



West Virginia Department of Transportation Procedure: **Activity Codes**

Issued by the Secretary of Transportation

Policy No: DOT 2.5

Issue Date: 09/15/1996

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1.0 INTRODUCTION

Activity codes are a numerical classification of expenditures in terms of the purpose, end result or reason for which incurred. These classifications permit analysis of expenditures according to major purpose and are the basis of the concept of budgeting.

The following sections have been developed for the benefit of the West Virginia Department of Transportation (WVDOT) agencies that have extensive expenditure reporting requirements. For the agencies/offices not listed (Aeronautics, Civil Air Patrol, Port Authority and Secretary of Transportation) their use of Activity Codes is normally limited to the Administrative Overhead, Miscellaneous Operations or General Overhead groupings which can be found in Section 2.0, Highways.

2.0 DIVISION OF HIGHWAYS (DOH)

The following is an index of the major groupings of Highways' Activity Codes.

001	Executive
002-019	Administrative Overhead
020-030	Miscellaneous Operations
031-039	Auditing
040-049	Systems Services
050-059	Programming Division
060-069	Traffic Engineering
070-079	Highway Beautification
080-089	Auditing
090-109	General Overhead
110-129	Engineering
130-139	Materials
140-169	Right-of-Way

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170-179	OASIS (ERP) Statewide Project
194-199	Computer Distribution
200-421	Highway Maintenance Management
500-599	Equipment Management
600	Planning, Research, & Development
800-817	Maintenance Management – Other
900-932	Office Services Division

Administrative Functions

Executive

001 Commissioner, Deputies, Executive Secretary, and Business Manager – Expenditures

002 thru 019: Administrative Overhead

- 002 Compensatory Time Earned (Not chargeable to Specific Accounts or Authorizations)
- 003 Approved Leave Time (All Types). (Maintenance Work Force Use Activity Code 803)
- 006 Miscellaneous Inventory Expense (Classes 19, 23, 25, 26, and 27)
- 007 Grievance (Maintenance Work Force Use Activity Code 807)
- 008 ICET Training (May be “P” or “N”)
- 009 Training (Maintenance Work Force Use Activity Code 809; Equipment Personnel Use Activity Code 552)
- 010 Reporting Time (Maintenance Work Force Use Activity Code 804)
- 011 Administrative Salaries and Operational Expenses (Maintenance Work Force Use Activity Code 801) (Equipment Personnel Use Activity Code 550)
- 012 Data Entry

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- 013 Plans Review
- 014 Research
- 015 Preparation and/or Legal Action
- 016 Legal Fees
- 017 General Supervision and Administration of Maintenance not Chargeable to Specific Accounts and Authorizations.
- 018 General Clerical and Secretarial Duties Performed in Conjunction with Maintenance not Chargeable to Specific Accounts and Authorizations.
- 019 Dock Pay

020 thru 030: Miscellaneous Operations

- 020 Pay Classification Study
- 021 Reproduction
- 022 Preparation of Project Worksheets (FEMA)
- 023 Purchases to Inventory
- 024 Contractual Services – Non-Engineering
- 025 Sale of Obsolete Equipment and Materials
- 026 Inventory – Costs Incurred in the Performance of Physical Inventory
- 027 Janitorial/Night Watchman Services not Chargeable to Specific Authorization (Other than Maintenance Personnel)
- 028 Buildings and Grounds Personnel not chargeable to Specific Authorizations (Other than Maintenance Personnel).
- 029 Construction by Contract (May be P or N)
- 030 Sale of Materials to Outside Agencies

031 thru 039: Auditing

- 031 031 External Audits – Utilities

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- 032 External Audits – Utilities – Federal Aid (P)
- 033 External Audits – Consultants
- 034 External Audits – Consultants Federal Aid (P)
- 035 Procedures/Investigations – Construction (May be P or N)
- 036 Procedures/Investigations – Maintenance
- 037 Investigations
- 038 Inventory Observation
- 039 Special and Miscellaneous Audits

040 thru 049: Systems Services

- 041 Computer Services (May be P or N)
- 042 Methods and Procedures
- 045 Budget Preparation and Reporting
- 046 Management Information Analysis and Reporting

050 thru 059: Programming Division

- 051 Project Scheduling
- 052 Federal-Aid Programming
- 053 State Programming
- 054 Secretarial/Clerical
- 058 FHWA Financial Project Closeout (P only)

