Card
- d. 270-FORM-0006, Transportation Pickup Ticket (P/U Ticket)
- e. 270-FORM-0163, Storage Location Change Sheet
- f. 270-FORM-0164, Storage Area Sign-in Sheet
- g. 270-FORM-0054, Warehouse Monthly Walk-thru Checklist
- h. NASA Form 812, Determination for Authorization to Abandon or Destroy Surplus Property
- i. NASA Form 1368, Shipment Tags
- j. NASA Form 1426, Packaging, Handling, and Transportation Requirements
- k. Excess Label (Computer-generated)
- l. Excess Transportation Request (Computer-generated)
- m. NASA Form WI-7, Logistics Work/Services Request
- n. NASA Form WI-1290, Attachment for Wallops Storage Request

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P.4 CANCELLATION
 270-WI-6400.1.3.J

P.5 TOOLS, EQUIPMENT, AND MATERIALS

The following chart reflects the tools, equipment, and materials used in operating the GSFC Storage Program.

EQUIPMENT
Microcomputer
Copier
Fax Machine
Electric Golf Cart
Forklift
High Lift Forklift
Pallet jack
Barometer
Banding Machine
Digital Camera
Shop Vacuum
Temperature Gauge
Humidity Gauge

P.6 SAFETY PRECAUTIONS AND WARNINGS

P.6.1 This storage function is conducted in a working warehouse. Standard safety precautions pertain to use of forklifts and pallet jacks. No smoking will be allowed in any of the warehouses.

P.6.2 Particular emphasis will be placed on proper lifting techniques on heavy, bulky equipment.

P.6.3 Safety shoes shall be worn at all times while engaged in warehouse storage operations.

P.6.4 When applicable, the Storage Supervisor (SS) shall coordinate any movement of PCH with the Quality Assurance personnel as noted on the Storage Request.

P.6.5 If applicable, PCH shall have the NASA Form 1426 attached to the equipment, and the Criticality Code shall be placed on the Storage Item Card to ensure proper handling.

P.6.6 The SS/PMS and/or the Storage Warehouseman shall ensure that all equipment is secured on the conveyance to prevent movement during transit.

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P.6.7 Equipment Certification - PCH handling devices (e.g., forklifts) are designated as “Critical” per GPR 8719.1 and shall be certified annually through the RECERT Support Office.

P.6.8 Hazardous Materials - Code 270 does not store hazardous materials as inactive equipment. The storage manager/GSS shall not approve any requests for storage of hazardous materials and shall refer the customer to the Goddard/Wallops Health and Safety Office for assistance.

P.6.9 Lifting Safety: Personnel safety is of extra concern during operations where property is lifted or lowered whether by mechanical or manual means. The following safety precautions will be observed during these operations:

- Safety shoes must be worn. Hard hats must be worn if working under and around suspended loads.
- The area around the lifting/lowering operation must be clear of unnecessary property and personnel, provides good footing/traction and is free of trip hazards.
- When lifting material to and from racks above floor level, a forklift with a permanently installed overhead guard must be used.
- A sufficient number of qualified personnel must be assigned to the lifting/lowering operation including extra personnel to assist with manual operations and a dedicated “spotter” to assist forklift operators handling loads that obstruct the driver’s unrestricted vision. Spotters will remain well clear of elevated loads at all times.
- Ensure that the load destination is clear of obstacles and provides a stable base to support the load.
- All forklifts used for critical lifts must have a current weight test certification unless a formal waiver has been issued and is readily available to equipment operators.
- A daily safety checklist must be initialed each day before the first use of any forklift or battery powered hand truck.
- For critical lifting operations, manual lifting/lowering shall be restricted to a maximum 35 pounds.
- For critical lifts, project customers will provide a verified Critical Procedure and/or Work Order Authorization specific to the lifting operation being conducted and a pre-task briefing will be conducted. Code 270 personnel involved in the lifting/lowering operation will review procedures and WOAs for compliance with NASA and Goddard requirements.

P.6.10 Material Stability: Material that is stored in racks above floor level must be stored in a manner that assures the stability of both the material and (when used) the pallet on which it is stored. Three specific steps must be taken to ensure material stability:

- The material itself must be arranged in a stable configuration. Heavy items on the bottom, light items on the top, boxes/material stacked in a manner that prevents collapse of bottom material, etc. Whenever possible, palletized material will be shrink wrapped or otherwise secured to the pallet (e.g., metal banding)
- Palletized material must not overhang the edge of the pallet

DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

- Pallets may not overhand the edge of storage racks by more than 3 inches on either the front or back edge of the rack.

P.7 TRAINING

All storage personnel who are in any way responsible for PCH shall be fully trained and recertified every two years through the GSFC Recertification Program (RECERT) in their functional areas (e.g., the forklift operator shall be certified in the operation of material handling equipment.) A copy of all certifications and other documentation shall be maintained in accordance with GPR 3410.2.

P.8 RECORDS

Record Title	Record Custodian	Retention
a. Active Storage Request File includes: (1) GSFC 20-4, Transfer/Shipping Request (2) 270-FORM-0006, Transportation Pickup Ticket (P/U Ticket), computer-generated (3) NASA Form 1426, Packaging, Handling, and Transportation Requirements (PHTR) (4) NASA Form WI-7, Logistics Work/Services Request (5) NASA Form WI-1290, Input Transaction - Storage Withdrawal (Partials) Attachment for Wallops Storage Request	SS and/or PMS	<u>NRRS 1/94A</u> (Destroy 2 years after FY in which completed/cancelled, or 3 months after conversion to an ADP system).
b. Closed Storage Request File includes: (1) All Records in Active Storage Request File (2) Commercial Bills of Lading	SS/PMS	<u>NRRS 1/94A</u>
(3) GSFC 20-9, Report of Excess Property (4) NASA Form 812, Determination and Authorization to Abandon or Destroy Surplus Property (5) Excess Transportation Request Authorization	SS/PMS	<u>NRRS 4/6B</u> (Destroy when obsolete or superseded, or when 2 years old, whichever is sooner).
c. GSFC 20-61, Storage Item Card	SS/PMS	<u>NRRS 4/6B</u>
d. 270-FORM-0163, Storage Location Change Sheet	SS/PMS	<u>NRRS 4/6B</u>
e. NASA Form 1290, Attachment for Wallops Storage Request	PMS	<u>NRRS 1/94A</u>
f. Biennial Inventory Report (memorandum from contractor)	SS/PMS	<u>NRRS 4/3A</u> (Destroy 2 years from date of list).

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DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

g. DAFIS-Generated Pickup Form (Computer-generated)	SS/PMS	<u>NRRS 1/94A</u>
h. 270-FORM-0164, Storage Area Sign-In Sheet	SS/PMS	<u>NRRS 4/3A</u>
i. GSFC 270-FORM-0054, Warehouse Monthly Walk-Thru Checklist	SS/PMS	<u>NRRS 4/3A</u>

*NRRS – NASA Records Retention Schedules (NPR 1441.1)

P.9 MEASUREMENT/VERIFICATION

Performance requirements are identified in the Statement of Work for the Goddard Logistics and Technical Information contract.

