

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
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CHAPTER TITLE: EQUIPMENT REPORTING SYSTEM

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I. **INTRODUCTION**

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This chapter explains the basic system concepts of the Department of Transportation's (DOT) Equipment Rental and Utilization Reporting System (hereafter called "Equipment Reporting System"). It defines terms, identifies responsibilities, and provides the basis for understanding the system. Chapters 5, "Equipment Reporting Requirements," and 6, "Equipment Transfer and Status Change Reporting" provide specific guidance for daily reporting tasks. To assure procedural compliance, all three chapters must be read and understood.

Historically, the Equipment Reporting System has been used by the Division of Highways and by the State Rail Authority. It is conceivable, however, that other Transportation agencies may use it at some point.

The Equipment Reporting System serves two purposes. First, it is used to distribute the costs of buying, operating, and maintaining specific DOT equipment (Equipment Rental). Second, system reporting requirements provide a computer database of equipment use and repair statistics. These statistics support the Maintenance Management and Equipment Management programs (Utilization Reporting).

The Equipment Reporting System is a part of the DOT Remote Entry Management Informational System (REMIS). DOT organizations (which have equipment assigned to them) must daily enter required information for their use of assigned equipment. REMIS charges equipment use to the accounting specified by the user at a predetermined rental rate. The Division of Highways' (DOH) Highway Operations Division develops the rate structure and periodically revises rates to keep revenues and costs in line.

Compliance with procedures will assure fair and stable rental rates and provide an accurate

database. Employees should remember this basic system requirement: **all equipment use must be reported.**



II. EQUIPMENT REPORTING POLICIES

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Several associated factors affect equipment reporting. Personnel must understand each of the following topics and how it relates to, interacts with, or affects the others:

- **The Seasonal Concept** - Equipment may be either "IN SEASON" or "OUT OF SEASON."
- **Reporting Increments and Rental Rate Structure** - Equipment is reported in hours. There are two different rental rates ("RENTAL RATE" & "EXCESS RATE").
- **Equipment Reporting Methods and Categories** - Reporting requirements are met by "MANUAL" or "DEFAULT" reporting, or a combination of the two. "DEFAULT" reporting is defined on Page 8 of this chapter Reportable equipment is accounted for in three different categories ("CHARGEABLE," "IDLE," "DOWN").
- **Equipment Status** - Each unit of rental equipment is always in a defined situation or condition ("STATUS"). One of a series of "STATUS" codes will indicate the "STATUS" in the equipment's REMIS Master Record.
- **Equipment Transfer** - The equipment's organization of assignment reflects ownership and determines several aspects of equipment reporting. An equipment "TRANSFER" must be accomplished when a unit of equipment is re-assigned from one organization to another.
- **Equipment Utilization, Transfer, and Status Change Reporting Responsibilities** - Authority and responsibility for equipment reporting requirements vary by organizational level and special considerations.
- **Pool Equipment Designation Responsibility** - Managers of organizations which maintain equipment pools will initially identify the units within their pools; approval of the DOH Deputy State Highway Engineer-Operations (or designee) and of the DOH Equipment Division is required.

Each of the preceding subjects will be explained in the remainder of this chapter.



A. **GENERAL POLICIES**

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1. SEASONAL CONCEPT

Some DOT rental equipment is "seasonal." That is, the equipment is used primarily during certain specified periods or seasons of the year. For example, snow removal and ice control (SRIC) equipment is used during the inclement weather experienced in the winter months. Mowing equipment is used during fair weather months. There are defined seasons for each class of rental equipment. The seasons reflect the period of primary use for the equipment in the class. Equipment is IN SEASON during the primary use period. Equipment is OUT OF SEASON during

the off season, when it is used less frequently. Reporting requirements and rental rate assessment differ for IN SEASON and OUT OF SEASON equipment.

IN SEASON equipment is subject to **daily rental and utilization reporting** requirements. OUT OF SEASON equipment is not reported unless it is used or is inoperative. Therefore, equipment should be considered *first* as being either IN or OUT OF SEASON.

Information on prescribed seasons is available in two formats. Volume IV, Chapter 3 of these Procedures, "Equipment Classification and Rental Rates," displays a list of the equipment classes, their defined seasons of primary use, and their current rental rates. Also, a twelve-month calendar, based on information in the preceding reference, is programmed into REMIS. The calendar indicates which months the equipment is in season, and is displayed for each unit of rental equipment. System users may view this information through the REMIS sub-system, HWIQ (inquiry), using the "Equipment" option.

