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Contents: Materials Requiring Special Handling (Including Age Sensitive Material)

Effective Date: **December 2000**

Point of Contact: [Quality Program Office](#)

Section	Overview of Content (see section for full process)
Introduction 1. Handling and Storage of Nonradioactive and Nonhazardous Material	<ul style="list-style-type: none"> • Determine if material is susceptible to damage, deterioration, or requires special handling, storage. • Incorporate special handling or storage requirements into work planning process.
2. Handling and Storage of Age Sensitive Material	<ul style="list-style-type: none"> • Identify materials with a limited shelf life. • Ensure material is labeled with expiration date and stored appropriately. • Before use, check expiration date. If beyond date, determine the potential impact of using the material or dispose of appropriately.
Definitions	
Exhibits Shelf Life Label or Tag	
Forms None	

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

References

[ES&H Standard 1.3.5, Planning and Control of Experiments](#)

[ES&H Standard 1.3.6, Work Planning and Control for Operations](#)

[Graded Approach for Quality Requirements Subject Area](#)

[Standard Approach for Quality Requirements](#) Subject Area

Standards of Performance

All scientific and professional staff shall identify and control items and material affecting scientific results.

All staff and guests shall exercise effective stewardship of assets in their custody and control, and shall take reasonable actions to safeguard all assets against theft, loss, misuse, and disruption.

All staff shall clearly and completely specify appropriate requirements for purchased goods and services consistent with project needs.

All staff and guests shall appropriately protect accountable materials, classified matter, sensitive information, resources, and assets.

Material, equipment, and services shall be delivered at reasonable costs with delivery times consistent with the specific activity and business needs of the Laboratory.

Management System

This subject area belongs to the **Acquisition Management** management system.

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Introduction: Materials Requiring Special Handling (Including Age Sensitive Material)Effective Date: **December 2000**Point of Contact: [Quality Program Office](#)

The proper handling of materials and equipment is essential for maximizing its life and reliability. The proper control of age sensitive material (ASM) will help to ensure the integrity of the process, product, or system it is being applied to. This subject area establishes procedures for preventing damage and minimizing deterioration during the handling and storage of items and material, including ASM.

This subject area does not apply to radioactive and hazardous material. If the items or material are hazardous or radioactive, the appropriate subject matter experts must be contacted for assistance, e.g., [Work Control Managers/Coordinators](#), [Environmental Compliance Representatives](#), [Environmental Safety and Health Coordinators](#), and [Facility Support Representatives](#).

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Subject Area: *Materials Requiring Special Handling (Including Age Sensitive Material)*

1. Handling and Storage of Nonradioactive and Nonhazardous Material

Effective Date: **December 2000**

Point of Contact: [Quality Program Office](#)

Applicability

This information applies to the responsible individual who determines whether nonradioactive and nonhazardous items or materials require special handling or storage.

Required Procedure

This procedure does not apply to radioactive and hazardous materials. If the items or material are hazardous or radioactive, contact the appropriate subject matter experts for assistance, e.g., [Work Control Managers/Coordinators](#), [Environmental Compliance Representatives](#), [Environmental Safety and Health Coordinators](#), and [Facility Support Representatives](#).

Step 1	<p>The responsible individual or designee, with appropriate assistance from their department/division, determines if the items or material are susceptible to damage or deterioration, or require</p> <ul style="list-style-type: none"> • special handling, storage, packing, or preservation procedures; • special equipment, (e.g., containers, shock absorbers, accelerators); • special protective environments (e.g., inert gas atmosphere, specific humidity levels, and temperature levels); • special handling tools and lifting equipment, which are to be used to ensure safe and adequate handling of items; and • warning notes, labels, or tags. <p>If none of the above applies, no further action is required by this subject area.</p> <p>For Age Sensitive Material (ASM), see the section on Handling and Storage of Age Sensitive Material.</p>
Step 2	<p>The responsible individual or designee incorporates special handling or storage requirements for items or material into the work planning process, e.g., requests for goods or services, drawings, specifications, procedures, ES&H Standard 1.3.5, Planning and Control of Experiments, and ES&H Standard 1.3.6, Work Planning and Control for Operations.</p> <p>See the guidelines below for suggestions on special storage and handling requirements</p>

See the guidelines below for suggestions on special storage and handling requirements.

Step 3	The responsible individual or designee ensures that all special handling requirements are implemented as required.
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Guidelines

The following should be considered when establishing special handling or storage requirements:

- manufacturer's recommendations;
- temperature and humidity limits during storage and use;
- susceptibility to electric static discharge;
- sensitivity to vibration during storage and handling (also consider vibration in high noise areas);
- life cycle of item (See the section on [Handling and Storage of Age Sensitive Material](#)).

References

[ES&H Standard 1.3.5, Planning and Control of Experiments](#)

[ES&H Standard 1.3.6, Work Planning and Control for Operations](#)

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*Subject Area: **Materials Requiring Special Handling (Including Age Sensitive Material)***

2. Handling and Storage of Age Sensitive Material

Effective Date: **December 2000**

Point of Contact: [Quality Program Office](#)

Applicability

This information applies to staff and the users of age sensitive material (ASM) who identify, receive, store, document, and disposition ASM.

Required Procedure

These requirements apply to material that is acquired externally or produced onsite.