1. GENERAL INFORMATION AND RESPONSIBILITIES

This section contains procedures applicable to the pick-up, storage, and withdrawal/excess of inactive equipment. These procedures apply to receipts at the Goddard Space Flight Center, Greenbelt, off-site warehouses in Laurel, Maryland, and the Wallops Flight Facility (WFF).

- a. Storage Manager Responsibilities - The Code 274 Storage Manager, hereafter referred to as the Storage Manager, shall be responsible for overall management of the GSFC/WFF Storage Program including:
 - (1) Assuring adherence to this Work Instruction;
 - (2) Reviewing all incoming storage documentation for completeness and accuracy and approving it (note: approval authority will be delegated in the absence of the Storage Manager);
 - (3) Ensuring that all logistics requirements are properly integrated;
 - (4) Conducting annual review for retention of equipment in the Storage Program;
 - (5) Monitoring space utilization;
 - (6) Identifying and solving problem areas, recommending improvement to the storage program;
 - (7) Collecting yearly charges for off-site, leased warehouse facilities;
 - (8) Developing specifications for improvements to SIMS, periodically reviewing/updating forms and SIMS screens, and approving requests for SIMS use; and
 - (9) Conducting periodic walk-throughs of storage areas to conduct a location sample and assess the overall condition of the storage areas, and record results for inclusion in the PEB Book in accordance with Performance Evaluation Plan.

- b. Wallops Flight Facility Team Lead (WTL) Responsibilities – The Wallops Flight Facility Team Lead, hereafter referred to as the Team Lead, shall be responsible for the following:
 - (1) Making monthly location accuracy checks at WFF and provides the results to the SM.

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- (2) Coordinating storage-related problems at WFF with the SM and assisting the SM in resolving the problems.
- c. Storage Supervisor/ WICC Property Management Specialist Responsibilities - The Code 279 Goddard Logistics Services Contractor Storage Supervisor (SS) at Greenbelt and PMS/WICC Property Management Specialist at Wallops, hereafter referred to as SS/PMS, shall be responsible for the inactive equipment storage operations at all Code 270 onsite storage facilities. Additionally, the SS shall be responsible for these operations at offsite storage facilities in Laurel, Maryland, and the management of these facilities. Inactive equipment/exhibit storage responsibilities include:
- (1) Coordinating the pick-up, packing and crating, storage, withdrawal, or disposal of inactive equipment and other material;
 - (2) Inputting storage data into SIMS;
 - (3) Assigning warehouse personnel to perform support and administrative services consistent with this instruction;
 - (4) Planning and scheduling work to meet resource requirements;
 - (5) Developing and coordinating with the Government representative an approved space layout plan and locator system for each warehouse location;
 - (6) Providing timely notification to the Government of discrepancies in quantity or location;
 - Handling and storing all project storage, including Program Critical Hardware (PCH), in accordance with the procedures set forth herein, in GPR 6400.1, NPR 6000.1, and in all other related regulations, publications, and directives;
 - Coordinating building repairs with FMD/WFMB on-site or the landlord at leased facilities;
 - Ensuring that adequate materials handling equipment (MHE) will be available at all locations to meet operational needs and notifying management of additional MHE or facilities requirements; and
 - Providing copies of storage forms containing ECN tags to Code 273 Supply and Equipment Management Branch for update in N-PROP and/or SAP.
- d. Packaging Engineer Responsibilities - The Code 279 Packaging Engineer (PE) shall:
- (1) Develop and coordinate preservation and packaging of items to be stored in accordance with 270-WI-6400.1.1.
 - (2) Ensure that the level of preservation and packaging is satisfactory for the intended storage environment and duration of storage and meets the customer's requirements as identified in the online Storage Request or GSFC Form 20-4.
- e. The Code 273 Supply and Equipment Management Branch shall be responsible for:
- (1) At the request of a customer, SM, or SS/PMS, bar coding equipment that is worth \$5,000 or more either before it is placed into storage or, if necessary, while it's in storage.
 - (2) Updating SAP with status information of controlled equipment that is placed into, removed from, or renewed within the Greenbelt and Wallops storage systems.

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f. Code 279 Systems Analysis Group Manager Responsibilities - The Code 279 Supply Systems Analysis Section Head or backup shall be responsible for ensuring that the following are completed:

- (1) Performing routine SIMS system/file maintenance;
- (2) Providing technical assistance and system programming for SIMS customers when requested through the Code 270 Help Desk, the automated computer problem reporting system;
- (3) Ensuring all system documentation and backup files are properly maintained and stored; and
- (4) Apprising the Storage Manager of system problems or concerns.

g. The Code 279 Storage Warehouseman or backup shall be responsible for:

- (1) Placing equipment into bin locations and submitting location change sheets for the equipment;
- (2) Assisting the Storage Supervisor in routine inventory and warehousing tasks by providing materials handling equipment support;
- (3) Providing general housekeeping; and
- (4) Performing other duties as assigned.

h. Quality Control Process

- (1) SS/PMS or Storage Warehouseman shall coordinate customer requests for inspecting equipment while in storage. **All equipment shall be opened/inspected in the presence of the owner of the equipment or designee only, and shall be returned to its original condition before being placed back into storage.** If required, the Quality Assurance Manager shall also be present when the item is inspected. If an item is withdrawn, the customer shall submit an online request in SIMS for partial withdrawal of equipment, the withdrawal shall be noted in the comments field. The SS/PMS shall also notify Code 273 Supply and Equipment Management Branch for update in N-PROP and/or SAP if the item removed was controlled.

NOTE: Inspection of equipment in storage by “designee” will only be approved via email from the Initiator or Property Custodian of the equipment to the SM, SS or PMS

- (2) The climate inside of the Laurel Warehouses will be maintained within the temperature limits of 60° - 76° F and 40 - 60% Humidity. The WFF Warehouses do not have any environmental controls or requirements. Upon receipt of a new Storage Request, the Storage Manager shall advise the customer of environmental limits in the warehouse to ensure the customer’s requirements will be met.
- (3) Each work day the SS/PMS shall record the measured temperature and humidity of the Laurel Warehouse on the Warehouse Environment Worksheet. If the recorded measurements are outside the limits, the SS/PMS shall contact the SM for guidance on any further action to be taken.