A unique Equipment Division (ED) number is assigned to each unit of equipment upon acquisition. The ED number is the key to reporting the equipment and to inquiring about it in REMIS. The ED number consists of three digits representing the equipment class, followed by four digits identifying the specific equipment unit.

- a. IN SEASON Equipment:
Each unit of IN SEASON rental equipment is subject to daily equipment rental and utilization reporting. A minimum of eight hours per standard workday, up to a minimum of 40 hours per standard workweek must be accounted for on each IN SEASON equipment unit.
- b. OUT OF SEASON Equipment:
REMIS detects when equipment is OUT OF SEASON, and daily reporting is not normally required. If necessary, however, OUT OF SEASON equipment may be used. **All chargeable time on OUT OF SEASON equipment must be reported and rent will be charged.** REMIS does not charge organizational budgets for OUT OF SEASON equipment unless CHARGEABLE time is manually reported. If OUT OF SEASON equipment is damaged or malfunctions to the extent that it is DOWN (defined later), it must also be reported.



2. EQUIPMENT REPORTING INCREMENTS AND RENTAL RATE STRUCTURE

- a. Reporting Increments:
Equipment reporting will be in hours and fractions of hours, to the nearest fifteen minute (.25 hour) increment (Examples: 8.00, 6.25, 4.50, 3.75, etc.).

- b. Rental Rate Structure:
There are two rental rates. The first, "RENTAL RATE," refers to the hourly rate assessed DOT organizations for the first 40 hours of equipment ownership within a workweek. This rate is calculated and assessed to distribute the cost of: Equipment Division operation; equipment repair parts; fuel and lubricants; payroll costs for mechanics and other related personnel; and other associated costs such as insurance and depreciation.

The second, "EXCESS RATE," applies only to the hours reported *over* the expected 40 hours per week. The excess rate affords a reduced hourly rate to those organizations that have already accounted for 40 hours of equipment ownership in a given week and, due to emergencies or expanded work schedules, must use the equipment additional hours. The philosophy of the reduced EXCESS RATE is that overhead costs will have been recovered through application of the RENTAL RATE to the first forty hours of equipment ownership. Therefore, only operational costs need be recovered for additional use.

- c. Holidays:
For equipment reporting purposes, REMIS accurately accommodates holiday hours within a workweek **for organizations whose personnel/equipment work a "standard" (eight hours per day - five days per week) schedule**. REMIS DEFAULT reporting is based on eight hours per day, for a five-day week. For example, in a week containing one holiday (eight hours), only 32 hours need be reported per unit of IN SEASON equipment and the REMIS DEFAULT routine will not be run for the holiday. There are, potentially, two occurrences of half-day (four-hour) DOT holidays per year, both of which fall within the same month. When this occurs, the REMIS system is managed so the net effect of equipment rental charge assessment is accurate. Therefore, no extraordinary action need be taken by reporting personnel.

Personnel in organizations which work a "**non-standard**" workweek must be aware that, depending on which days are worked, the number of hours worked per day and when the holiday occurs, REMIS DEFAULT reporting may create an over-reporting situation which will require correction by Journal Voucher action.

EXAMPLE: An organization normally works four, ten-hour days and Monday is a holiday. On Monday, no time is reported and the REMIS DEFAULT routine is not run. To satisfy the remaining 32-hour requirement, the organization works and reports: 11 hours Tuesday, 11 hours Wednesday, and 10 hours Thursday. REMIS will still default eight hours (over-report) for Friday when the DEFAULT routine is run.

Equipment that is used on holidays must be reported and will be charged at the full RENTAL RATE, up to the 40-hour minimum weekly requirement. Only hours *over* the basic 40-hour requirement are charged at the EXCESS RATE, even when holiday time is involved.



3. EQUIPMENT RENTAL REPORTING METHODS AND CATEGORIES

a. Reporting Methods:

- **MANUAL Reporting:**
MANUAL reporting refers to the manual coding of equipment utilization data on Form(s) DOT-12, Daily Work Report, as prescribed in Chapter 5 of this Volume. Properly coded and approved DOT-12's then become source documents from which data entry personnel at DOT organizations enter appropriate data into REMIS.
- **DEFAULT Reporting:**
DEFAULT reporting refers to the capability of REMIS to report equipment in certain situations. Each of these situations will be addressed in this Chapter or in Chapter 5 of this Volume.