060 thru 069: Traffic Engineering

- 061 Traffic Engineering Investigation (May be P or N)
- 064 Signing and Marking Studies (May be P or N)
- 065 Electrical Design (May be P or N)

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066 Electrical Device Maintenance and Repairs (May be P or N)

067 Traffic Control Device Handling (N)

070 thru 079: Highway Beautification (May be P or N)

071 Salvage Yards

072 Outdoor Advertising

073 Landscape Engineering

074 Rest Area Development (Interstate)

075 Park Development (Primary)

076 Park Maintenance

077 Litter Cleanup

078 Hazardous Waste Material Removal (Highway Services Division Use Only)

080 thru 089: Auditing

080 Financial Management Review

081 Planning and Research Review

082 Preliminary Engineering Review

083 Construction Review

084 Right-of-Way Work Review

085 Maintenance Work Review

086 General Management Work Review

087 District Financial Management Review

090 thru 109: General Overhead

090 Processing Compensation Claims

091 Defensive Drivers' Training

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- 092 Building and Grounds – District Building and Grounds personnel charging to a PM___B Authorization
- 093 Usage of non-equipment management system materials and supplies charged to an E.D. Number or Equipment Overhead (To be used with Account 4062 only)
- 094 Construction by contract – Retainage invested
- 095 Legal, Audit Review, and Court Appearance – Salary and expense of employees for activity in research, preparation of documents and representation at trials and hearings for claims against Department of Highways in excess of \$50,000.00 (May be P or N)
- 096 Inventory Goods Produced by State Forces (Signs)
- 097 Transfer of Materials in Inventory
- 098 Abandoned and Junked Property Program (May be N or P)
- 099 Accounting Office Use Only

110 thru 129: Engineering

- 110 Railroad Inspection or Relocation Costs – Expenditures incurred by DOH personnel in the relocation, up-grading or repair of railroad lines, track, and/or crossings
- 111 Preliminary Engineering – Reconnaissance of a proposed road or structure as to its location, estimated cost, feasibility, and basic design
- 112 Field Engineering – Department of Highways' personnel expenditures in site and structure Engineering or Right-of-Way
- 113 Office Engineering – Department of Highways' personnel expenditures in Engineering, interpretation and computation of specifications for site or structure
- 114 Preparation of Plans, Estimates, etc. – Expenditures incurred to incorporate design features of proposed site or structure by Engineers, Draftsmen, and Technicians
- 115 Consulting Engineers – Outside Professional Assistance with Consultant Engineering and Construction Claim Reviews. (For consultant project inspection, see Activity 118)
- 116 Engineering Consultation – West Virginia Department of Highways' Personnel

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Expenditures in advising, prior to time of Construction.

- 117 Engineering Stake-out – Original setting and staking of Right of Way and Construction limits including placing of construction benchmarks
- 118 Project Inspection – Field inspection by DOH and consultant personnel: field inspection of work performed, inspection for construction procedures and specification compliance (inclusive of related materials sampling and testing) and inspection to determine quantity verification by cross sections and measurements. Verification of survey work and/or stake-out performed by the contractor.
- 119 Engineering Review of Supervision – Review by district construction for quantity and change order verification. Expenditures incurred in contract and/or project supervision
- 120 Plans Review – Review, confirmation, amending or rejecting contract plans for federal projects
- 121 Other Construction Engineering – Includes utilities, telephone, engineering supplies, janitorial and night watchmen services
- 122 River Safety Patrol – Expenditures of West Virginia Department of Highways' personnel in enforcing safety measures at bridge sites
- 123 Training – Expenditures of schooling West Virginia Department of Highways' personnel in policies, procedures, and requirements of West Virginia Department of Highways and Federal Highway Administration on federal projects
- 124 Labor Compliance – West Virginia Department of Highways' personnel expenditures in supervising labor standards of contract performance.
- 125 Equal Opportunity Employment – West Virginia Department of Highways' personnel expenditures enforcing labor equality in construction of federal projects
- 126 Advertising and Contract Letting – Expenditures of public notice for federal project location and bids
- 127 Contract Review – Review by Construction Division for quantities verification
- 128 General clerical and secretarial work performed in conjunction with engineering activities
- 129 General Supervision of Engineering Activities Authorizations

