



Ames Procedural Requirements

APR 4101.1

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COMPLIANCE IS MANDATORY

Subject: Management of Large Shipping Containers and Contents

Responsible Office: Code J / Center Operations Directorate

CHANGE LOG

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PREFACE

P.1 PURPOSE

The purpose of this directive is to provide a process for the management of large shipping containers and their contents at Ames Research Center (ARC). This directive will help ensure that the Logistics Management Division of ARC is adhering to the requirements and responsibilities described in NPR 4100.1 through increased control and oversight of ARC's materials management. Through better management, ARC will increase efficiency and awareness of its Real Property and storage/warehouse footprints, improve safety, security, and traffic flow, and reduce risks associated with improper storage of hazardous waste and materials.

P.2 APPLICABILITY

- a. This APR is applicable to Ames Research Center (ARC), including all ARC activities, organizations, the NASA Research Park (NRP), NASA Ames Programs/Projects/Operations, and contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate 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" denotes descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. NPR 4100.1, NASA Supply Support and Material Management

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NPD 8700.1, NASA Policy for Safety and Mission Success
- b. NPR 4200.1, NASA Equipment Management Procedural Requirements
- c. APD 4200.2, Management of Controlled Equipment
- d. APD 8829.1, Construction Permits
- e. APR 5100.1, Purchasing/Procurement Initiator's Guide
- f. APR 8829.1, Construction Permit Process
- g. NASA-STD-8719.11, Safety and Standards for Fire Protection
- h. ARC Form 57, New Construction Permit

- i. ARC Planning Clearance Application¹
- j. ARC Environmental Checklist (NEPA Checklist)²
- k. California Code of Regulations, Title 24 Parts 1 through 12³

P.5 MEASUREMENT/VERIFICATION

- a. 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.
- b. The Supply Officer will conduct an annual survey of all ARC property for compliance with this directive and report the results to the Division Chief of the Logistics and Documentation Services Division (Code JS) or their designee and the Deputy Director of Code J.

P.6 CANCELLATION

None.

Eugene Tu
Director

DISTRIBUTION STATEMENT:

Internal and external distribution

¹ ARC Planning Clearance Application: <https://teams.share.nasa.gov/arc/planning/permits/default.aspx>
² ARC Environmental Checklist (NEPA Checklist): <https://teams.share.nasa.gov/arc/planning/permits/default.aspx>
³ California Code of Regulations, Title 24: <https://www.dgs.ca.gov/BSC/Codes>

CHAPTER 1 RESPONSIBILITIES

1.1 The **Deputy Director of Center Operations (Code J)** shall:

Ensure compliance of the Division Chief of Code JS or their Designee with this APR and advise/inform the Center Director on all large shipping container matters relating to this APR, in accordance with APD 4200.2.

1.2 The **Division Chief of the Logistics and Documentation Services Division (Code JS)** or designee shall:

Ensure that Code JS is in compliance with this APR and report the status of the management of large shipping containers to the Deputy Director of Center Operations.

1.3 The **Supply Officer (Code JS)** shall:

- a. Manage all large shipping containers, excluding Exempt Containers, and their reported contents on ARC and report the status of the management to the Code JS Division Chief or their designee.
- b. Maintain a list of large shipping containers, excluding Exempt Containers, and their contents on ARC in accordance with NPR 4100.1.
- c. Implement a process for the labeling and identification of all large shipping containers and ensure compliance to their procedures.
- d. Manage all orphaned large shipping containers (large shipping containers with no known ownership) through the following process:
 - (1) Identify orphaned large shipping containers during the annual field survey outlined in section 2.1.
 - (2) Place a notice on the container, so that it is clearly visible, that states the container has been identified as unclaimed and that the owner has 60 days to contact the Code JS Supply Officer or else the container will be opened and the contents will be inventoried.
 - (3) If no owner is able to be identified from the contents, the large shipping container will be processed for reuse/disposal.
- e. Complete an annual field survey of Ames property for large shipping containers, excluding Exempt Containers, no later than the second Friday of July according to section 2.1, as required by NPR 4100.1 Section 1.2.8.d(2).
- f. Approve or deny requests to bring a large shipping container, excluding Exempt and Intermediate Containers, onto ARC property based on the availability of warehouse space or large shipping containers currently at ARC as stipulated in NPR 4100.1 Section 1.2.8c.
- g. Maintain a database of all large shipping containers, excluding Exempt Containers, at ARC that includes the following parameters:
 - (1) Container's Identification Number
 - (2) Owner (i.e., Responsible Code)
 - (3) Point of Contact (POC)
 - (4) POC's Contact Information

- (5) Location
- (6) Contents
- (7) Container Size
- (8) Arrival Date
- (9) Anticipated Departure Date
- (10) Actual Departure Date

- h. Distribute the Large Shipping Container Identification Sheet (see Appendix C.1) for the labeling of all large shipping containers, excluding Exempt Containers, to container owners.
- i. Coordinate with large shipping container owners to remove large shipping containers, excluding Exempt Containers, from ARC by their scheduled departure date.
- j. Grant the right to use Intermediate Containers to Organizational Directors, Division Chiefs or equivalent organizational heads, or their designees, based on the definition of an Intermediate Container.
- k. Approve requests to allow Exempt Containers to remain at ARC longer than the specified seven days (as defined in Appendix A) based on the justification provided by the person/program requesting the extended duration.