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- (4) The SS/PMS shall inspect all storage areas each month as detailed in Section 2.3. The SS/PMS shall record inspection findings on the Warehouse Monthly Walk-thru Checklist and shall maintain a file of the checklist at their respective offices.
- (5) In the event that the air-conditioning fails at on-site at Greenbelt or off-site Maryland locations due to malfunction of the system or loss of electricity, the Storage Manager or SS shall:
 - a. Notify the affected customers via e-mail to determine disposition of their equipment.
 - b. Notify the appropriate Building Facilities Operations Manager or the Landlord (for offsite facilities) to initiate repairs to restore service.
 - c. Update SIMS comments field accordingly for any equipment affected by the outage.
- (6) Personnel/Code changes and changes in organization and owning personnel should normally be handled via the renewal cycle for storage. Changes shall be made directly on the Storage Renewal Form(s) or by blanket memorandum covering all of an organization's storage. Changes due to reorganization shall be handled in SIMS with a Code/Name change unless the person no longer owns the equipment. Then the owning organization's Branch Head shall designate a new Initiator by sending a memorandum or e-mail to the Code 274 Storage Manager. The Storage Manager or SS/PMS shall update the SIMS Control Module with these changes, and notify Code 273 Supply and Equipment Management Branch for update in N-PROP and/or SAP if the item was controlled.

i. Reporting

1. Biennial Inventory Reporting

- a) The SS/PMS shall conduct a wall-to-wall inventory of all storage assets biennially unless otherwise directed by the Storage Manager. Subsequent to the inventory, the SS/PMS shall submit a written report to reflect the results of the inventory. This inventory excludes staged material or equipment, which the owners are responsible for inventorying.
- b) By the last week in January after the year in which the inventory occurred, the SS/PMS shall submit a letter to the Storage Manager via the Contracting Officer's Representative (COR) to reflect the results of reconciliation of discrepancies.
- c) The SS/PMS shall research and resolve discrepancies by preparing surveys in accordance with established time frames or by inputting Storage Requests, other changes, or Storage Out Requests into SIMS within 3 working days upon discovery of discrepancy.
- d) Unless otherwise directed by the Storage Manager in writing, the SS/PMS shall forward a consolidated report to the Storage Manager by the last week in January after the year in which

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the inventory occurs. The report shall reflect corrective actions to reconcile inventory discrepancies and a proposed date for complete reconciliation. The SS/PMS shall notify the Storage Manager in writing (email will be acceptable) when all corrective actions have been completed.

2. Ad Hoc Reporting - The SS/PMS shall provide ad hoc reports as required by the Storage Manager. All requests of this nature shall be submitted to the SS/PMS. Requests for changes to or programmed reports will be done through the Code 270 Help Desk.
3. Payment for Storage
 - a) The Storage Manager will print SIMS Payment for Storage (square foot) Directorate listings yearly during the last 2 weeks of July, prepare a cover letter for each and mail them to the appropriate Directorate to allow for removal of underutilized equipment by the end of September before the final bills are mailed in October.
 - b) The Storage Manager will print SIMS Payment for Storage (square foot) Directorate listings yearly during the first or second week of October, prepare a cover letter for each and mail them to the appropriate Directorate for billing action. Charges are due when the Directorate receives their spending authority for the new fiscal year. Customers shall be billed a prorated charge for items stored after the normal billing cycle unless the charge is less than \$100.

2. STORAGE INSTRUCTIONS

2.1 Storage Request Routing and Approval

- a. Customers requesting storage shall complete the Storage Request online via SIMS. They shall have required documents attached as appropriate, e.g., GSFC 20-4, photos. A charge will be assessed for all equipment stored at off-site, leased warehouse facilities.
- b. The Storage Manager or designee shall review, approve, and forward all requests for storage to the SS/PMS, who shall ensure that the request will be entered into SIMS in accordance with the SIMS User's Guide. Items requiring tagging shall be tagged in accordance with 270-WI-4200.0.1 before pickup and/or receipt into storage.

NOTE: *The SS has been delegated authority by the Storage Manager to approve all Storage Forms for Greenbelt storage. The PMS has been delegated signature authority for all storage forms for WFF storage only.*

- c. If existing facilities do not meet the customer's environmental requirements, the Storage Manager shall notify the customer and will work with the customer to find suitable storage space to meet

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DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

Page 11 of 27

his/her requirements. If the customer agrees to existing environmental limits, the Storage Manager shall note/date the agreement on the Environmental Requirements field in SIMS for future reference.

- d. The Customer shall contact the Greenbelt Dispatch Office and submit a Logistics Work/Services Request (NASA Form WI-7) at Wallops to the WICC Transportation Office, which shall schedule pickup of the equipment. The SS/PMS shall then update SIMS in accordance with the SIMS User's Guide.
- e. If packing and/or crating are required, the Customer shall submit along with their transportation request, a request to the Packing and Crating Shop. The SS/PMS shall then update SIMS in accordance with SIMS User's Guide. The SS/ACS shall maintain all documentation in suspense until items have been received into storage.
- f. After packing/crating is completed, the Code 279 Packing and Crating group shall notify the SS/PMS and the Dispatch Office/WICC Transportation Office to pick up and deliver the items to the appropriate storage warehouse.

2.2 Receipt and Storing of Equipment

- a. The SS/PMS or Storage Warehouseman shall acknowledge receipt of the item(s) by signing the GSFC DAFIS-Generated Pickup Form (Greenbelt) or the NASA Form WI-7 (Wallops). The driver shall return the GSFC DAFIS-Generated Pickup Form or NASA Form WI-7 to the Dispatch Office/WICC Transportation Office for further processing.
- b. The SS/PMS or Storage Warehouseman shall inspect the item(s) for visible damage and/or discrepancies (e.g. quantity, wrong ECNs, measurements, etc.) and annotate the comments field in SIMS accordingly. He/she shall report damage and/or discrepancies to the Code 274 Storage Manager and the consignee within 3 working days of receipt.

NOTE: *The SS/PMS cannot inspect/verify the contents of crates without the owner present.*

- c. If the item(s) received are PCH and there is any sign of damage or any indication that the contents might vary from the specifications, the SS/PMS shall immediately notify the appropriate NASA Project Support Manager who shall determine if a Non-Conformance Report will be required.
- d. SS/PMS shall ensure that each shipment is marked with tags that identify the nature of the shipment (Forms 1368, 1368A or 1368B) on the top and all sides of the container(s).

NOTE: *While the equipment is in SS/PMS WFF custody, any forms attached to the items should not be removed unless it is necessary to do so for test, integration, or calibration; the forms must be replaced immediately upon completion of the procedure.*

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- e. The SS/PMS or Storage Warehouseman shall ensure the SIMS-generated storage request number, the initiator's code, number of items, ECN(s) and criticality code are included on a Storage Item Card (GSFC Form 20-61) which shall be affixed to all item(s). Storage requests containing multiple items shall be numbered (e.g., 1 of 3, 2 of 3, 3 of 3). The SS/PMS shall also check the air-conditioned block as "yes" or "no".
- f. The Storage Warehouseman shall place the item into a location within 3 working days of receipt of the item and annotate the location in SIMS User's Manual.
- g. The SS/PMS shall update SIMS in accordance with the SIMS User's Manual..
- h. If there are controlled items on the SIMS Storage Request, the SS/PMS shall notify Code 273 Supply and Equipment Management Branch for update in N-PROP and/or SAP if the item stored was controlled.