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130 thru 139: Materials

- 131 Geological Field Studies – Expenditures for geological determinations
- 132 Materials Investigation and Test Borings – Costs of locating construction materials relative to area of road or structure. Also, sampling and drilling of service and sub-surface materials.
- 133 Materials Testing and Inspection – West Virginia Department of Highways' Expenditures in inspection, sampling, and testing of materials
- 134 Scientific Testing Equipment – Expenditures for development and repair of scientific testing equipment

140 thru 169: Right-of-Way

- 140 Property Acquisition Cost relative to Bills of Sale, Agreements, or Releases
- 141 Preparation of Plans and Descriptions – Expenditures for preparing and checking right-of-way maps and plans, including alternates
- 142 Appraising – Property appraising expenditures
- 143 Property Management
- 144 Court Costs of Right-of-Way Acquisitions – Expenditures of condemnation procedures and Commissioner's hearings, including all fees relative thereto
- 145 Property Costs of Right-of-Way Purchases – Property acquisition expenditures by negotiated settlement
- 146 Property Costs of Right-of-Way Condemnation – Property acquisition costs by condemnation, including interest
- 147 Utility Inspection or Relocation – Expenditures incurred in the relocation, up-grading, or repair of utilities and utility lines
- 148 Moving or Demolition of Structures – Buildings and structures cleared from rights-of-way
- 149 Waste, Borrow Pit, or Damage – Reimbursement to property owners for waste, borrow pits, or damages to real property not included as part of right-of-way acquisition
- 150 Relocation Advisory Assistance and Costs – Expenditures for re-establishing

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- individuals necessitated by right-of-way acquisition
- 151 Document Preparation and Legal Action – Activity in research and preparation of legal documents relating to right-of-way and construction performance and representation at trials and hearings thereon
- 152 Surveillance – Expenditures for patrolling property of the Department of Highways
- 153 Supervision and Inspection of Bridges – Expenditures of checking bridge safety and engineering
- 154 Relocation – Moving Costs
- 155 Relocation – Acquisition and property management costs incurred for last resort housing to accommodate relocatees who cannot be moved from a project area through any other means
- 156 Relocation – Replacement Housing Costs
- 157 Incidental Expense
- 158 Interest Costs – Replacement Housing
- 159 Incidental Costs – Replacement Housing
- 160 Abstracting
- 161 Closing
- 162 Condemnation Assistance
- 163 Other Legal Fees
- 164 General Supervision and Administration of Right-of-Way Functions not chargeable to specific accounts and authorizations
- 165 General Clerical and Secretarial Duties performed in conjunction with the Right-of-Way Functions not chargeable to specific accounts and authorizations
- 166 Document Preparation including the preparation of deeds, leases, and other legal Instruments for use in Property Management, Acquisition and similar activities
- 167 Abstracting and Closing Review includes all necessary activities performed by field staff and fee attorneys

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170 thru 179: OASIS (ERP) Statewide Project

- 170 ERP Transportation Team
- 171 ERP Human Resources and Payroll Team
- 172 ERP Financial Team
- 173 ERP Technical Team
- 174 ERP Enterprise Readiness Team
- 175 ERP Procurement and Logistics Team
- 176-179 Reserved for Future Use

194 thru 199: Computer Distribution

- 194 Distribution – Audit Charges
- 195 Distribution – Computer Charges
- 196 Distribution – Maintenance Overhead
- 197 Distribution – Snow & Ice Control
- 198 Distribution – Construction Support
- 199 Construction Engineering Distribution – Percentage Rate (Finance Division use only)

200, 300. & 400 Series: Highway Maintenance Management

Group I (200- 239)	Bituminous Pavement Maintenance	Units of Measure (US)	Units of Measure (Metric)
201	Patching Bituminous Pavements	Tons	Megagrams
202	Repair of Base Failure	Tons	Megagrams
203	Skip Patching	Tons	Megagrams
204	Sealing and Surface Treatment	Tons	Megagrams
205	Tack Coat	Gallons	Liters
206	Purchase Order Contract Paving	Dollars	

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207	Hand Patching and Sealing with Asphalt and Aggregate	Tons	Megagrams
208	Joint and Crack Seal, Flexible Pavement	Feet	Meters
209	Temporary Patch – Premix	Tons	Megagrams
210	Paving	Tons	Megagrams