A single Authorization Number is designated to receive default reported IDLE time and charges on assigned "A" status equipment for each organization. Only *one* Authorization Number, however, can be designated. The designated default Authorization usually represents the organization's *primary* overhead account and may not be correct for all personnel/sections in the organization. **If the organization's default Authorization is not correct for the equipment being reported, IDLE**

time must be MANUALLY reported to the correct Authorization (see Chapter 5). Otherwise, REMIS will erroneously charge the organization's default overhead Authorization and correction, by Journal Voucher, will be required.

Other appropriate default authorizations are established, on an organizational basis, to receive defaults resulting from assigned equipment being in "R", "P", "W", and "E" status.

- **COMBINED Reporting:**
Each unit of IN SEASON equipment must be reported at least eight hours per standard workday, up to 40 hours per standard workweek. Hours not accounted for through MANUAL reporting will be DEFAULT reported. For example, if a unit of active equipment is manually reported as CHARGEABLE for eight hours on a given reporting day, the daily requirement is satisfied and no default reporting will occur. Alternatively, if the unit of equipment was only reported as CHARGEABLE for five hours on a given day, REMIS would subtract the five hours reported from the eight hours required and DEFAULT the difference of three hours to the owning organization.

- b. **Reporting Categories:**
All available hours of each unit of IN SEASON equipment must be reported under one or more of the following categories: CHARGEABLE, IDLE, or DOWN.

- **CHARGEABLE Definition:**
CHARGEABLE time is defined as the hours a unit of equipment is dedicated or committed, and chargeable, to a *specific* project, activity, or use. The equipment is therefore **not available for any other use**. All CHARGEABLE time will be MANUALLY reported on Form(s) DOT-12 to the correct Project Number or Authorization Number(s).

CHARGEABLE time will usually include actual operating time. The actual operating hours/miles of equipment will typically differ from the CHARGEABLE hours reported for equipment rental

purposes. For example, a unit of equipment *dedicated to a project* for a full day will normally be reported as eight hours CHARGEABLE, even though it may have been operated only two hours. Dedicated equipment that has *no* operated time for a given day will also be considered and reported as CHARGEABLE to the project, etc., but using Activity Code 811 (unproductive equipment), if it is *required* at the project site for imminent use. Full days of unproductive equipment, however, must be reported as non-participating ("N") on federally funded projects.

This definition includes transportation equipment *officially assigned* to specific individuals for their exclusive use (i.e. C/H level DOH managers, DOH County Maintenance Superintendents, etc.). Such DOH assignment must be in accordance with the Commissioner's Policy Memorandum on ASSIGNMENT AND USE OF TRANSPORTATION VEHICLES. This equipment will be reported as CHARGEABLE whether operated or not.

When there is bona fide need to have special purpose equipment assigned *exclusively to a specific use or function* (such as a forklift that is dedicated to a warehouse or storage yard location), *and all uses will be to the same accounting distribution*, the equipment may also be considered as dedicated or committed and reported CHARGEABLE eight hours per day. Many of the uses in the example might be shorter than the minimum reporting increment of .25 hours and reporting each occurrence would be impractical. The intent of this policy is to recognize that some situations require that *limited* equipment be dedicated and immediately available for spontaneous use, as required. DOT managers must insure that equipment reported in this manner is **closely scrutinized and limited.**

The use of (otherwise dedicated) equipment **may not** be reported as described above when it is subject to changing accounting data; each use must be separately reported. Mechanic's trucks would be examples of this situation. While they are for the exclusive use of the mechanics (*dedicated*) in general, it is essential to separately document their use for "road call travel," "parts chasing," etc., through the use of proper accounting codes.

This definition **does not** include equipment assigned to organizations and available for general use by multiple employees. These equipment units will be reported as CHARGEABLE only during periods that involve *some* actual operation. For example, a DOH vehicle is used to travel to Equipment Division at Buckhannon, meet with Equipment Division personnel, and return to Charleston. The travelers leave Charleston at 7:30 a.m. and return at 4:00 p.m. This vehicle is reported as CHARGEABLE for eight hours even though driven only three and one-half hours. The same vehicle, when used for a similar two-hour trip from the Central Headquarters location to DOH District One and back, then not used for the remainder of the day, is reported as CHARGEABLE for only two hours. The remaining six hours will be reported as IDLE. The same vehicle, if not used at all during the workday, is reported as IDLE for eight hours.