2.3 Warehousing

The SS/PMS shall inspect all storage areas each month and shall document findings on the Warehouse Monthly Walk-Thru Checklist. The SS/PMS shall maintain a file of these monthly checklists in their respective offices.

This inspection will verify:

- a. Condition of packing materials, i.e., shrink-wrap, tarps, cardboard boxes, crates, pallets, etc.
- b. Visible damage to the item
- c. Location accuracy (sample only)
- d. Labeling
- e. Routine housekeeping
- f. Space utilization efficiency

The SS/PMS shall reconcile any discrepancies of location or condition within 3 working days after discovery or as agreed upon verbally or in writing by the Storage Manager.

The SS/PMS shall maintain/effect their respective location changes in SIMS using the Storage Location Change Sheet (270-FORM-0163) in accordance with the SIMS User's Manual.

2.4 Renewals

The Storage Manager and SS/PMS shall maintain/effect renewals in SIMS using the automated Storage Renewal online in SIMS; this shall also be used for code and initiator changes related to the renewal cycle. The Storage Manager shall forward renewal information for each controlled item to the Code 273 Supply and Equipment Management Branch for status update in N-PROP and/or SAP.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

Page 13 of 27

2.5 Storage Release

- a. Customers requesting release of storage items shall completed an online storage request. They shall ensure that the required documents are attached as appropriate, e.g., GSFC 20-4.
- b. The Storage Manager or designee shall review, approve, and forward all requests for removal of items from storage to SS/PMS who shall ensure that the request will be entered into SIMS in accordance with the SIMS User's Manual
- c. The Storage Warehouseman shall pull and stage the item for pickup by the customer's required return date.
- d. SS/PMS shall resolve schedule conflicts and coordinate changes generated by either the shipper or the recipient.

NOTE: *For both local and Wallops partial withdrawals, the SS/PMS shall follow procedures as written in the SIMS User's Manual.*

2.5.1 Local Storage Release

- a. The SS shall e-mail the Greenbelt Dispatch Office, or the PMS shall submit a Logistics Work/Services Request (NASA Form WI-7) to the WICC Transportation Office, which shall schedule pickup of the equipment. The SS/PMS shall then update SIMS in accordance with the SIMS User's Manual..
- b. Whoever picks up the item shall provide a hand receipt for the equipment picked up. The SS/PMS shall update SIMS accordingly.
- c. When an item is delivered, the customer shall sign the GSFC Computer-Generated Pickup Form/NASA Form WI-7. The driver shall return the form to the appropriate Transportation Branch/Section for filing.
- d. The SS/PMS shall follow procedures outlined in the SIMS User's Manual to close out the Storage Request and update the system within 3 workdays of the release of the equipment from storage. After SIMS update, the SS/PMS shall file all related documentation in the "Closed Storage Requests" file.
- e. If the item was withdrawn and they are controlled items, the SS/PMS shall notify Code 273 Supply and Equipment Management Branch for update in SAP.
- f. If the item is being excessed and is controlled, the SS/PMS shall notify the Supply and Equipment Management Branch to remove the item from an "out" status in SAP.

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DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

Page 14 of 27

- g. The Property Custodian shall then initiate an excess action for the item(s) through N-PROP, and an excess case number will be generated in DSPL, which will generate an excess case label.
- h. The DSPL team will schedule labeling and pickup of the equipment from the appropriate storage warehouse.

2.5.1.1 Wallops to Greenbelt Storage Release

- a. If an item is located at Wallops but owned by an organization at Greenbelt, customers shall request permanent removal of the item from storage by submitting a Storage Out Request via SIMS, and a GSFC Form 20-4, if applicable, to the Storage Manager or designee for review and approval. If the release is a partial removal, the customer will also request partial removal via SIMS online.
- b. The SS shall enter the request into SIMS in accordance with the SIMS SIMS User's Manual. The SS shall maintain a suspense file of all such requests at Greenbelt. Transportation shall be requested using the GSFC Form 20-4, a copy of which shall be maintained in the suspense file. SS shall mail the original GSFC Form 20-4 to the PMS, who shall coordinate transportation for the item back to Greenbelt. If the item is to be excessed, PMS will follow Paragraph 2.5.1.2 below to dispose of the item at WFF.

NOTE: If the item will be required in less than two weeks, the PMS shall prepare the GSFC Form 20-4 using the financial accounting string annotated on the Storage Request found in SIMS. In this case, SS shall not mail the GSFC Form 20-4 to Wallops.

- c. Whoever picks up the item shall sign and date a hand receipt for the item picked up.
- d. Upon release of the item, the PMS shall update in accordance with the SIMS User's Manual, forward a copy of the GSFC Form 20-4 signed by the carrier driver to the SS, and, if item was excessed at WFF, notify SS of Excess Case Number.
- e. The PMS shall notify the Code 273 Supply and Equipment Management Branch for each piece of controlled equipment withdrawn for update in SAP.
- f. SS shall close out the Storage Request in SIMS per the SIMS User's Manual and file all documentation in the Closed Storage Request file.
- g. Withdrawn items are shipped directly from off-site locations to the customer, who shall inspect the items for damage or discrepancies. If there is damage or discrepancies, the customer shall note them on the carrier's documentation and shall contact the Code 279 Traffic Management/Shipping Section to resolve the problem with the carrier in accordance with 270-WI-6400.1.2. The customer shall sign the carrier's documentation for receipt of the items.

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2.5.1.2 Items to be Excessed from Storage

NOTE: *If the item is designated scrap, the owner shall also submit a Determination for Classification of Property as Scrap or Salvage with the GSFC Storage Out Request.*

a. The SS/ACS shall:

1. Review the request online and update SIMS in accordance with the SIMS User's Manual.
2. Keep all documentation in suspense until excess action has been completed.
3. Update SIMS per the SIMS User's Manual.
4. If the item is non-controlled, will notify Code 273 Supply and Equipment Management Branch (SEMB). The SEMB will input information from the GSFC 20-9 into DSPL. This will automatically create an excess case number and an Excess Transportation Request in DSPL.
5. If the item(s) are controlled, will notify the SEMB which will update controlled items from an "out" status in SAP.
6. If the item is controlled, the owning organization's property custodian (PC) shall initiate an excess action in N-PROP after the status is changed in SAP. This will automatically create an excess case number and an Excess Transportation Request in DSPL.
7. DSPL will create an excess label for both non-controlled item and controlled items and schedule labeling and pickup of the equipment from the warehouse.
8. The SS/PMS will sign the Excess Transportation Request, and Transportation will give them a copy. Also Transportation will sign a receipt showing they picked up the item(s).
9. SS/PMS shall update the SIMS per the SIMS User's Manual and place all documentation in the closed file.