Group II (240-259)	PCC Pavement Maintenance	Units of Measure (US)	Units of Measure (Metric)
241	Patching PCC Pavements	Sq. Feet	Sq. Meters
244	Joint and Crack Sealing in PCC Pavements	Feet	Meters
245	Surface Repair of PCC Pavements	Sq. Feet	Sq. Meters
246	Patching PCC Pavements with Premix	Tons	Megagrams

Group III (260-279)	Unpaved Surface Maintenance	Units of Measure (US)	Units of Measure (Metric)
260	Stabilization – Shoulders	Tons	Megagrams
261	Stabilization – Roadway	Tons	Megagrams
262	Ditching and Blading-Unpaved Roadway	Rd. Mile	Kilometers
263	Blading – Unpaved Roadway	Rd. Mile	Milometers

Group IV (280-299)	Drainage Maintenance	Units of Measure (US)	Units of Measure (Metric)
280	Install Temporary Pipe Culverts	Feet	Meters
281	Minor Drainage Structures	Employee Hours	
282	Install Pipe Culverts	Feet	Meters
283	Subsurface Drains	Feet	Meters
284	Dumped Rock Ditches	Tons	Megagrams
285	Riprapping of Embankments	Tons	Megagrams
286	Installation and Maintenance of Non-Bridge Structures	Employee Hours	
287	Removing Ditch Line Obstacles	Feet	Meters
288	Pulling Shoulders or Ditches – Paved Roadway	Shoulder Miles	
289	Dressing Shoulders Under Guardrail	Feet	Meters
290	Install Large Pipe Culvert	Feet	Meters

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Group V (300-339)	Roadside Maintenance	Units of Measure (US)	Units of Measure (Metric)
301	Guardrail Maintenance	Feet	Meters
302	Repair/Replace Right-of-Way Fence	Feet	Meters
303	Mowing – Non-Expressway	Shoulder Miles	
304	Brush Control – Hand	Employee Hours	
305	Brush Control – Machine	Shoulder Miles	
306	Wildflowers	Acres	Hectares
307	Herbicide Spraying	Acres	Hectares
308	Litter Pickup and Disposal	Bags	
309	Rest Area Maintenance	Employee Hours	
310	Dead Animal – Not Deer – Pickup/Removal	Employee Hours	
312	Litter Disposal/Support (Non-DOH Forces)	Employee Hours	
313	Contract/Hired Maintenance Under Reporting Notes Except Purchase Order Paving (Activity 206) Embankment Stabilization – Contract (Activity 413)	Dollars	
314	Supervision of Work Release Program Employees	Employee Hours	
315	Dead Deer Pickup/Removal	Employee Hours	
316	Hand Mowing/Trimming	Employee Hours	
317	Mowing – Expressway (Int. & APD)	Acres	Hectares

Group VI (340-359)	Snow Removal and Ice Control	Units of Measure (US)	Units of Measure (Metric)
340	Anti-Icing or Deicing with Brine	Gallons	Liters
341	Mechanical Application of SRIC Materials	Tons	Megagrams
342	Snow Plowing or Blowing	Employee Hours	
343	Snow Fence	Feet	Meters
344	Post Storm Cleanup	Employee Hours	
345	SRIC Support Operations	Employee Hours	

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Group VII (360-379)	Traffic Services	Units of Measure (US)	Units of Measure (Metric)
361	Coding and Spotting	Miles	Kilometers
363	Pavement Markings	Employee Hours	Employee Hours
364	Sign Installation/Maintenance	Employee Hours	Employee Hours
365	Illumination Devices and Signals	Employee Hours	Employee Hours
366	Impact Attenuators	Each	Each
368	Roadway Stripping – Yellow – 4”	Miles	Kilometers
369	Roadway Stripping – White – 4”	Miles	Kilometers
370	Inspection/Repair Overhead Sign Structures	Each	Each

