

## Storage and Warehousing Guidelines

Boston College establishes the following guidelines to promote the efficient use of space throughout the University. These guidelines apply to any University department seeking storage and warehousing space for University property.

Boston College maintains an off-site storage and operations facility where there is actively managed shared storage space. Our goal is to provide you with the storage space you need while keeping it a shared resource for the entire University. In order to do this effectively, the following guidelines will be applied.

### *Criteria for storage:*

- Proposed storage need must:
  - be University property unless a separate agreement exists
  - be a strategic or short supply product in inventory which is necessary for daily operations
  - contain no hazardous materials. For information concerning hazardous materials, contact BC Environmental Health & Safety
  - contain no live objects
  - Climate Controlled Space (heating/cooling/humidity) is not available
  - not fall under the Records Retention Policy
    - <https://www.bc.edu/content/dam/files/offices/policies/pdf/policies/2012/00003309.pdf>
  - not be oversized (greater than 4ft high x 9ft wide or 4ft deep or as determined by approver) items (unless approved)
  - not be vehicles or equipment that contain gasoline
  - be used within 24 months. This is not a place to put items that are no longer needed or that need to be stored for longer than 24 months

### *Process:*

- Before sending any material to storage, all storage requests must be submitted on the “Boston College Storage Request Form” and formally approved. Requests are treated on a first come, first served basis.
- Once received, the information submitted will be evaluated to determine if it meets the criteria for University storage and if there is space available. If approved and space is available, instructions on the move/placement will be sent to the requester. See below.
- Responses to requests for storage will be provided typically within 5 business days of receipt of the request.
- For more complicated requests, the approver will review the request with a broader Warehouse Request Review Team (*Facilities Management and IR&P Space Planning*)
- If the requested items fall under the Records Retention policy, the requesting department should see the Records Retention policy:  
<https://www.bc.edu/content/dam/files/offices/policies/pdf/policies/2012/00003309.pdf>
- If space is not available but the inventory meets University storage criteria, the approver will provide the department with the best options available. This could include storage through a third-party vendor with a monthly charge-back to the requesting department.
- If a storage request is approved for space in the University warehouse, a work-ticket should be placed by the department through the BC Agora Portal. A copy of the work-order will go to the warehouse manager so that space will be allocated and delivery expected.
- It is the requesting department’s responsibility to arrange for items to be removed from the warehouse through the work order center.
- Requests for delivery and pick-up of inventory for special events on weekends/holidays requires overtime labor which will be charged to the requesting department.

**Time:**

- A department can store items in the warehouse for up to 24 months as long as the department actively manages the items on a quarterly basis.
- At 3 months and 1 month prior to the two year term, the department contact will be contacted by email and phone with email copies to the financial administrator and appropriate VP, to warn them of the coming deadline. If additional time is needed, they will be asked to submit the Extension Request Form which will be considered in 6 month increments based on a “space available” basis, unless a waiver is agreed on or an earlier agreement was made.
- Departments with a pre-existing arrangement and allotted space for operational use are exceptions to the time limitation rules.
- If additional space is needed, the department must submit a “Storage Extension Request Form” and will be subject to all rules/charges for the additional space thereafter.
- If at any time the department no longer needs the items, the department can complete the “Warehouse Surplus Inventory Transfer Out Form” which will transfer ownership to the University which will then evaluate and determine the best disposition which could include recycling, selling, donation or disposal. If there is a cost associated with the solution, it will be charged to the department.
- At 27 months, the department will be contacted again by. If the department does not make plans for their inventory after 30 months and they have not received approval for additional time, they will be asked to complete “Warehouse Surplus Inventory Transfer Out Form” and the University will then evaluate and determine the best disposition which may include recycling, selling, donation or disposal.
- If inventory is in the warehouse for 6 months beyond the 30 month period (total of 3 years) with no productive action taken by the department, the inventory will be considered property of the University. The warehouse team and the Office of Sustainability will evaluate and determine the best disposition which could include recycling, selling, donation or disposal. If there is a cost associated with this, it will be charged to the department and can include a one time removal fee as well as monthly storage fees until removed.
- Departments must plan for budgeting of storage fees out of their current operating budget. If supplemental funding is required the department must request this through their respective Chair/Head and Dean/VP.

**Fee:**

- Upon approval of any extensions, a fee of \$25 per bay will be charged to the department monthly after the first 24 months of storage. The university may increase this fee annually based upon current operating costs and will provide notification to all paying users annually.