2.6 Leased Warehouse Control and Operations

Periodically, additional off-Center leased warehouse facilities will be required to supplement Greenbelt storage space. The following supplemental procedures are applicable to leased warehouses:

- a. Normal hours of operation will be 8 AM to 3 PM daily except for weekends and holidays. Deliveries and pickup of equipment must be scheduled in advance with the SS no later than 1 p.m. on the day before the date of delivery or pickup.
- b. Only electric or LPG forklifts shall be used.
- c. All material shall be kept clear of exits to allow free access.
- d. No cleaning solvents and/or hazardous liquids will be used for cleaning the floor or racks.

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DIRECTIVE NO.	<u>270-WI-6400.1.3K</u>
EFFECTIVE DATE:	<u>September 30, 2014</u>
EXPIRATION DATE:	<u>September 30, 2019</u>

- e. Transportation to and from the leased warehouses shall be conducted in accordance with 270-WI-6400.1.2.
- f. The SS/PMS shall keep a hard copy of the SIMS Master Listing by Request Number and SIMS Master Listing by Organization at all storage warehouses. The Storage Manager or SS/PMS shall provide updated listings or copies of storage documents, as requested.

2.7 Security

The following Code 279 security standards and procedures apply to all storage areas to include any offsite, leased warehouses unless otherwise noted.

- a. At leased warehouses in Laurel, Maryland, security shall be provided by the GSFC Security Division, Code 240, by an automated surveillance system during all hours of non-attendance by the SS or the Storage Warehouseman. The SM/SS shall solely coordinate after-hours access in advance with the GSFC Security Division.
- b. Visitors to all storage areas shall enter their names on the posted Storage Area Sign-in Sheet. Personnel and visitors, other than repair personnel, shall be escorted by the Storage Manager, SS/PMS or Storage Warehouseman at all times.

2.8 Database Maintenance

SIMS Database

- a. SS/PMS shall maintain and update SIMS database in accordance with procedures outlined in the SIMS User's Manual.
- b. The Storage Manager or SS/PMS shall report SIMS system problems through the Code 270 Help Desk as soon as possible after the occurrence of the problem, and shall also notify all affected parties.

3. NONCONFORMANCE REPORTING

When products or services within the scope of the MS are found to not meet specifications, a major or minor Nonconformance Report (NCR) will be prepared following the general guidance provided by GPR 5340.2 and the provisions of this section. Typical examples of major nonconformances that shall be reported include the results of damage discovered during storage and issue, defective services that result in damage, customer complaints and discrepancies found as a result of audits. Major nonconformances require corrective action determination and implementation in accordance with GPR 1710.1. Minor nonconformances are those discrepancies that do not meet the thresholds described above, but do require careful consideration and, in some cases, follow-up action. Examples of minor

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>270-WI-6400.1.3K</u>
EFFECTIVE DATE:	<u>September 30, 2014</u>
EXPIRATION DATE:	<u>September 30, 2019</u>

nonconformances are simple kind and count receiving discrepancies, missed delivery dates which have no operational impact and minor deviations from internal processes or specifications which have no effect on the quality or timeliness of final product delivery. This applies to Code 270 personnel as well as individuals or organizations that provide equipment or services to Code 270 and covered by the scope of the MS.

3.1 Nonconformance Management

3.1.1 Major Nonconformances

The overall Nonconformance Lead (NCL) for the activities in this work instruction is the Code 274 Logistics and Transportation Management Branch Head. The NCL serves as the principal point of contact within LMD responsible for the management and proper functioning of the nonconformance process in that functional area provides technical oversight and identifies nonconformance trends that may require changes to existing policies or procedures, and reports significant issues to higher management. The NCL is also responsible for reviewing and processing Nonconformance Reports (NCRs) received from any source as well as directing and documenting corrective actions taken in response to NCRs.

The primary documentation for these activities shall be created in the automated Nonconformance Reporting/Corrective Action (NCR/CA) System, which is accessed via the GSFC MS website.

3.1.2 Minor Nonconformances

There is no single method for documenting and dispositioning minor nonconformances. All minor nonconformances shall be recorded in an approved record, and, the cognizant supervisor shall review the documentation and determine the most appropriate disposition. In those instances when a close out action is necessary, it will also be annotated in an approved record. In the case of this work instruction, nonconformances are primarily discovered during actual Storing Project Material and Equipment, Greenbelt, operations.

3.1.3 Nonconformance Initiation and Disposition

After the NCL reviews an NCR, the NCL shall request and/or develop disposition recommendations. For most shipments, this will be an internal process. In the case of services provided directly under the direction of operational Projects, the appropriate Project personnel shall be consulted. In some cases, the Project may assume control of the NCR/CAS process. In those cases, the NCL will update the NCR to show this transition. In all other cases, the NCL shall lead the NCR disposition process.

Once the review is complete, the NCL shall input the disposition into the NCR/CA System. In cases where policy may be affected, the ILMD management shall be consulted prior to completing the disposition process. If no corrective actions are required, the NCL shall close out the NCR.