Group VIII (380-399)	Bridge	Units of Measure
381	Bridge Structure Replacement	Employee Hours
382	Bridge Inspection and Analysis	Employee Hours
383	Bridge Design	Employee Hours
384	Cleaning and Painting	Employee Hours
385	Repair and Realignment of Bearing Devices	Employee Hours
386	Repair/Replacement of Expansion Dam Seals	Employee Hours
387	Sealing of Concrete Bridge Decks	Employee Hours
388	Sealing of Bridge Concrete Substructure Units	Employee Hours
389	Bridge Washing	Employee Hours
390	Operating of Bridge Drainage Systems	Employee Hours
391	Scour/Erosion and Riprapping at Bridges	Employee Hours
392	Bridge Deck Repair	Employee Hours
393	Bridge Deck Replacement	Employee Hours
394	Bridge Superstructure Repair	Employee Hours
395	Bridge Superstructure Replacement	Employee Hours
396	Bridge Substructure Repair	Employee Hours
397	Bridge Deck Overlay	Employee Hours
398	Bridge Culvert Repair	Employee Hours
399	Bridge Culvert Replacement	Employee Hours

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Group IX (400- 416)	Other Maintenance	Units of Measure (US)	Units of Measure (Metric)
401	Asphalt Pavement Grinding	Sq. Yards	Sq. Meters
402	Sweeping	Employee Hours	Employee Hours
403	Tunnel Maintenance	Employee Hours	Employee Hours
404	Emergency Services	Employee Hours	Employee Hours
405	Steel Piling Installation	Feet	Meters
406	Unclassified Excavation	Tons	Megagrams
407	Non-Annual Plan Employee Hours	Employee Hours	Employee Hours
408	Miscellaneous Maintenance	Employee Hours	Employee Hours
409	Placing PCC	Cubic Yards	Cubic Meters
410	Erosion/Pollution Control	Employee Hours	Employee Hours
411	Hauling Materials – Premix & Stone	Miles	Kilometers
412	Embankment Stabilization – DOH	Tons	Megagrams
413	Embankment Stabilization – Contract	Dollars	Dollars
414	Oil & Gas Road Policy Encroachment Permitting	Employee Hours	Employee Hours
415	Oil & Gas Road Policy Permit Inspections & Administration	Employee Hours	Employee Hours
416	Emergency/Cooperative Oil & Gas Road Repair	Employee Hours	Employee Hours

500 Series: Equipment Management Activities

500 thru 505: Utilization

501 Equipment Downtime (EQDOWN_ authorizations)

510 thru 514: Normal Maintenance

510 Preventive Maintenance (ED# for auth. all PM related expenses)

513 Equipment Repairs (ED# for auth. all repair expenses)

515 thru 519: Abnormal Repair

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516 Accident / Vandalism / Theft Repair (Use ED# for authorization)

519 Warranty Repair (Use ED# for authorization)

520 thru 530: Additions to Assets

521 Component Rebuild for Inventory (Use 99909 – for authorization)

522 New Equipment Preparation (Use ED# for authorization)

523 Fabrication and Modification (Use ED# for authorization)

524 Disposal Preparation (Use ED# for authorization)

531 thru 535: Production Accounts

535 Mounting/Dismounting Attachments (Use ED# for authorization)

540 thru 549: Shop Support

542* Equipment Transporting – ALL (Overhead auth. / Maintenance Project)

550 thru 599: Other Overhead

550 Organizational Overhead (Overhead authorization)

568 Miscellaneous Expenses (Overhead authorization)

569 Equipment Division Personnel Assigned to Equipment Auction (Overhead Authorization)

600 Series: Planning, Research & Development

600 Highways Planning, Research & Development

800 Series: Maintenance Management – Other

Group X (800-816)	Service Function	Unit of Measure
801	Organizational Overhead	Employee Hours
802	Miscellaneous Inventory Expense (Classes 19, 23, 25, 26, and 27) – Maintenance Program	Dollars
803	Leave Time	Employee Hours
807	Grievance	Employee Hours

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809	Training	Employee Hours
811	Unproductive Equipment	Dollars
812	Rent and Miscellaneous Expenses	Dollars
813	Flagging	Employee Hours
814	Handling of Materials (Non-SRIC)	Employee Hours
815	Cleaning of Equipment	Employee Hours
816	Buildings and Grounds	Employee Hours
817	SWAT / Citizen Requests	Employee Hours