- IDLE Definition

"IDLE" time consists of the hours a piece of equipment is operational and available for use, but is not used, committed, or dedicated as defined above. Unless MANUAL reporting occurs, REMIS DEFAULT reports these hours to the "EQIDLE_" Authorization Number established for the owning organization. IDLE time must be MANUALLY reported if the default authorization established for the organization is not correct for the equipment being reported.

REMIS does not DEFAULT IDLE charges on holidays. Those who must manually report IDLE time on Forms DOT-12 should not report IDLE time for holidays. REMIS **will accept and charge** IDLE time up to 40 hours per week (at the RENTAL RATE) and over 40 hours per week (at the EXCESS RATE) if it is manually reported in error.

- DOWN Definition

The hours a unit of equipment cannot, or may not, be used due to needed or "in process" maintenance/repairs, is called DOWN time. DOWN time may be reported by two methods. First, the number of DOWN hours may be MANUALLY reported to the "EQDOWN_" Authorization Number appropriate to the organization owning the equipment. Second, **under specified conditions**, the equipment's STATUS may be changed to "R" (Repair Line) or "W" (Warranty Repair) and DEFAULT reporting of IN SEASON equipment will occur.

Consider equipment DOWN when:

- i. It is **not operational** due to damage or the need for mechanical repairs;
- ii. It is **unsafe** to operate due to damage or the need for mechanical repairs;
- iii. Further operation, due to damage or the need for mechanical repairs, **would cause additional damage;**
- iv. Repair or preventive maintenance (PM) is actually **in progress;**
- v. Or when it is an Attached ED and its Prime Mover (host vehicle) is DOWN. This would make the Attached ED useless without removing it and reinstalling it on another prime mover.

Example situations:

- i. Do not report equipment that has minor or cosmetic discrepancies that do not qualify the equipment in one of the above categories as DOWN. These discrepancies should be documented on an

Equipment Repair Request and brought to the attention of shop personnel. Shop personnel may then fill out a Repair Work Order, obtain any required parts and include the job in the shop maintenance schedule. In this case, report the equipment as **DOWN only** for the period of time it is actually being repaired in the shop.

- ii. Some EDs have separately numbered, reportable ATTACHED Eds permanently mounted on them. The term ATTACHED EDs **does not** include towable equipment units that may simply be disconnected. Various equipment reporting options exist when Attached EDs are involved. If an Attached ED is useless because its Prime Mover is DOWN, the Attached ED may also be reported as DOWN, unless it is remounted on another unit. Conversely, if an Attached ED is DOWN, the Prime Mover will only be reported DOWN if it has **no other utility or purpose**. Interpretation and application of the intent of this general guidance to specific, unusual, or unique situations, are the responsibility of appropriate shop supervisors and equipment supervisors.

- Consider a dump truck (Prime Mover) with attached snow plow and spreader (Attached EDs). If the prime mover (truck, in this case) is DOWN and the attached EDs are not removed for use on another prime mover, the attached EDs may also be reported as DOWN (i.e. the Attached EDs are not usable);
- If only one of the Attached EDs (in the previous example) is DOWN, the truck and the remaining attached ED is still functional

for either plowing or spreading. In this case, only report the unit that is actually inoperable as DOWN.

- Another situation might involve an inoperative Truck Mounted Air Compressor. In this example, report the compressor as DOWN. The truck, however, still has utility for general purpose use and will not be reported as DOWN.

Once a condition that causes a unit of equipment to be DOWN is discovered, the equipment should be reported as DOWN (by MANUAL reporting or "R" Status DEFAULT or "W" Status DEFAULT, as appropriate) each workday or portion of a workday until it is repaired. DOWN time is not just when equipment is being physically worked on (except for the repair of minor or cosmetic discrepancies as previously explained).



4. EQUIPMENT STATUS

Equipment STATUS is also associated with equipment rental and utilization reporting. Status indicator codes have been designated to show specific situations or conditions that equipment may be in at any given time. These codes aid in collecting and processing management data (use and repair statistics) on the DOT equipment fleet. They also indicate/determine whether or not, and how, DEFAULT reported equipment rental charges are being assessed.