Step 1	<p>The responsible individual or designee, when preparing requests for goods or services, drawings, specifications, and procedures, clearly identifies those items or material that have a limited shelf life.</p> <p>Materials that degrade over time must be categorized according to their future potential to adversely affect personnel, property, environment, and public perception. Refer to the Graded Approach for Quality Requirements Subject Area for information.</p>
Step 2	<p>Staff receiving age sensitive material (ASM) ensure that the material or its accompanying paperwork contain at least one of the following: expiration date or use by date, and that the expiration date is clearly indicated on the item. Refer to the guidelines below on receiving for additional information.</p>
Step 3	<p>The responsible individual or designee ensures that ASM is stored appropriately. See the guidelines below for suggestions on how to store ASM.</p>
Step 4	<p>Before using the ASM, the user verifies that it is not past the expiration or use by date.</p>
Step 5	<p>If the material is beyond the expiration or use by date, the responsible individual or designee determines the potential impact of using the material, e.g., programmatic and ES&H.</p> <p>For ASM that has the potential to impact processes/systems classified as A1 (Critical) or A2 (Major), the responsible individual or designee must document the use of ASM beyond its expiration or use by date.</p> <p>For ASM that has the potential to impact processes/systems classified as A3 (Minor) or A4 (Other), documentation is at the discretion of the responsible individual or designee.</p>

Step 6	The responsible individual or designee dispositions ASM that is beyond the expiration or use by date and that will not be used, in accordance with manufacturer's recommendations and/or BNL approved practices.
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Guidelines

Receiving

At the time of receipt of age sensitive material (ASM), a minimum of 75% of the shelf life should remain in order for the ASM to be acceptable, unless approval is obtained by the responsible individual or designee.

Upon satisfactory acceptance of ASM, staff conducting an incoming inspection may attach a [Shelf Life Label or Tag](#) to each item. Fill in the expiration/expires date on the shelf life label or tag, as determined from information supplied by the vendor. If the expiration date is already clearly visible on the material's container(s), a label or tag need not be affixed.

Storage

Consider the following when storing age sensitive material:

- Store all ASM, both in use and not in active use, in areas so as not to degrade the shelf life of the material. This may require storage protecting the material from heat, light, or humidity, as required.
- Store ASM per manufacturer's instructions.
- Store all ASM, whenever feasible, in a common segregated area.
- Store, issue, and purge ASM according to expiration date.

Use

ASM stored in special environmental conditions should be returned to those storage areas as soon as reasonably possible to prevent premature deterioration of the item.

References

[Graded Approach for Quality Requirements](#) Subject Area

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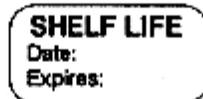
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Shelf Life Label or Tag

Effective Date: **December 2000**

Point of Contact: [Quality Program Office](#)



Stock #: S-33858
Color: Black
Exhibit I ASM Shelf Life Label

SHELF LIFE

Part Name _____ Job No. _____
Part Number _____ Quantity _____
Serial Number _____
Shelf Life _____ Expiration Date _____
When Stored At _____
Inspector _____ Date _____

Stock #: S-05688
Color: White
Exhibit II Shelf Life Tag

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Definitions: Materials Requiring Special Handling (Including Age Sensitive Material)

Effective Date: **December 2000**

Point of Contact: [Quality Program Office](#)

Term	Definition
age sensitive material (ASM)	Those items that have characteristics that make them subject to deterioration and require control and monitoring to ensure that they are used before their "use by" date. They include RTV rubber, epoxies, varnishes, adhesives, sealants, and insulating compounds. Such items are subject to deterioration upon exposure to oxygen ozone, sunlight, heat, moisture, time, and similar factors experienced in the normal course of manufacture, storage, or use.
hazardous material	A substance or material which has been determined to be capable of posing an unreasonable risk to health, safety, and property. The term includes hazardous substances, hazardous wastes (radioactive materials), marine pollutants, and elevated temperature materials designated as hazardous.
radioactive material	Any material, equipment, or system component determined to be contaminated or suspected of being contaminated. Radioactive material also includes activated material, sealed and unsealed sources, and material that emits radiation.
responsible individual	The individual, e.g., scientist or engineer, within a department or division responsible for determining whether items or material require special handling or storage, or are age sensitive.
shelf life	The maximum period of time, from date of manufacture, during which an age sensitive item is expected to retain its characteristic(s), when stored under normal conditions or otherwise specified special storage conditions. Typical indicators of shelf life are cure date, use by date, expiration date, manufacturing date, date code.
use by date or expiration date	The date beyond which the characteristics of age sensitive items/materials may no longer meet manufacturer's specifications.

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Revision History: Materials Requiring Special Handling (Including Age Sensitive Material)

Point of Contact: [Quality Program Office](#)

Revision History of this Subject Area

Date	Description	Management System
December 2000	<p>This subject area establishes procedures for preventing damage and minimizing deterioration during the handling and storage of items and material, including age sensitive material (ASM). It describes the procedures for determining whether nonradioactive and nonhazardous items or materials require special handling or storage. It also describes procedures and guidelines for staff and users of ASM who identify, receive, store, document, and disposition ASM.</p> <p>This subject area does not apply to radioactive and hazardous material.</p> <p>It replaces BNL-QAG-701, Material Handling, Storage and Shipping, and BNL-QAG-702, Control of Age Sensitive Material.</p>	Acquisition Management

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