

STORAGE AND DISTRIBUTION PROCEDURES

1. **REASON FOR ISSUE.** To set forth Departmentwide procedures which implement materiel management procedures and responsibilities.
2. **SUMMARY OF CONTENTS.** To delineate procedures, objectives, and responsibilities governing VA materiel management in areas of storage and distribution.
3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (90).
4. **RELATED DIRECTIVE.** VA Directive 7128, Storage and Distribution.
5. **RESCISSION.** VA Manual MP-2, 108.28, Storage and Distribution.

CERTIFIED BY:



NADA D. HARRIS
Deputy Assistant Secretary for
Information Resources Management

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**



D. MARK CATLETT
Assistant Secretary for
Management

Distribution: RPC 7006
FD

STORAGE AND DISTRIBUTION PROCEDURES

CONTENTS	Page
PART 1. OPERATIONS	5
1. 5001 Warehouse Space	
2. 5002 Special Protection	
3. 5003 Property Withheld from Issue	
4. 5004 Pending Delivery File	
5. 5005 Specialized Training and Precautionary Measures	
PART 2. ILLUSTRATIONS	11
1. 9901 Warehouse Space Format Illustration	
2. 9902 Warehouse Space Layout Illustration	

STORAGE AND DISTRIBUTION PROCEDURES**1. 5001 Warehouse Space**

a. **Space Report.** A current space layout sheet will be maintained in the format shown in Illustration 9901 and kept on file in the office of the warehouse manager. The report will cover receiving, shipping, distribution, stock, and excess property or withholding areas. It must be reviewed yearly by March 1st, updated and approved by the chief of the service.

b. **Space Layout Plan.** A current Floor Layout Plan of the Materiel Handling Operation following the format shown in Illustration 9902 will be posted in strategic locations within the materiel handling area and updated as changes occur. The plan will show floor load capacities, aisles, doorways, utility closets, offices, lunchrooms, bathrooms, physical barriers, dock facilities and inventory stock storage areas, e.g., storage bins, racks, vaults, hazardous/flammable areas. Storage areas will be identified with the location codes used in the computerized inventory program.

c. **Requests for Space.** Requests will be forwarded to the DAS/OA&MMS (90), for review. They will include:

- (1) A current data sheet with a space floor layout plan, and
- (2) the proposed data sheet and space floor layout plan with the requested changes.

2. 5002 Special Protection. Security requirements for warehouses will comply with VA Construction Standard CO-49, H-08-3.

a. Whenever controlled supplies, i.e., precious metals, firearms, ammunition, are stored in the warehouse, there will be a minimum of three layers of protection as outlined in MP-1, Part 1, Chapter 2, Appendix B.

b. Safes will be approved Class 5 security type meeting the security requirements of Sections 1301.71 through 1301.75 of Title 21, Code of Federal Regulations. If the safe weighs less than 750 pounds, it must be bolted or cemented to the floor or wall in such a way that it cannot readily be removed.

c. Vaults, utilized for storing the items in 5002 a., will be considered acceptable if they are of concrete or other substantial material with a steel door having either a combination or key lock. Service awards and high cost items subject to pilferage, will also be stored in these areas.

d. Flammable items, including ethyl alcohol, and alcoholic preparations fit for beverage purposes, will be stored in explosion proof areas with adequate safeguards against pilferage and fire hazards. Storage of hazardous materials will be in accordance with NFPA 49, 325M, 29 CFR 1910.1201 and 1926.61.

e. Precautionary measures will be taken to safeguard all items susceptible to infestation and deterioration and to prevent contamination of stored supplies in adjacent areas. This will include establishing temperature controlled areas with a system that ensures items falling within this category are maintained in a sanitary manner and issued on a first-in-first-out basis. Receipts of items with short expiration dates would override the procedure.

f. Receiving areas must be neat and well organized. A designated discrepancy holding area will be assigned within the receiving area for overages, shortages and damages. Discrepancies that are not resolved in 3 working days will be forwarded to the Chief Contracting Officer.

g. The distribution staging area must be neat and well organized. Items which cannot be delivered within a 24 hour period will be annotated with facts or reasons for the delay.

h. All storage areas, e.g., warehouse, storerooms, forms storage, processed stores, will be clean and uncluttered. Space under stairwells will not be used for storage. Storage of items directly on the floor is prohibited. Fire and safety regulations will be adhered to. The bottom shelf in storage areas will have sufficient space underneath to allow access for sweeping and mopping. When dunnage or pallets (wood or synthetic materiel) are used in place of the bottom shelf they will be well maintained and the floor under and around the pallets kept free of dirt, dust, and debris. The height and arrangement of stored items will not obstruct the proper functioning or testing of fire detection or extinguishing systems, installed in or suspended from the ceiling, by not less than 46 cm. Storage of materials will be in accordance with NFPA 231C.

i. The chief of the service will inspect all storage areas at least weekly and initiate corrective action as required.

j. Insecticides will be used only as prescribed by the Department of Agriculture, or by established pest control concerns. Precautionary measures will be taken for the safety of personnel, protection of warehouse stock, and other property.

k. Inventory stocks which have become infested, suspected of being contaminated, or otherwise appear unfit for use, will be isolated from other stock and withheld from issue. They will be subjected to inspection by qualified VA personnel, local health officials, or when necessary, by representatives of the Food and Drug Administration or the Department of Agriculture. Stocks confirmed as unfit for use will be dropped from record according to procedures listed in VA Handbook 7127.5106 and physically disposed of as soon as possible to eliminate the possibility of spreading the contamination.

