



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 63.12, **Warehouse Storage**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish policy and procedures for departmental use of TTUHSC El Paso's warehouse storage space.

REVIEW: This HSCEP OP will be reviewed on or before November 1 of every odd numbered year (ONY) by the Executive Director of Business Affairs, with recommendations for revisions submitted to the Chief Financial Officer or designee by November 15.

POLICY/PROCEDURE:

I. Warehouse Storage.

A. To the extent that space is available, requests for space assignment will be considered within the following guidelines:

1. Requests for space are to be made by completing the Request for Approval of Storage Form (Attachment A). The following items are required for each asset item before submitting a request form for storage or surplus:
 - a. Photos of each asset item, from every angle, to be stored or surplus;
 - b. Measurements of each asset item before it is disassembled and hauled away; and
 - c. Detailed description of asset item(s) (e.g. wood shade, paint color, accessories, metal, etc.)

Once process is complete, copy and paste photos with accurate measurements and detailed descriptions on Word document and attach it to the Request for Approval of Storage Form with a reference to each picture description on the forms column.

The completed Request for Approval of Storage Form and photos should be emailed to SurplusElp@ttuhsc.edu.

2. Hazardous, perishable, dangerous, or explosive materials will not be accepted for storage.
3. Outdated or obsolete items should be disposed of rather than stored. Refer to HSCEP OP 63.11, for more information on the disposal of surplus, obsolete, or uneconomically repairable property at TTUHSC El Paso.
4. Although the facility will be secured, the department storing the items assumes full responsibility in the event of any loss or damage.
5. Departments assume responsibility for loading, unloading, and transporting all items into and out of storage.
 - a. Arrangements for moving services may be made through Facilities, Operations, Maintenance (FO&M) by submitting a working order request through the TMA system.
6. Controlled and capital asset items carried in property inventory will remain the department's responsibility for the purposes of HSCEP OP 63.10, Property Management. Departments must

update the property inventory system to identify controlled and capital asset items located in storage by entering "Warehouse Storage" as the Building and Room Number.

7. After notice to the department, any items left in storage for over (3) three months will be disposed of in compliance with all university and state regulations. Any costs incurred will be billed to the department storing the department storing the items.

II. Warehouse Storage Charges.

- B. Departments will be billed monthly according to the published Warehouse Storage rates, these rates can be found on the General Services website at <https://el Paso.ttuhs.edu/fiscal/businessaffairs/generalservices/reference.aspx>.