1.4 Construction Permit Office (Code JC) shall:

- a. Process all Planning Clearance Applications and Construction Permit Applications (ARC Form 57).
- b. Review all large shipping container locations for conformance to current adopted codes and standards as required by APR 8829.1 and the California Code of Regulations Title 24 Parts 1 through 12.
- c. Review Planning Clearance and Construction Permit Applications to ensure proposed locations of containers do not block fire lanes, fire hydrants, or other fire department access, equipment or appurtenances (e.g., Fire Department Connections, Post Indicator Valves, etc.).
- d. Inspect final installation of large shipping containers for conformance with approved permit documents.
- e. Close permit documents after installation is complete.
- f. Issue a Certificate of Completion after a satisfactory inspection.

1.5 Organizational Directors, Division Chiefs, Equivalent Organizational Heads, or designees, identified as Owners of Large Shipping Containers shall:

- a. Maintain an accurate and detailed list of the inventories stored within their large shipping containers, excluding Exempt Containers, that is separate from the list contained on the Large Shipping Container Identification Sheet.
- b. Not store any hazardous materials (gases, liquids, or solids) in large shipping containers.
- c. Not connect utilities to the large shipping containers or use them as occupied/inhabited spaces.
- d. Place a lock on their large shipping containers to prevent unauthorized access to the container and its contents.

- e. Maintain a copy of the information provided to the Supply Officer as required by section 1.3g for their organization's large shipping containers, excluding Exempt Containers.
- f. Update the Supply Officer in Code JS and the Large Shipping Container Identification Sheet for any changes made regarding the information required by the Large Shipping Container Identification Sheet located on their large shipping containers, excluding Exempt Containers. The contents list on the Large Shipping Container Identification Sheet can be itemized but it is not required.
- g. Attach a Large Shipping Container Identification Sheet (provided by the Supply Officer as required by section 1.3h) to all of their organization's shipping containers, excluding Exempt Containers, ensuring that it is:
 - (1) Filled out correctly and completely.
 - (2) Protected from the weather by a document protector or through lamination.
 - (3) Affixed to the same side of the shipping container as the lock.

Note: Refer to Appendix C for the Large Shipping Container Identification Sheet and how to affix it to the container.
- h. Obtain a Planning Clearance and Construction Permit prior to the delivery and installation of any Storage Container.
- i. Ensure that their organization's shipping containers are removed by the scheduled departure date.
- j. Obtain approval from the Construction Permit Office before relocating any large shipping containers by submitting a new Ames Planning Clearance and Construction Permit application, excluding Exempt Containers and Intermediate Containers unless the new location is not within the pre-approved designated area.

1.6 ARC Civil Servants, Contractors, or Tenants in Need of Storage Containers shall:

- a. Contact the Supply Officer to determine if there are any warehouse or storage containers currently at ARC that can be utilized.
- b. Obtain Planning Clearance and Construction Permit applications from the Construction Permit Office if the Supply Officer determines that a Storage Container should be purchased or leased.
- c. Coordinate with their program's/organization's Government Purchase Cardholder or the NSSC, depending on the price of the Storage Container, to purchase or lease a Storage Container only after receiving approval of the Planning Clearance and Construction Permit applications.

1.7 Government Purchase Cardholders shall:

Adhere to the policies contained in APR 5100.1 when purchasing a shipping container.

1.8 Organizational Directors, Division Chiefs or Equivalent Organizational Heads, or their designees, using Intermediate Containers shall:

- a. Request approval from the Supply Officer for the right to use Intermediate Containers at ARC by contacting the Supply Officer and providing justification for the right to use an Intermediate Container.

- b. Obtain pre-approved designated locations from the Construction Permit Office by submitting an Ames Planning Clearance and Construction Permit application prior to receiving Intermediate Containers.
- c. Only use the pre-approved designated locations for the placement of Intermediate Containers.
- d. Submit additional Ames Planning Clearance and Construction Permit application packages to the Ames Construction Permit Office as new designated areas are needed.
- e. Inform the Supply Office that an Intermediate Container will be arriving at ARC no later than one month prior to its anticipated arrival date, or as soon as the arrival date is known if the anticipated arrival date is less than one month away.
- f. Adhere to the responsibilities dictated by Section 1.5.

1.9 Organizational Directors, Division Chiefs or Equivalent Organizational Heads, or their designees, receiving an Exempt Container shall:

- a. Inform the Supply Officer that an Exempt Container will be arriving at ARC no later than one month prior to its anticipated arrival date, or as soon as the arrival date is known if the anticipated arrival date is less than one month away.
- b. Ensure that Exempt Containers are located in pre-approved designated areas.
- c. Ensure that an individual Exempt Container remains at ARC no more than the allowed seven days, unless approval has been granted from the Supply Officer.
- d. Obtain approval from the Supply Officer to keep the Exempt Container at ARC longer than the allowed seven days prior to the Exempt Container arriving at ARC.
- e. Inform the Supply Officer when the Exempt Container leaves ARC.