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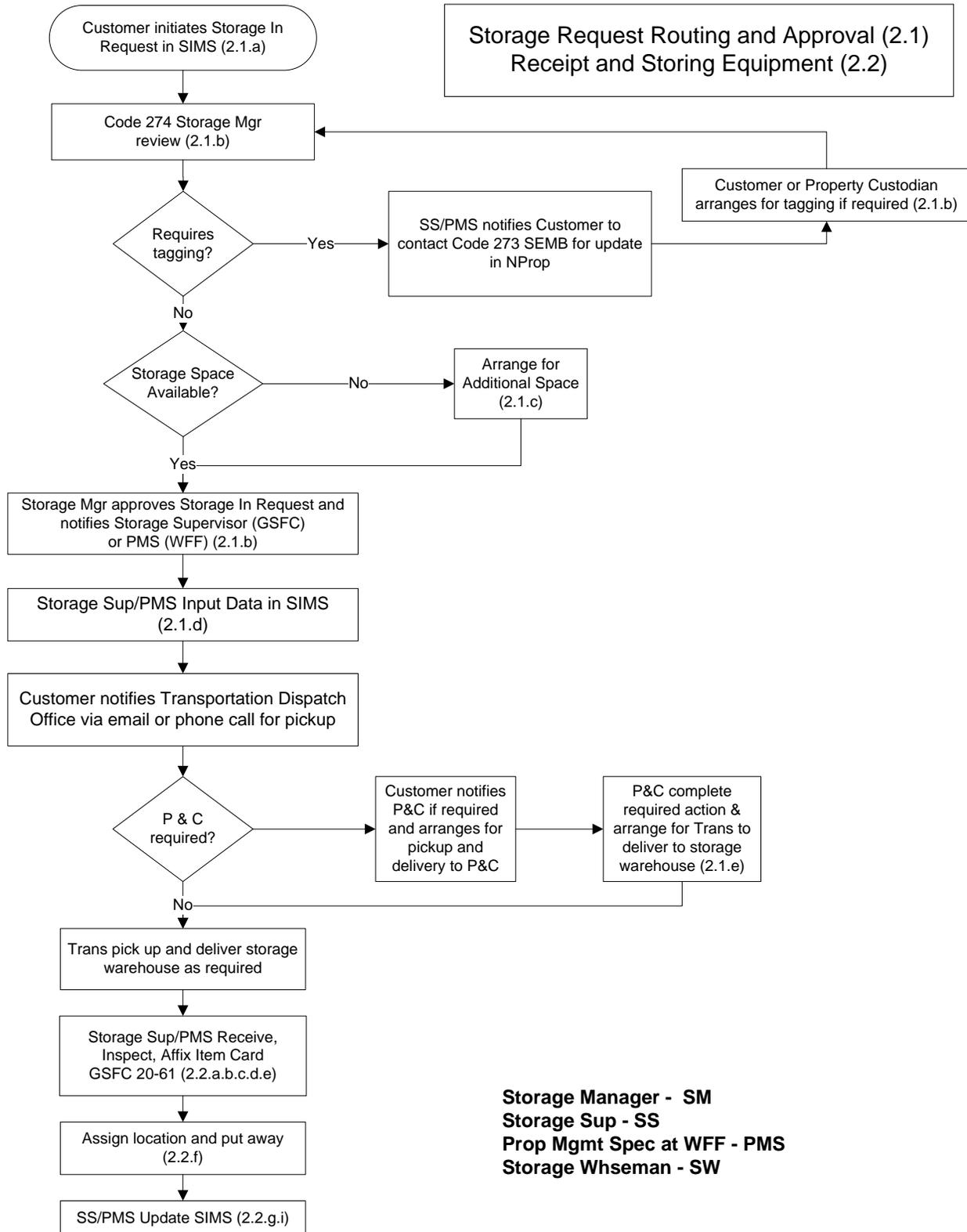
DIRECTIVE NO.	<u>270-WI-6400.1.3K</u>
EFFECTIVE DATE:	<u>September 30, 2014</u>
EXPIRATION DATE:	<u>September 30, 2019</u>

Page 18 of 27

4. Corrective Actions

If resolution of the NCR involves initiation of corrective action, the NCL shall continue to update the NCR with Root Causes, Actions Taken and Remedial Actions if and when they are part of the corrective action process. Upon completion of all corrective actions, the NCL shall close out the NCR. In some cases corrective actions will point to other nonconformance issues that need to be resolved. If this happens, the NCL shall create a follow-on NCR, and the process will begin again.

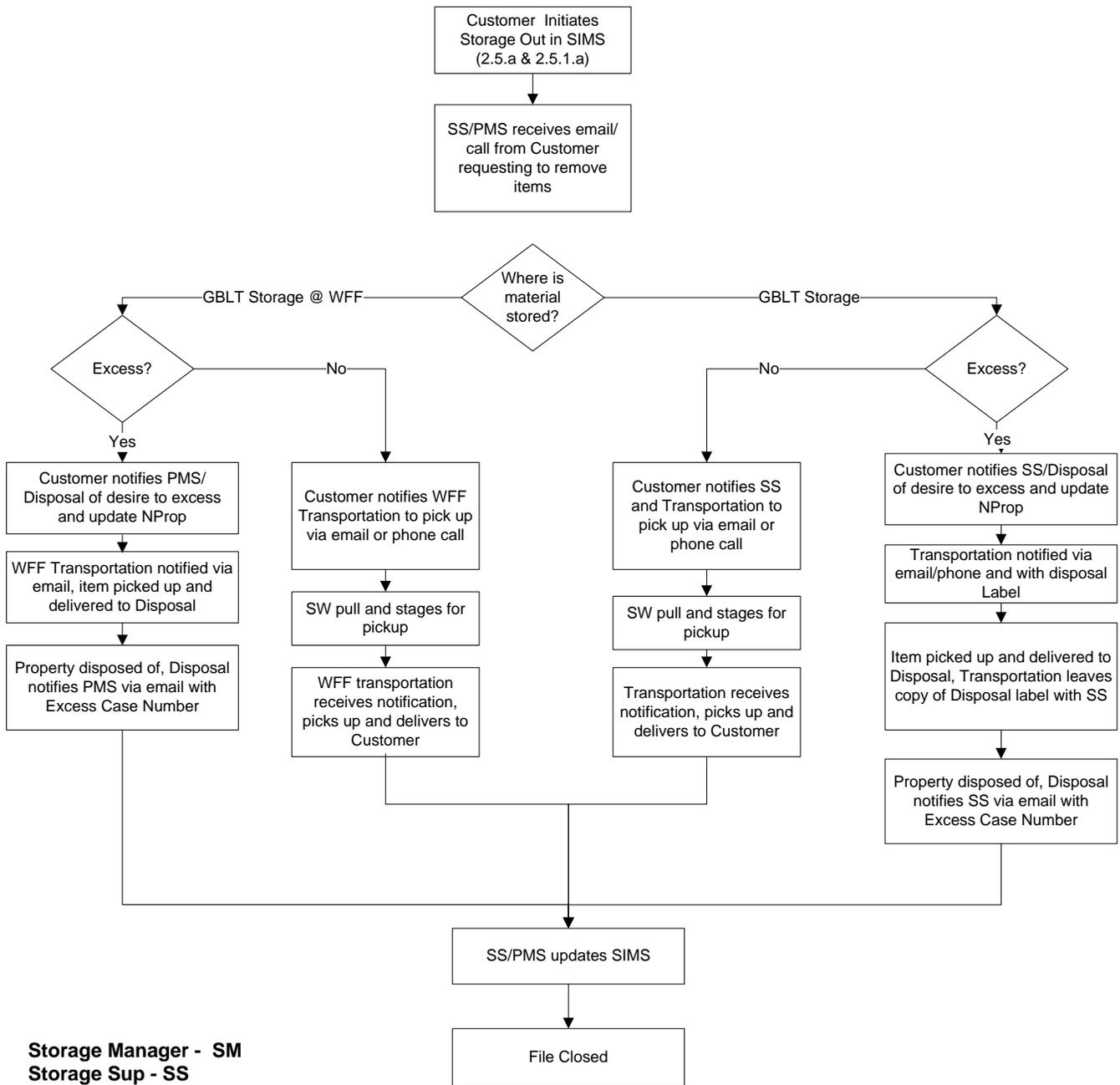
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Storage Manager - SM
Storage Sup - SS
Prop Mgmt Spec at WFF - PMS
Storage Whseman - SW