Authorized personnel at the organization headquarters level document and change status codes, as required. Each unit of equipment should always bear the status code that most accurately reflects its current situation or condition (its STATUS). Note that whether equipment is IN SEASON or OUT OF SEASON has **no** bearing on the requirement for accurate status coding. REMIS shows the current status of each unit of equipment.

The following status codes are now being used.

- a. "A" (ACTIVE) Status

Status code "A" indicates ACTIVE equipment. Active equipment is equipment that is assigned, permanently (equipment allocation) or temporarily (dispatched POOL equipment), to specific organizations for use in the performance of their assigned operational functions. All IN SEASON "A" status equipment must be reported MANUALLY on a daily basis by owning organizations, reported by DEFAULT, or a combination of the two. Equipment rental charges will be assessed.

b. "E" (EXCESS) Status

"E" status indicates equipment that is EXCESS to operational requirements **and** pool requirements at an organization headquarters level. The equipment may be declared EXCESS by organization management or by (DOH) Equipment Division due to planned retirement or replacement plans. Excess equipment is available for statewide re-allocation or disposition action as determined by the Deputy State Highway Engineer-Operations or designees. "E" status may also include new, rebuilt, or other serviceable equipment awaiting initial distribution at (DOH) Equipment Division.

Organizations are not charged for "E" status equipment. It is reported by DEFAULT and accrues to IDLE time in REMIS Equipment Master Records. REMIS accumulates a "lost equipment rental revenue" figure for tracking and evaluation purposes while equipment is in "E" status. The Deputy State Highway Engineer-Operations or designees will closely monitor "E" status equipment. "E" is normally a transitory status. All such equipment will be evaluated and reclassified as "A", "P", or "S" status equipment. Based on the resulting status, such equipment will be reallocated within the DOT for productive use as active or pool equipment, or appropriate disposition action will be taken.

c. "P" (POOL) Status

Some organizations will have equipment in "P" status, showing its assignment to an Equipment Pool. Regarding (DOH) field organizations, only District Headquarters organizations (__67 and __80 organizations) will list equipment as "P" status.

"P" status equipment **must be fully operational and ready for dispatch/use** when it is needed. Equipment pools consist of one or both of the following types of equipment.

- o **Extra or back-up equipment**, retained by DOH Assistant District Administrators, as mutually agreed

upon by each Assistant District Administrator and the Deputy State Highway Engineer-Operations. This equipment provides a cushion or backup during periods when subordinate organizations' equipment needs exceed their allocated equipment resources. These equipment units are generally found in District "MAINTENANCE POOLS".

- **Specialized equipment** which, due to limited quantity, unique application, or infrequent use, is used by multiple organizations on a fractional or time-sharing basis. Such equipment is found in a "STATEWIDE EQUIPMENT POOL", co-administered by the Highway Operations and Equipment Divisions. This equipment is used to supplement the needs of all DOH organizations as required. DOH District organizations may also have such equipment in their MAINTENANCE POOLS to support their subordinate organizations. Highway Operations Division, Traffic Engineering Division, and Contract Administration Division also have specialized equipment pools, but for their **exclusive** use.

IN SEASON, "P" status equipment is reported by DEFAULT and equipment rental charges are not *normally* assessed. REMIS accumulates a "lost equipment rental revenue" figure for tracking and evaluation purposes while equipment is in "P" status. Default reported time on "P" status equipment accrues to IDLE time in REMIS Equipment Master Records. The quantity of these non-revenue-generating units must be kept to a minimum, consistent with operational needs. "P" status equipment is allowed **limited** use without transfer or status change (See Chapter 6). If such equipment is *used*, the CHARGEABLE time must be reported.

When pool equipment is needed, it is normally transferred to the organization that needs it. The status is changed to "A" status for the duration of use. Upon return, it is transferred back to the "home" organization and its status is returned to "P".

All organizations are required to pay rental on their allocated, ACTIVE equipment. Such equipment **cannot** be assigned "P" status while it is assigned to the organization. **Only** specifically identified and designated pool equipment can be assigned "P" status (see Section II.B.2. of this chapter).

- d. "R" (REPAIR) Status
"R" (REPAIR) status shows inoperable/unsafe equipment.

