

# **School of Mechanical Engineering**

## **Storage of Research Items Guidelines**

### **September 8<sup>th</sup>, 2021**

#### **General Information:**

This document is a guideline to describe how the School will provide limited term storage for research groups. It is the goal of the guideline to ensure the School manages the very limited storage space in an effective and equitable manner. It is also the goal of the guideline to ensure any items stored for later reuse have a reasonable likelihood of reuse.

Faculty members will not have direct or ready access to items placed in storage. Access to these items will be through the ME Building deputy.

#### **Storage Guidelines:**

The School has a very limited amount of storage space on campus and at a remote storage facility. At times, storage space may be available to support the research groups within the School. Requests to store items should be made to the Assistant Head for Facilities. Each request will be evaluated individually to ensure the items warrant storage based on the criteria listed below:

- Physical Size of the item(s)
- Cost of the item(s) and ability to readily replace said item(s)
- Duration of the storage request
- Plans for re-use or likelihood for items to be re-used in the future
- Potential for collaborative use in another research lab rather than placing items in storage
- Any mandates or needs to retain said item due to contractual obligation or research grant terms

If storage of items is approved:

- The item(s) may be approved to be stored for up to 6 years
- Storage beyond 6 years requires a review of the items stored per the criteria listed above. If warranted, the storage may be extended with subsequent periodic reviews.
- The researcher seeking to store items typically would fund the moves of said items into and out of storage. Large items typically require the use of the Campus general labor team to move (Bull Gang).
- The researcher seeking to store items with Purdue Property Accounting tags shall complete the required 'change of location forms' prior to moving said items into storage.

- The researcher shall insure all items are securely packaged to ensure they remain intact and complete. Each container placed in storage will contain an inventory list of items contained within it.
- All items stored will be clearly labeled with the following information:
  - Name of the Faculty Member storing said items
  - Date the item(s) were placed in storage
  - Date the item(s) are slated to be removed from storage or reviewed for continued storage
  - List of any Purdue Property ID tags contained in the storage container
  - Inventory/Descriptions of all items stored in the storage container
  - If item is part of a set, container shall be labeled in sequence, 1 of 3, 2 of 3 etc.
  - If individual items are removed from a stored container, the inventory list will be updated showing the date and individuals who removed said items.