900 Series: Office Services Division

900 thru 935

- 902 Microfilming Preparation and Storage
- 903 Microfilming Camera Operations
- 904 Microfilming Verification
- 905 Microfilming Record Retrieval
- 906 Microfilm Processing
- 907 Administration of Library
- 908 Telecopier Operation
- 909 Copy Machine Recording and Reporting
- 910 Records Storage and Assistance
- 911 Administration of Maps
- 912 Forms Design
- 913 Records Retention and Disposal
- 914 Filling of Supplies and Forms
- 915 Receipt and Storage of Supplies
- 916 Ordering of Supplies, Forms, and Materials
- 917 Posting of Receipts and Usage

Policy: Activity Codes (DOH continued and SRA)
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- 918 Building Alterations and/or Painting
- 919 Miscellaneous Repair of Office Materials
- 920 Mail Receipt and Delivery
- 921 Recording Receipts and Disbursement of Reproduction Orders
- 922 Camera Operation and Processing
- 923 Offset Press Operators
- 924 Collate
- 925 Staple
- 926 Binding
- 927 Padding
- 928 Cutting
- 929 Drill
- 930 Fold
- 931 Addressograph
- 932 Packaging

3.0 STATE RAIL AUTHORITY (SRA)

The following is an index of the major groupings of Activity Codes for the State Rail Authority.

- 001-120 Administrative Overhead
- 450-459 Other Administrative
- 500-600 Railroad Equipment Maintenance
- 950-999 Railroad Operations

001 thru 120: Administrative Overhead

- 003 Approved Leave (All Types)

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- 006 Miscellaneous Inventory Expense (Classes 19, 23, 25, 26, and 27)
- 009 Training
- 011 General Clerical and Administrative Overhead
- 023 Purchases to Inventory
- 025 Sale of Obsolete Equipment and Materials
- 026 Cost Incurred in the Performance of Physical Inventory
- 027 Engineering Services (May be N or P)
- 028 Construction by State Forces (May be N or P)
- 029 Construction by Contract (May be N or P)
- 097 Transfer of Materials in Inventory
- 100 Inventory Adjustment for "IU" or "NV" Entries Made as a Result of Periodic Inventory
- 118 Contract Inspection at Project Site

450 thru 459: Other Administrative

- 450 Paid Lunch

500 thru 600: Railroad Equipment Maintenance

- 501 Down Time
- 520 Component Rebuilt
- 522 New Equipment Preparation
- 523 Fabrication and Modification
- 540 Fueling Service
- 542 Equipment Transporting to and from Equipment Shop for New Delivery, Maintenance, Repair, or Disposal
- 546 Bulk Issue of Small Parts/Supplies for Shop Usage

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- 547 Shop Cleanup/Setup
- 548 Building and Grounds Maintenance by Shop Personnel
- 591 Equipment Repair
- 592 Equipment Inspection
- 593 Shop Personnel not Chargeable to Specific Activity
- 594 Communications Equipment Repair

950 thru 999: Railroad Operations

Track Operations

- 951 Inspection
- 952 Culvert Repair and Cleaning
- 953 Tie Replacement
- 954 Rail Replacement
- 955 Joint Bar Replacement
- 956 Cross Level Repair
- 957 Minor Bridge Repair
- 958 Debris/Brush/Tree Removal
- 959 Bridge Cleaning and Painting
- 960 Switch Repairs
- 961 Crossing Signalization Repair
- 962 Cattle Guard Repair
- 963 Bolt Tightening
- 964 Snow Removal
- 965 Herbicide Spraying

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- 966 Rail Anchor Installation
- 967 Alignment
- 968 Gauge Repair
- 969 Ditching
- 970 Rerailment
- 971 Ballast Spreading
- 972 Shoulder Repair
- 973 Fence Building
- 974 Bridge Strengthening
- 975 Grade Crossing Repair
- 976 Scrap Pick-up & Removal
- 978 Rail Lubrication
- 979 Track Personnel not Chargeable to Specific Activity

Train Operations

- 980 Freight Handling
- 981 Dispatching
- 982 Performance Observation/Evaluation
- 983 Excursion Services

Computer Services

- 990 Parking Service
- 991 Concessions

Administrative

- 995 Rail Planning

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- 996 Public Hearings
- 997 Abandoned Line/Site
- 998 Safety Meetings

4.0 DIVISION OF MOTOR VEHICLES (DMV)

The following is an index of the major groupings of Activity Codes for the Division of Motor Vehicles.

