



Ames Policy Directive

APD 4060.1
Effective Date: April 8, 2020
Expiration Date: April 8, 2025

COMPLIANCE IS MANDATORY

Subject: Control of Returnable Containers

Responsible Office: Code JS / Logistics and Documentation Services Division

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	0	1/6/2014	Baseline.
Revision	1	4/8/2020	Revisions to conform to NPR 1400.1 requirements and update forms and authorities.

1. POLICY

This directive establishes policy for Ames Research Center (ARC) to control the use of returnable containers to eliminate unnecessary demurrage charges as incorporated in NPR 4100.1. Material acquired for stores stock or for direct delivery to users will be obtained either in Government-owned containers or in non-returnable containers. Where returnable containers must be used, using those already available to Ames is preferable to purchasing new ones. When Government-owned containers are not available, returnable containers may be purchased if the purchase is made before or at the time the material within the container is purchased.

2. APPLICABILITY

- a. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

- a. NPR 4100.1, NASA Materials Inventory Management Manual

4. APPLICABLE DOCUMENTS AND FORMS

- a. ARC Form 45, Store Stock Issue and Turn-in Slip
- b. ARC Form 66, Request for Shipping Services

5. RESPONSIBILITY

- a. **Users of material in containers shall:**

- (1) Check whether the requested material is carried in stock before initiating a purchase request to acquire material in reusable containers. Stock availability can be obtained by sending an email to arc-dl-logistics-supply@mail.nasa.gov. If the material is available, submit ARC Form 45 to the Logistics Branch via email to arc-dl-logistics-supply@mail.nasa.gov or to Mail Stop 255-1.
- (2) If the material is not available from stock issue, check whether empty Government-owned containers are available in the user's operational areas.
- (3) If Government-owned containers are not available in the user's operational areas, contact Returnable Container Control to determine if any suitable empty Government-owned containers are available. Contact Returnable Container Control in the Logistics Branch at extension 4-3809.
- (4) If suitable Government-owned containers are available, initiate ARC Form 45. Below the line item description, enter the words "REFILL GOVERNMENT-OWNED CONTAINERS." Enter, as applicable, the kind (e.g., cylinder-compressed gas), type (e.g., 1A), serial numbers, capacity (e.g., psi), quantity, and location of the containers. Prepare an ARC Form 66 for the shipment of the Government-owned containers to the recommended contractor, obtain signature approval, and attach to ARC Form 45.

- (5) If the Government-owned containers are in the user's operational areas, mark them (e.g., "Reserved for PR No. ___") or otherwise secure them in the Returnable Control area in N255, give the Purchase Request Number to the Returnable Container Control and request the container be marked or otherwise secured.
- (6) If suitable Government-owned containers are not available, initiate ARC Form 45 for both the material and the containers as separate line items. If the containers cannot be purchased (because contractor refuses to sell, etc.), specify contractor-owned containers and provide funding to cover anticipated period of use.
- (7) Send containers to the Logistics Receiving Section (Building N255) as soon as the contents have been consumed or as soon as the need for the contents of the containers no longer exists. (Demurrage can exceed the cost of the contents if containers are not returned on time.)
- (8) Obtain material in smaller containers when experience indicates that the rate of use would result in loss of deposit or payment of demurrage.
- (9) Submit a Work Breakdown Structure (WBS) number on an ARC Form 45 to cover cost. Government credit cards may be utilized to pay for demurrage provided that vendors will accept the card.

Note: Government credit cards may not be utilized to pay for hazardous materials.

- b. The **Logistics Division (Code JS)** shall maintain records that reflect the status of contractor-owned returnable containers.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

8. CANCELLATION

- a. APD 4060.1, Control of Returnable Containers, dated January 6, 2014.

EUGENE TU

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Eugene Tu
Director

DISTRIBUTION:

Internal and external distribution.

ATTACHMENT A. DEFINITIONS

Demurrage	A fee for retaining an item longer than the time allowed by the owner.
Returnable Containers	Any carboy, cylinder, drum, reel, or other container that is designed to hold materials or products and that is to be returned to a vendor when the contents have been removed or consumed.