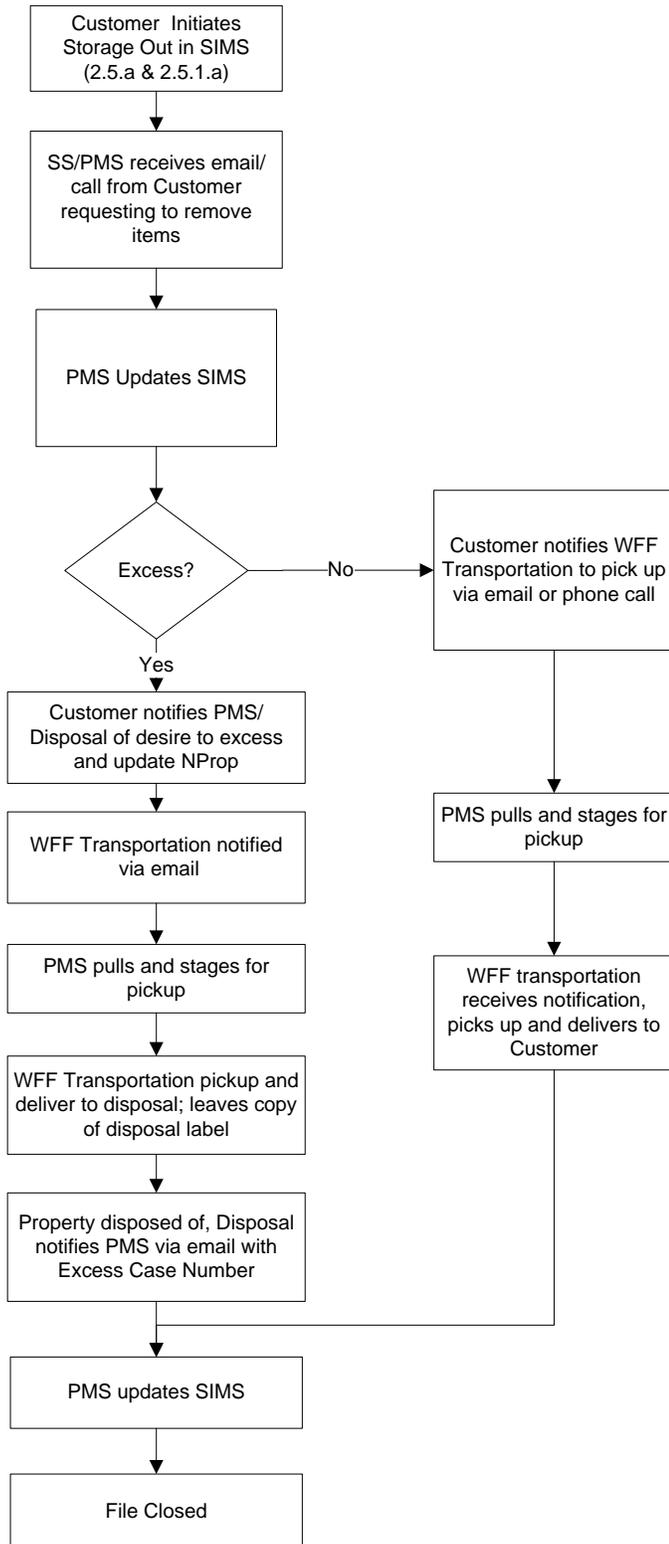
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GBLT Material Storage Release (2.5)



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**WFF Material Storage Release
(2.5)**



Storage Manager - SM
Storage Sup - SS
Prop Mgmt Spec at WFF - PMS
Storage Whseman - SW

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Appendix A – Definitions

- a. Controlled Equipment - All equipment with an acquisition cost of \$5,000 or more that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment, and selected items of equipment designated and identified as sensitive by Goddard.
- b. Equipment Control Number (ECN) - The unique, bar-coded 6- or 7-digit number assigned to a piece of equipment in NASA IAM PP&E.
- c. Hazardous Materials - Material will considered hazardous when, because of characteristics, it will:
 - 1. cause or significantly contribute to an increase in mortality or increase in serious irreversible or incapacitating illness; or
 - 2. pose substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.
- d. NASA Integrated Asset Management (IAM) Property, Plant and Equipment (PP&E) System – the system used to identify, account for, and control Center-held, controlled equipment.
- e. NASA N-PROP System – the system within the PP&E used by Property Custodians to account for, manage, and track controlled equipment assigned to their organization.
- f. NASA DSPL System – the system within the PP&E used by Disposal to excess controlled and non-controlled equipment as excess or scrap.
- g. Program Critical Hardware (PCH) - Those items of equipment including their component parts designed to:
 - 1. be placed in orbit or in a trajectory to another celestial body; or
 - 2. interface directly with space flight hardware and requiring the same level of care and protection.
- h. Property Custodian – An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.
- i. Storage Information Management System (SIMS) - SIMS is the automated tracking/data collection and reporting system for the GSFC Storage Program.

Appendix B – Acronyms

ASC	Administrative Support Clerk
CA	Corrective Action
COR	Contracting Officer’s Representative
DAFIS	Dispatch Automated Fleet Information System
DSPL	Disposal Management System
ECN	Equipment Control Number
FMD	Facilities Management Division
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
ILMD	Information and Logistics Management Division
LPG	Liquefied Petroleum Gas
MHE	Materials handling equipment
MS	Management System
NASA	National Aeronautics and Space Administration
NCL	Nonconformance Lead
NCR	Nonconformance Report
NCR/CA	Nonconformance Reporting/Corrective Action System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
N-PROP	NASA Property Management System
NRRS	NASA Records Retention Schedules
PC	Property Custodian
PCH	Program Critical Hardware
PE	Packaging Engineer
PHTR	Packaging, Handling, and Transportation Requirements
PMS	Property Management Specialist
PP&E	Property, Plant and Equipment
SEMB	Supply and Equipment Management Branch
SIMS	Storage Information Management System
SM	Storage Manager
SS	Storage Supervisor
WFF	Wallops Flight Facility
WICC	Wallops Institutional Consolidated Contract
WOA	Work Order Authorization

