

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME IV, CHAPTER 5

SUBJECT: EQUIPMENT
CHAPTER TITLE: EQUIPMENT REPORTING REQUIREMENTS

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I. **INTRODUCTION**

Effective: 9/1/2002

This chapter establishes specific requirements and policies for the Equipment Reporting System. It presumes that the reader is thoroughly familiar with the general information in DOT Volume IV, Chapter 4, "Equipment Reporting System". In the event of a conflict with Chapter 4, this chapter takes precedence. This chapter also explains the Equipment Daily Checklist and correction processes for erroneous REMIS equipment entries. All chapter cross-references in this chapter relate to Volume IV of the DOT Administrative Procedures unless otherwise stated.

A. **NORMAL REPORTING**

Equipment that is entered MANUALLY, is entered on a one day delayed basis. That is, one workday's business must be entered into REMIS the following workday. The possibility of having multiple days' data to be reported exists when weekends or holidays are involved. In these instances, enter DOT-12 data in date order (earliest DOT-12 document date first).

B. **LATE REPORTING**

There are **few** occasions when late reporting is required or allowed. REMIS will have already DEFAULT reported when equipment utilization data is not manually entered into REMIS *on the required reporting day*. A Journal Voucher must be processed when this occurs.

For bona fide reasons, REMIS can be *opened up* for reporting on other than the required reporting day by contacting Information Services Division. Late reporting must also be in date order (earliest DOT-12 document date first) if multiple days are involved.



II. **EQUIPMENT REPORTING REQUIREMENTS POLICIES**

Effective: 9/1/2002

A. **REPORTING EQUIPMENT CHARGEABLE TIME**

All CHARGEABLE time must be MANUALLY reported regardless of equipment status. Equipment utilization data (CHARGEABLE time) is entered into REMIS using a properly completed and

approved Form DOT-12 (or DOT-12LE) as a source document. Form(s) DOT-12/12LE will be coded to identify the accounting distribution that accurately reflects the project, activity, etc., upon which the equipment was used or to which the equipment was dedicated or committed. See Section II.F. of this chapter.

B. REPORTING EQUIPMENT IDLE TIME

1. IN SEASON EQUIPMENT

Organization managers are responsible for ensuring that all equipment IDLE time is reported to the correct "EQIDLE_" authorization. This involves knowing which default authorization is established for the organization and ensuring that all exceptions are MANUALLY reported to the correct authorization(s).

If the DEFAULT authorization is not correct, IDLE time must be documented on Form DOT-12 or DOT-12LE and MANUALLY entered into REMIS. The authorizations currently established for default reporting of equipment idle time for all organizations are displayed in Section III. of this chapter (Exhibits).

2. OUT OF SEASON EQUIPMENT

IDLE time is not applicable to OUT OF SEASON equipment. REMIS does not DEFAULT, and IDLE time should not be MANUALLY reported. **Do not** alter the STATUS of OUT OF SEASON equipment in an attempt to prevent rental charges. Organization budgets are not charged for OUT OF SEASON equipment unless it is used and CHARGEABLE time is MANUALLY reported as previously described. Equipment should always bear the STATUS code that most accurately reflects its current condition/situation.

C. REPORTING EQUIPMENT DOWN TIME

Effective: 5/1/2006

1. IN SEASON ACTIVE EQUIPMENT

a. Organizations With Repair Capability:

These organizations will MANUALLY report equipment DOWN time when correction of the DOWN condition is within their authorized repair capability. DOWN time is entered into REMIS using a properly completed and approved Form DOT-12 as a source document. DOWN time is reported to the appropriate "EQDOWN_" authorization, using Activity Code 501. The DOWN authorization for these organizations will relate to the default IDLE authorization established for the organization (i.e. if "EQIDLE4" is the default authorization, then "EQDOWN4" will be used to report equipment DOWN time.).

These organizations may be relieved of DOWN charges if the DOWN condition persists more than three consecutive workdays, due to lack of labor, facilities, parts, or other causes beyond the control of the owning organization. Contact the appropriate District Equipment Supervisor (or, if not DOH, other equipment manager) to change the equipment status to "R" (Repair Status) on the morning of the fourth day. In this situation, the equipment **will not be transferred**, but the owning organization will no longer have to MANUALLY report DOWN time on the unit. IN SEASON, "R" status equipment is reported by DEFAULT to the appropriate equipment account. In such a case, personnel in the owning organization must **immediately** notify the District Equipment Supervisor (or, if not DOH, other equipment manager) to return the equipment to "A" status upon completion of the required repairs. Normal equipment reporting requirements will then resume.

Equipment supervisors should closely monitor this *three-day rule*. The inability of an organization to complete user level repairs within three days may indicate significant problems or repair limitations. Problems may result from limitations in facilities, personnel, parts supply, management, planning, etc.

IN SEASON, "W" (Warranty Repair) status equipment is reported by DEFAULT to the owning District organization's authorization EQDOWN7, using Activity Code 519. In such a case, personnel in the owning organization must **immediately** notify the District Equipment Supervisor or the P.M. Warranty Coordinator (or, if not DOH, other equipment manager) to return the equipment to "A" status upon completion of the required repairs. Normal equipment reporting requirements will then resume.

