

## WAREHOUSE STORAGE REQUEST FORM

Any Particle Physics Division property that you want to put at the Warehouse or Railhead must first be approved for storage by the Division Office. Please complete the attached form and send it to the Division Office for signature. It should be accompanied by a "Material Move Request" form, which is obtainable from the stockroom. Descriptions should be intelligible to both you and the warehouse personnel.

Full description of material to be stored: _____	
_____	
_____	
_____	
_____	
Material Move Request No.: _____	
Justification for continued retention of material: _____	
_____	
_____	
_____	
Estimate of how long the material will need to be stored: _____	
If access is needed, must it be within 4 hours? _____	
Signature of Requestor: _____	Date: _____
Department: _____	
Approval of Department Head: _____	Date: _____
Experiment: _____	
If not owned by FNAL, identify the owner: _____	
Division Office Approval: _____	Date: _____

Note: No radioactive material may be stored inside a warehouse.  
 Liquids will be accepted at the discretion of Business Services ES&H approval. Material Data Sheets will be required.