- 001-099 Administrative Overhead
- 100-199 Driver Improvement
- 200-299 Administrative Support
- 300-399 Legal
- 600-699 Titles and Registrations
- 700-799 Data Processing

001 thru 099: Administrative Overhead

- 002 Paid Lunch
- 003 Approved Leave Time (All Types)
- 004 Promotional
- 005 Survey and Research
- 006 Legislative Issues
- 007 Interviewing
- 011 Administrative Salaries & Operational Expenses
- 014 Attending Seminars/Training Outside DMV
- 015 Training Provided by DMV
- 016 Conducting Training

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- 017 Fraud Unit
- 023 Inventory Purchases/Non-Vendor
- 026 Costs Incurred Performing Physical Inventory
- 030 Inventory Usage
- 031 Information Counters
- 032 Cashiers
- 096 Sales to Outside Agencies
- 097 Transfer of Materials in Inventory
- 098 Inventory Adjustments

100 thru 199: Driver Improvement

- 102 CDL
- 103 DUI
- 104 Motorcycle Safety Program
- 105 Points
- 106 Driver Exams
- 107 Citations/Violators
- 108 Highway Safety Program
- 109 Safety Programs Support
- 110 Handicap Program
- 111 Student Attendance Program
- 113 Medical
- 118 Photo License Issuance
- 119 Insurance

Policy: **Activity Codes (DMV)**

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200 thru 299: Administrative Support

- 231 Phone Center
- 232 Support/Inventory
- 233 Return Checks
- 234 Title Entry
- 235 Field Operations Support
- 236 Financial/Accounting Operations
- 237 Audits
- 238 Mailroom
- 239 Refunds

300 thru 399: Legal

- 304 Hearings
- 306 Legal Support
- 307 Transcription

600 thru 699: Titles and Registrations

- 609 CVISN (Commercial Vehicle Information System Network)
- 610 Leased Vehicles
- 611 IRP
- 612 Dealer Services
- 613 Mail Work-titles
- 614 Office Support (Vault, Plate Room, Etc.)
- 615 Rental Program
- 616 IFTA

Policy: Activity Codes (DMV continued and Public Transit)
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617 Reconstructed Vehicles

618 Ad Valorem Registration Fees

700 thru 799: Data Processing

701 Programming/Systems Analysis

703 Data Entry

704 Records/MOVIS

705 Help Desk

5.0 PUBLIC TRANSIT

The following is a listing of all of the Activity Codes for the Division of Public Transit.

003 Approved Leave Times

111 Purchase 35ft. Replacement Bus

112 Purchase 30ft. Replacement Bus

113 Purchase <30 ft. Replacement Bus

114 Purchase Replacement Bus Trolley STD

115 Purchase Replacement Bus Used

116 Purchase Replacement Van

117 Purchase Replacement Sedan/Station Wagons

118 Purchase Replacement Spare Parts/Assoc Ca Mtce

119 Purchase 35ft. Expansion Bus

120 Purchase 30ft. Expansion Bus

121 Purchase <30 ft. Expansion Bus

122 Purchase Expansion Bus Trolley STD

123 Purchase Expansion Bus Used

Policy: Activity Codes (Public Transit)

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- 124 Purchase Expansion Van
- 125 Purchase Expansion Sedan/Station Wagons
- 126 Purchase Expansion Spare Parts/Assoc Ca Mtce
- 141 Engineering & Design of Transit Mall
- 142 Acquisition of Transit Mall
- 143 Construction of Transit Mall
- 144 Rehab/Renovation of Transit Mall
- 151 Engineering & Design of Terminal, Intermodal
- 152 Engineering & Design of Park & Ride Lot
- 153 Acquisition of Terminal, Intermodal
- 154 Acquisition of Park & Ride Lot
- 155 Construction of Terminal, Intermodal
- 156 Construction of Park & Ride Lot
- 157 Rehab/Renovation of Terminal, Intermodal
- 158 Rehab/Renovation of Park & Ride Lot
- 159 Lease of Terminal, Intermodal
- 160 Lease of Park & Ride Lot
- 201 Engineering & Design of Admin Building
- 202 Engineering & Design of Maintenance Facility
- 203 Engineering & Design of Admin/Maintenance Facility
- 204 Engineering & Design of Storage Facility
- 205 Acquisition of Admin Building
- 206 Acquisition of Maintenance Facility