This equipment is awaiting, or undergoing, Intermediate or Major shop level repair or Preventative Maintenance (PM). Equipment repair services are performed at three shop levels: MAJOR, INTERMEDIATE, and MINOR. MAJOR shop level is the (DOH) Equipment Division Shop at Buckhannon, WV. INTERMEDIATE shop level refers to the DOH District Shops and the (DOH) Contract Administration Division Shop. MINOR shop level consists of the (DOH) County, APD, Interstate, and any other limited Equipment Shops.

"R" status may also indicate equipment at Minor Shops that have a DOWN condition that has persisted for more than three days, or DOWN equipment from organizations which have no repair shop. The application of "R" status is controlled by (DOH) District Equipment Supervisors (or equivalent position) and organization managers (or designees). These controlling personnel must uniformly comply with this procedure and the provisions of Chapter 5 in order to maintain the integrity and comparability of REMIS data.

"R" status equipment **may not** be used. IN SEASON, "R" status is reported by DEFAULT (automatically by REMIS) to the owning organization's EQDOWN7 authorization. OUT OF SEASON, "R" status equipment must be MANUALLY reported (since **no DEFAULT reporting occurs on OUT OF SEASON equipment**) to the owning organization's EQDOWN7, in order to maintain an accurate statistical database. "R" status time accrues to DOWN time in REMIS Equipment Master Records.

- e. "W" (WARRANTY REPAIR) Status
"W" (WARRANTY REPAIR) Status shows inoperable/unsafe equipment while under the manufacturer's warranty. This equipment is awaiting or undergoing Dealer/Vendor/Shop level warranty repair. The application of "W" Status is controlled by DOH District Equipment Superintendents or P.M. Warranty Coordinators. The scope and purpose of "W" Status is to define the amount of downtime attributed to warranty repairs.

Once applied, warranty downtime is default reported to the owning District organization's authorization EQDOWN7, using Activity Code 519.

The P.M. Warranty Coordinator will complete and submit a Warranty Claims Summary at the end of each month and a final total Warranty Claims Summary at the end of each

fiscal year to Equipment Division (see DOT Volume VII, Forms Manual).

Each P.M. Warranty Coordinator is responsible for issuing repair work orders while equipment is at the vendor's facility for warranty repairs. The Warranty Claims Summary (claim number), along with a description of repairs will be recorded in the Labor Instructions Section of the Repair Work Order.

5. EQUIPMENT TRANSFER

REMIS shows the current organization of assignment of each unit of rental equipment. When a unit of equipment is physically moved and reassigned to another organization within the DOT, an equipment TRANSFER must be documented and entered into REMIS by responsible organization headquarters personnel.

The organization number, reflected in the "ORG" field of the REMIS Equipment Master File for each unit of rental equipment:

- Identifies the organization that has operational control of, and responsibility for, the unit of equipment.
- Identifies the organization that is responsible for complying with equipment reporting requirements on the unit.
- Determines where Preventative Maintenance (PM) Work Orders will be printed or routed.
- Will normally reflect the organization at which equipment is **physically located**. Exceptions are: (DOH) Highway Operations Division, Equipment Division, Traffic Engineering Division, and Contract Administration Division. Due to the nature of their pools, these organizations do not necessarily transfer their pool equipment to other organizations when it is dispatched for use.

Transfers may be permanent or temporary. A transfer is considered permanent when there is no current intent to return the equipment to the transferring organization (i.e. a permanent re-assignment). A temporary transfer of equipment is the temporary release of ownership by the transferring organization.

With a temporary transfer, there is understanding and intent that the equipment will be transferred back after some agreed upon time period or action (such as use and return of dispatched pool equipment and physical movement of equipment to a higher organizational level for repair and return).



B. RESPONSIBILITIES

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1. EQUIPMENT UTILIZATION, TRANSFER, AND STATUS CHANGE REPORTING RESPONSIBILITIES

- a. Utilization Reporting Responsibilities:
Each manager is responsible for accurately reporting his or her assigned IN SEASON, "A" status rental equipment on a daily basis. Equipment must be reported as some combination of CHARGEABLE, DOWN, or IDLE for a minimum of eight hours per normal workday up to a minimum of 40 hours per normal workweek. Such reporting may be MANUAL reporting, DEFAULT reporting or a combination of the two methods, as appropriate. Each manager with "P" or "E" status equipment must also assure accurate reporting of all CHARGEABLE and DOWN time on such equipment. All CHARGEABLE and DOWN time on assigned OUT OF SEASON equipment must also be MANUALLY reported.
- b. Transfer and Status Change Reporting Responsibilities:
Transfers and status changes are controlled and accomplished (in REMIS) at the organization headquarters level. These transactions are generally restricted to equipment resources assigned to the respective organization. Some organizations, however, have DOH-wide transfer/status change authority due to special needs or circumstances.