CHAPTER 2 PROCEDURES

2.1 Annual Field Survey of Large Shipping Containers.

2.1.1 The annual field survey required by section 1.3e shall inspect whether:

- a. All large shipping containers are accounted for in their specified locations.
- b. The fields listed on the Large Shipping Container Identification Sheet (refer to Appendix C.1) match the records held by the Supply Officer.
- c. All shipping containers have a properly attached, filled out, and maintained the Large Shipping Container Identification Sheet
- d. New large shipping containers have arrived on Center without the Supply Officer's knowledge or proper permits.

2.1.2 The results of the survey shall be reported to the Code JS Division Chief and to the Center Operations Deputy Director.

2.2 Buying/Leasing a New Storage Container or Relocating an Existing Storage Container.

2.2.1 The owner shall submit an Ames Planning Clearance and Construction Permit application package to the Ames Construction Permit Office in Code JC, which includes an ARC Form 57, the ARC Environmental Checklist, and an ARC Planning Clearance Application. In addition to the application documents, the owner shall provide the following information with the permit application:

- a. Site plan showing proposed location with dimensions to fixed structures (buildings, fences, doors, gates, roads, etc.)
- b. Size and quantity of Storage Container(s).
- c. Generic list of contents being stored (e.g., metal parts in combustible boxes on wood pallets).
- d. Duration of storage on site.

2.2.2 Once the new Storage Container is installed, the owner shall contact the Supply Officer in JS to have them properly assign the container identification number to the container.

2.2.3 The Supply Officer shall distribute the Large Shipping Container Identification Sheet to the owner, who shall ensure that it is filled out correctly and properly affixed to the container (refer to Appendix C).

2.2.4 If an existing Storage Container was relocated, the owner shall inform the Supply Officer of the new location and obtain a new Large Shipping Container Identification Sheet, fill it out correctly and completely and properly attach it to the Storage Container.

2.3 Using an Intermediate Container at ARC.

- a. The right to use an Intermediate Container at ARC shall only be granted to those that will be receiving large shipping containers that fit within the definition of an Intermediate Container.
- b. Those granted the right to use Intermediate Containers shall submit an Ames Planning Clearance and Construction Permit application package to the Ames Construction Permit Office (Code JC), which includes an ARC 57, an ARC Planning Clearance Application, and an ARC Environmental Checklist, to obtain the pre-approved designated areas to store their containers. In addition to the application documents, the requestor shall provide a site plan showing the proposed location(s) with dimensions to fixed structures (e.g., buildings, fences, doors, gates, roads, etc.). Once the designated areas have been granted, then they can receive Intermediate Containers as needed.
- c. Once an Intermediate Container has arrived, the owner shall contact the Supply Office in Code JS to have them properly assign the container identification number to the Intermediate Container.
- d. The Supply Officer shall distribute the Large Shipping Container Identification Sheet to the owner, who shall ensure that it is filled out correctly and properly affixed to the container.

2.4 Preparing a Large Shipping Container, excluding Exempt Containers, for Departure from ARC.

- 2.4.1 The owner of the shipping container shall ensure that the contents list of the container is up-to-date and accurate prior to one month before the departure date.
- 2.4.2 The owner of the shipping container shall remove the Large Shipping Container Identification Sheet from the container a week prior to its departure and replace it with a sign indicating it is a shipping container that will be departing ARC.
- 2.4.3 The Supply Officer shall ensure that the shipping container is ready for departure and that it is removed from ARC on time.

APPENDIX A. DEFINITIONS

Large Shipping Container	Any metal container that has a volume greater than 216 cubic feet.
Exempt Container	A large shipping container intended for short-term shipping needs with immediate removal from ARC. On-site duration is not to exceed seven days (unless pre-approved by the Supply Officer for a longer duration). These containers are exempt from many of the requirements, as indicated in this directive, due to their brief duration at Ames.
Intermediate Container	A large shipping container intended for delivery and subsequent removal of test articles to/from ARC, or for temporary staging while loading NASA property prior to off-site shipment. Storage of the container shall be in a pre-approved location.
Storage Container	A large shipping container intended for on-site storage that does not meet the definitions of an Exempt Container or an Intermediate Container.

APPENDIX B. ACRONYMS

ARC	Ames Research Center
DOT	Department of Transportation
NEPA	National Environmental Policy Act
NFPA	National Fire Prevention Association
NSSC	NASA Shared Services Center
POC	Point of Contact

APPENDIX C. REFERENCES AND ADDITIONAL GRAPHICS

C.1 Large Shipping Container Identification Sheet

This Shipping Container belongs to Code: _____

Shipping Container Identification Number: _____

Shipping Container Location: _____

POC is: _____

Contact number: _____

Contact email: _____

Contents: _____

C.2 Illustration of Where to Affix Large Shipping Container Identification Sheet



Affix Label here in a manner that it will not fall off if it gets wet or windy.