Policy: Activity Codes (Public Transit)

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- 207 Acquisition of Admin/Maintenance Facility
- 208 Acquisition of Storage Facility
- 209 Acquisition of Shop Equipment
- 210 Acquisition of ADP Hardware
- 211 Acquisition of Software
- 212 Acquisition of Surveillance/Security
- 213 Acquisition of Fare Collection (Mobile)
- 214 Acquisition of Support Vehicles
- 215 Acquisition of Misc. Equipment
- 216 Construction of Admin Building
- 217 Construction of Maintenance Facility
- 218 Construction of Admin/Mtce. Facility
- 219 Construction of Storage Facility
- 220 Rehab/Renovation of Admin Building
- 221 Rehab/Renovation of Maintenance Facility
- 222 Rehab/Renovation of Admin/Mtce. Facility
- 223 Rehab/Renovation of Storage Facility
- 224 Rehab/Renovation of Yards & Shops
- 225 Rehab/Renovation of Shop Equipment
- 226 Rehab/Renovation of Support Vehicles
- 227 Rehab/Renovation of Misc. Equipment
- 259 Acquisition of Communication Systems
- 260 Acquisition of Radios

Policy: **Activity Codes (Public Transit)**

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- 266 Third Party Contract – Prelim Engineering
- 267 Third Party Contract – Final Engineering
- 268 Third Party Contract – Project Management
- 269 Third Party Contract – Const Management
- 270 Third Party Contract – Insurance
- 271 Third Party Contract – Legal
- 272 Third Party Contract – Audit
- 273 Third Party Contract – Other
- 274 Contingencies – Project Reserve
- 275 Real Estate (R/W) – Acquisition
- 276 Real Estate (R/W) – Relocation (Actual)
- 277 Real Estate (R/W) – Demolition
- 278 Real Estate (R/W) – Appraisal
- 279 Real Estate (R/W) – Utility Relocation
- 280 Real Estate (R/W) – Construction
- 281 Real Estate (R/W) – Rehabilitation
- 282 Real Estate (R/W) – Lease
- 283 Real Estate (Other) – Acquisition
- 284 Real Estate (Other) – Relocation (Actual)
- 285 Real Estate (Other) – Demolition
- 286 Real Estate (Other) – Appraisal
- 287 Real Estate (Other) – Utility Relocation
- 288 Real Estate (Other) – Construction

Policy: **Activity Codes (Public Transit)**

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- 289 Real Estate (Other) – Rehabilitation
- 290 Real Estate (Other) – Lease
- 291 Project Income
- 292 Capitol Project Income
- 293 Project Administration
- 351 State Administration
- 361 RTAP Training
- 362 RTAP Technical Assistance
- 363 RTAP Research
- 364 RTAP Program Reserve
- 365 Operating Assistance
- 366 RTAP Related Support Service
- 371 Personnel
- 372 Fringe Benefits
- 373 Travel
- 374 Equipment
- 375 Supplies
- 376 Contractual
- 377 Other
- 378 Indirect Charges
- 450 Paid Lunch
- 451 Miscellaneous Grant Management

Policy: **Activity Codes**

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6.0 CHANGE LOG

March 7, 2012 –

- Division of Highways Activity Codes were reviewed and revised.

February 23, 2012 –

- Activity Codes for State Rail Authority, Division of Motor Vehicles and Public Transit were reviewed and revised.

December 4, 2019 –

- The names of the following activity codes **changed** under DOH Highway Maintenance Management, Groups I, VIII and IX:

Bituminous Pavement Maintenance 209

Bridge 381

Other Maintenance 401

- The following codes were **added** as new activity codes on DOH Highway Maintenance Management under the following:

Group I Bituminous Pavement Maintenance 210

Group IV Drainage Maintenance 280 & 290

Group VI Snow Removal & Ice Control 340

Group VIII Bridge 392 through 399

- Code on DOH Maintenance Management (Other) was **added** under **Service Function Maintenance Code 817**.
- The DOH 700 Series activity codes, Field Operations Other Than Overhead and Maintenance, were removed because they should not be used.

August 13, 2020 –

- Activity code 058 FHWA Financial Project Closeout (P only) was added and approved by FHWA.