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DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	10/01/98	
A	02/01/99	<ul style="list-style-type: none"> ▪ Section P4 expanded to include Quality Records. ▪ Adds section 8.2 on Nonconformance Reporting. ▪ Deleted para 5.4 as redundant.
B	04/27/99	<ul style="list-style-type: none"> ▪ P.4 adds various quality documents and locations ▪ Adds caution regarding securing of loads ▪ Adds biannual PCH handling certification requirement ▪ Adds additional instructions regarding HazMat ▪ 8.0a adds Storage Manager responsibilities ▪ 8.0b adds Storage Supervisor responsibilities ▪ 8.0f adds section on Storage Warehouseman responsibilities ▪ 8.0g & 8.1.1c adds climate control requirements ▪ Adds check list for walk through inspections ▪ 8.1.5.1, 8.1.5.2, & 8.1.5.3 adds procedures for documenting pickups ▪ Adds wording to indicate that audit discrepancies are documented with Nonconformance Reports ▪ 8.2.1 identifies the Code 234 Storage Manager as Logistics Equipment Storage Sub-Project Administrator ▪ Plus, various minor changes to improve clarity and accuracy of this Work Instruction and bring document in line with the format requirements of GPR 1410.1
C	06/01/99	<ul style="list-style-type: none"> ▪ Modified P4 to identify proper Record Retention Schedule ▪ Inserted P8 Cancellation ▪ Renumbered old P8 to P9 and all associated subparagraphs. ▪ Renumbered old P9 to P10 and modified all numbers in the flow diagram.
D	08/13/99	<ul style="list-style-type: none"> ▪ 9.2 - Modified to add procedures for major and minor nonconformances
E	02/17/00	<ul style="list-style-type: none"> ▪ Moved Forms Listing from P4 to P6 ▪ Various Editorial changes

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

Revision	Effective Date	Description of Changes
F	01/18/01	<ul style="list-style-type: none"> ▪ Replaced “GSFC ISO 9000” with “Goddard QMS Program” throughout document ▪ Added hyperlinks to documents and forms throughout document per review comments ▪ P3b spelled out the acronym NEMS per review comments ▪ P4.a. Changed Record Custodian from SS/PMS to SS and/or PMS because SS doesn’t use some WFF forms. ▪ P4.g. Changed Record Custodian from SS/PMS to PMS because SS doesn’t use this WFF form. ▪ P6(a) replaced NHB 6000 with NPG 6000.1 and included the new title of document per review comments ▪ P6.1.i through P6.1.k – added note that these references are LMD controlled documents ▪ Included new equipment purchases in P.7 chart ▪ Rewrote 9.1.0.a (7); Storage Manager does not execute a payment for storage program but rather collects payments. ▪ Reassigned responsibility for materials handling equipment and facilities requirements from Storage Manager P9.1.0.a(10) to SS/PMS P9.1.0.b(9) ▪ Deleted duplication P9.1.0.g (2) at end of paragraph (see para. P9.1.0.g (3)). ▪ Deleted portion of p9.1.0.g (5) related to requirement for personnel leaving Goddard to have Storage Manager sign Checkout Sheet, GSFC 17-26. ▪ 9.1.1.b. end of paragraph added requirement for NEMS tagging before receipt of storage.
G	03/21/02	<ul style="list-style-type: none"> ▪ Updated WI using most recent template to include Preface paragraphs for Metrics and Training. Also renumbered paragraph sections to agree with new template. ▪ 1.1.0.h(3) - end of paragraph added provision for payment for storage after the normal yearly billing cycle. ▪ 1.1.1.a - removed the word “yearly” in sentence 3 to allow for interim payment for storage.

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DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

Revision	Effective Date	Description of Changes
H	09/02/03	<ul style="list-style-type: none"> ▪ Corrected paragraph numbering throughout document. ▪ Added 239 Excess SOP to the Documents Listing and included SOP numbers for SIMS and SIMS User Manual ▪ Canceled 239-SOP-6400.14, Storage of Inactive Equipment and Exhibits ▪ Global change - Administrative Supply Clerk, WFF to WICC Property Management Specialist. ▪ Changed organization names for Code 239 and Code 239 Managers. ▪ Added NEMS responsibility for SS/PMS. ▪ Changed name and responsibility for NEMS Section. ▪ Added Special Requirements section for PAO Traveling Exhibit Program and forms for this program. ▪ Changed dollar threshold from \$1K to \$5K for NEMS tagging requirement. ▪ Corrected paragraph numbering in flow chart.
I	02/04/05	<ul style="list-style-type: none"> ▪ As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information. Administrative changes were made throughout to correct responsible organization names and codes, and to re-title Goddard Procedures and Guidelines (GPG) to Goddard Procedural Requirements (GPR) and NASA Procedures and Guidelines (NPG) to NPR ▪ Updated Non-Conformance Section 3 ▪ References to JON or Job Order Number have been changed to “financial accounting string”.
I	05/14/06	<ul style="list-style-type: none"> ▪ Administratively updated to reflect a change in the owning organization code from 230 to 270.
J	01/05/09	<ul style="list-style-type: none"> ▪ Corrected paragraph numbering throughout document. ▪ Deleted PAO Traveling Exhibit Program and changed scope to include furniture and exhibits and exclude records from applicability. ▪ Added NPD 1440.6H, NASA Records Management to Records. ▪ Added Excess Transportation Document, preprinted excess

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DIRECTIVE NO. 270-WI-6400.1.3K
EFFECTIVE DATE: September 30, 2014
EXPIRATION DATE: September 30, 2019

		<p>label</p> <ul style="list-style-type: none"> ▪ Additions and deletions in Tools, Equipment and Materials ▪ Deleted GSFC 20-62, Storage Out Request Type 1 Temporary Removal, NASA NEMS Form 1602, Form 270-FORM-0028, NASA Traveling Exhibit Inspection Record, GSFC Form 20—62E, Exhibit Storage Out Request and SIMS master Listing of Temporary Removals (Computer-Generated) from Records. ▪ Updated Metrics to reflect person responsible for location accuracy at WFF. ▪ Added NASA PP&E, N-PROP, DSPL and Property Custodian to definitions. ▪ Added “yearly” to paragraph 1.a(7) ▪ Changes throughout the work instruction related to PP&E N-PROP versus NEMS property accountability system. ▪ Added bar coding responsibility to paragraph 1.e and changed existing paragraphs to reflect responsibilities related to PP&E. ▪ Added “through the Code 270 Help Desk, the automated computer problem reporting system to paragraph 1.f(2). ▪ Deleted responsibilities for paragraph 1.f. ▪ Updated flow charts
K	09/30/14	<ul style="list-style-type: none"> • General update for including the review and approval of storage requests, renewals and removals using the Storage Information Management System. • P.6 Safety precautions updated with standardized requirements that only forklifts with overhead guards to lift material to and from elevated racks, and that spotter personnel remain well back from elevated forklift loads. Expanded the requirement for the use of hard hats to from “under” to “under and around” suspended loads. ▪ P.6 Safety precautions standardized requirement for palletized materials stored in elevated racks be in a stable configuration and shrink wrapped when feasible, that palletized material not overhand the edge of the pallet and pallets overhand racks by no more than 3.” ▪ Moved “P.10 Definitions” to Appendix A. Added Appendix B of Acronyms ▪ Title Change from “Equipment Storage Program” ▪ Revision K, incorporates changes that involve the automation of SIMS and the changes in the work flow.

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