1. Smoking is not allowed in any government building or within 2 meters of the receiving dock area or oxygen storage area. Eating, drinking and the storage of personal items will not be permitted in warehouse areas. All eating will be confined to lunch rooms, break rooms or administrative office space. Drinks may be allowed in the receiving area but not placed on receiving counters or near computer equipment where a spill will

contaminate items or documentation. Cans and bottles will be disposed of immediately when empty. Personal drinking cups or glasses will be cleaned daily.

NOTE: *Receiving dock area is equal to the area that is taken up by the width of the delivery vehicle that is backed up to the dock.*

3. 5003 Property Withheld from Issue

a. All property withheld from issue will be clearly marked or tagged and physically segregated from issuable stock in a designated non-issuable area.

b. Appropriate personnel will be advised when there appears to be discrepancies in shipments. Items will not be placed in stock, delivered to using departments, returned to vendors or otherwise disposed of pending resolution.

4. 5004 **Pending Delivery File.** Hard copies of non-computerized receiving reports will be maintained in a Pending Delivery File until delivery is complete. They will be filed according to the delivery due date. The Pending Delivery File will be reviewed daily to determine delinquencies. When a delinquency occurs, ordering personnel will be contacted and requested to provide a new due date or to initiate any other necessary action.

5. 5005 Specialized Training and Precautionary Measures

a. Employees assigned to the receiving area will receive training in the identification and interpretation of Material Safety Data Sheets (MSDS).

b. MSDS will be included with all toxic or hazardous products ordered, and identified by receiving employees prior to any further handling or distribution.

c. Safety practices, issues, procedures, etc., will be included as a topic at each monthly training session for employees. A list of the topics discussed and employees attending will remain on file for one year.

d. Emergency spill kits, shower and eye wash units will be provided in readily accessible locations adjacent to the receiving area. Each will be tested monthly for efficient operation. Employees will be instructed on the correct use of the units. Instructions will be followed by individual "return testing" to ensure the procedures were understood. Both (class and 'return testing') will be documented for each employee and kept on file.

e. A dedicated area within the warehouse will be assigned for safe and easily accessible storage of material handling equipment. The area must be sufficiently ventilated-for battery charging units and have sprinkler systems in place.

f. The following mandatory signs will be posted in clear view in strategically placed locations within warehouse areas:

(1) "Authorized Personnel Only",

- (2) "Oxygen",
- (3) "No Smoking",
- (4) "Hours of Operation",
- (5) "Emergency Phone Numbers",
- (6) "Floor Load Capacity",
- (7) "Floor Plan",
- (8) "Storage Rack Capacity".

Applicable hazardous classification guide diamond labels will also be posted, in clear view, on containers of hazardous material and on the entrance door of where they are stored in accordance with NFPA 49, 325M, 491M, and 704.

e. Antineoplastic drugs and other cytotoxic materials are toxic compounds that may cause dizziness, nausea, headaches, dermatitis and possibly cancer if they are inhaled or come in contact with the eyes, skin surface, or mucus membranes. Procedures for handling these materials will include at a minimum:

(1) Antineoplastic drugs (Cytotoxic) will be opened in a well ventilated area. Upon receipt of packages of antineoplastic drugs, receiving personnel will wear industrial latex gloves and protective disposable gowns made of lint-free low permeable fabric with a closed front, long sleeves and elastic or knit-closed cuffs. Prior to opening the cartons a respirator with a high efficiency filter and a plastic face shield or splash goggles will be worn. Surgical masks do not protect against breathing aerosols.

(2) If packages or cartons containing antineoplastic drugs show evidence of damage or leakage, the container and contents will immediately be placed in an "isolation" plastic bag, and sealed. The facility hazardous response team will be notified immediately. The damaged container and its contents will be immediately moved to a designated biological safety cabinet for further inspection. If material has leaked out of the shipping container, the area will be isolated. Only a minimum number of personnel with appropriate protective clothing will be authorized access.

(3) After inspection, undamaged antineoplastic drugs will be repacked in the original packaging, placed in a clear plastic bag, securely sealed and immediately delivered. The package will be arranged in the plastic bag in a method enabling the cytotoxic label to be easily identified. When delivering orders of antineoplastic drugs in the facility, carts with pneumatic tires should be used.

(4) Written procedures will be developed to supplement facility-wide plans for handling antineoplastic drugs. Ordering and shipping procedures will be in accordance with Federal Acquisition Regulation (FAR), Subpart 23.302 (a) and (b). In the absence of an overall facility plan, protective

PART 2. ILLUSTRATIONS

1. 9901 Warehouse Space Report Format

Col. A	Col. B	Col. C	Col. D	Col. E	Col. F
TYPE OF STORAGE	Bldg. No.(s)	Room No.(s)	Square Feet	Ceiling Height	Sprinkler System
A. Gross Storage Space					
B. Less Structural Losses					
C. Net Storage					
ALLOCATION OF NET STORAGE SPACE					
A. Total Medical & General Storage					
B. Medical Research Storage					
C. Receiving & Issue Area					
D. Unposted Stock Holding Area					
E. Flammable Storage					
F. Medical Gas Storage					
G. Equipment Storage					
H. Forms & Process Stores					
I. Subsistence Storage					
J. Dialysis Storage					
K. Office Storekeeper					
L. Staff Toilet					
M. Receiving & Shipping Dock					

*Structural Losses: Include firewalls, toilets, stairwells, elevator shafts, ramps, mechanical equipment space, etc.

2. 9902 Warehouse Space Layout Illustration