The following individuals (or their designees) have Transfer/Status Change documentation responsibility and approval authority for the purposes cited below. Each documents and approves his or her respective actions using Form(s) DOT-91, Transfer and/or Status Change of Equipment, in accordance with Chapter 6 of this Volume.

- DOH - Assistant District Administrator/ State Rail Authority (SRA) - Comptroller:
Each DOH Assistant District Administrator (or, in the State Rail Authority, the Comptroller) controls equipment transfers and status changes required for assigned, **operational** ("A", "P", and "E" status) equipment within the district (or agency, if SRA). Many of these actions become necessary as equipment in POOL status is transferred and changed to ACTIVE status for use by field organizations, and when it is returned or relocated after such use.

Transfers and/or status changes are also required for the re-allocation of assigned equipment among each DOH district's subordinate organizations and for the

directed re-allocation of equipment to other DOH districts/divisions.

- DOH - District Equipment Supervisor/SRA - Comptroller:
Each District Equipment Supervisor (the Comptroller, in SRA) controls status changes and transfers associated with the **repair and return** of equipment assigned throughout the district (agency, if SRA). These actions become necessary as DOH County, APD, or Interstate assigned equipment is brought in to DOH district shops for problems that are beyond the owning organizations' repair capabilities or authority **and** when district equipment (including equipment assigned to subordinate organizations) or SRA equipment requires repair/maintenance that exceeds the capabilities or authorization of the DOH district shop (or, if SRA, their own shop). This equipment is usually transported to Equipment Division for repair.
- DOH Division Directors (DOT organization managers or designees):
These managers initiate (document) transfers and status changes associated with the directed re-allocation of operational equipment between and among DOT organizations. They may or may not actually perform the associated REMIS transactions, depending on need and REMIS access (see DOH Highway Operations Division Director, below).
- DOH Highway Operations Division Director:
The Highway Operations Division Director (or designee) has DOT-wide transfer and status change authority. This allows transfers and status changes associated with the dispatch, use, and return or relocation of Statewide Pool equipment and the repair or re-allocation of most Central Headquarters' divisions' equipment.
- DOH Equipment Division Director:
The Equipment Division Director has DOT-wide transfer and status change authority. This allows assignment/re-assignment and control of Statewide Pool equipment. Additionally, Equipment Division *only* assigns Status Code "S", when applicable, after proper evaluation of equipment.
- DOH Highway Operations Division, Traffic Engineering Division, and Contract

Administration Division:

These organizations have Protected Pools of specialized equipment for use in performing assigned functions. They **do not** normally transfer the equipment for use.

Directors/managers of these organizations control any transfers and status changes associated with re-allocation or repair of their equipment.

2. POOL EQUIPMENT DESIGNATION RESPONSIBILITY

Presently, the Division of Highways is the only DOT agency with equipment pools. DOH District Administrators and Division Directors in (DOH) Highway Operations Division, Traffic Engineering Division, and Contract Administration Division must initially identify the equipment units, **by specific ED Numbers**, that comprise their equipment pools. This information must be provided to the Deputy State Highway Engineer-Operations (or designee). Upon concurrence, the Deputy State Highway Engineer-Operations will identify the various *poolable* EDs by specific ED Number to the DOH Equipment Division Director (or designee).

Authorized Equipment Division personnel will then enter the month, day, and year of pool assignment (i.e. "02/01/00" for February 1, 2000) in the POOL field of the Equipment Master File of each affected ED. Equipment thus identified may be freely placed into any appropriate STATUS, as required for dispatch and use or repair, and subsequently returned to "P" STATUS after such use or repair. The REMIS system will not allow equipment **not** so identified to be placed in "P" STATUS.

After initial *poolable* EDs are established, subsequent changes (additions or deletions) must be requested by memo to the Deputy State Highway Engineer-Operations. While *poolable* EDs are not static, changes should be infrequent except for changes resulting from annual equipment evaluations/re-allocations and occasional changes required when a pool unit must be permanently re-assigned to replace an operational unit due to a major, long-term breakdown or retirement action.