If required repairs are not within the owning organization's repair capability or authority, personnel should contact the District Equipment Supervisor (or, if not DOH, other equipment manager) to immediately change the equipment's status to "R". In this case, repair responsibility will be assumed by the District Equipment Shop (if applicable) or Equipment Division, as appropriate. This equipment will be transferred only if (and when) it is physically moved to the higher-level equipment shop for repair.

b. Organizations Without Repair Capability:

The *three-day* rule previously described does not apply to DOT organizations that have no repair facilities. These organizations MANUALLY report all equipment DOWN time to Authorization EQDOWN7. For Highways' District organizations, charge the EQDOWN7 of the associated District Equipment organization, XX70. For Highways central headquarters division, charge the EQDOWN7 of District One Equipment, organization 0170.

Organizations without repair capabilities will ensure the operator or the person who detects the problem documents equipment problems on Equipment Repair Requests. The problem will then be brought to the attention of personnel at the nearest DOH repair facility for assessment, and arrangements for repair will be made.

If the equipment problem is minor in nature, the equipment should be taken to the equipment repair facility at the scheduled time, and MANUALLY reported to Authorization EQDOWN7 for the period it is undergoing repair. If the equipment problem renders the equipment DOWN, as defined in Chapter 4, it will not be operated.

In such a case, personnel will begin MANUALLY reporting the equipment to Authorization EQDOWN7 immediately, and continue such reporting until the equipment is repaired or changed to "R" status. If the required repair(s) is major, the equipment may be put in "R" status by appropriate personnel and transferred (except DOH district level organizations) to the repairing organization for repair and return. In such a case, the requirement for MANUAL reporting will cease until the equipment is repaired, returned to active (A) status and transferred (when applicable) back to the original organization. Normal equipment reporting requirements will then resume.

If equipment is inoperable or unsafe while under the manufacturer's warranty, the District Equipment Supervisor or P.M. Warranty Coordinator will place it in "W" status until the warranty work is completed. The equipment will then be transferred to a DOH organization with repair facilities and the authority to perform the work or else transported to a manufacturer-authorized shop. While in "W" status, the equipment is reported by default to the District organization's authorization EQDOWN7, using Activity Code 519.

2. OUT OF SEASON EQUIPMENT

All DOWN time on OUT OF SEASON equipment will be MANUALLY reported to Authorization EQDOWN7. Report DOWN time for **minor maintenance** to Authorization EQDOWN7 for the duration of the repair. If the equipment is DOWN, as defined in Chapter 4, the appropriate Equipment Supervisor (or other equipment manager) should be contacted to immediately change the equipment's status to "R" or "W" to reflect (in REMIS) its non-availability for use. **MANUAL reporting of DOWN time must continue** however, as no default reporting occurs on OUT OF SEASON equipment. Upon completion of required repairs,

the Equipment Supervisor (or other equipment manager, as appropriate) will be contacted to return the equipment to "A" or "P" status, as appropriate.



D. REPORTING RESPONSIBILITY WHEN EQUIPMENT IS TRANSFERRED

Effective: 9/1/2002

Equipment transfers are effective the day entered into the REMIS system. *Losing* (transferring) organizations must ensure that any previous days' charges are entered into the system **prior** to entering the transfer. Rental charges associated with transfers may be in partial day increments when required. In these cases the losing organization must provide the gaining organization with the proper accounting data for any use on the day of transfer, so that the gaining organization can properly report the use on the following workday. The gaining organization is responsible for all rental reporting beginning the **day of transfer** through the last full day of ownership. For example, a unit of equipment is used by a (DOH) county organization for three hours on Tuesday, then transferred to the district organization. In this case, the district (gaining) organization would be responsible for reporting the three hours CHARGEABLE by the county (losing) organization on the required reporting day (Wednesday). In this situation, the manager of the gaining organization will sign the Form DOT-12 on which the losing organization's (day of transfer) use is documented.

E. EQUIPMENT DAILY CHECKLIST

An optional Equipment Daily Checklist is produced (via a REMIS report) and distributed periodically to help ensure that all rental equipment is reported on a daily basis (see Section III., Exhibits). While use is optional, it is highly recommended, particularly for those organizations that must calculate and manually report IDLE time on Forms DOT-12. The Equipment Daily Checklist contains a listing of all assigned equipment and posting information will be extracted from Forms DOT-12.

When a gain or loss of equipment occurs through transfer, the Daily Checklist should be annotated by the affected organizations to temporarily note the addition or deletion of the transferred equipment until receipt of a new Checklist. When a new Checklist is received, it should be reconciled to the annotated Checklist to ensure that all transfers occurred correctly in REMIS.

The hours a piece of equipment is CHARGEABLE should be entered into the appropriate block with a "C", indicating usage of equipment for that day (i.e. "C-8"). Also, a "D" should be entered in the appropriate block along with the appropriate number of hours for DOWN in the organization. An "R" and the appropriate number of hours should be entered for REPAIR LINE status. A "W" and the appropriate number of hours should be entered for WARRANTY REPAIR status. For those who must calculate and MANUALLY report IDLE time on Forms DOT-12, an "I" and the number of hours calculated and reported should also be entered.

F. CORRECTIONS

Effective: 9/1/2002

Correcting erroneous equipment utilization entries (on previously entered Forms DOT-12) requires the preparation of a Journal Voucher (Form BF-143), which must be submitted with supportive explanations to the organizations chief financial officer (in DOH district, the Comptroller) for verification and approval of accounting entries. To make corrections to a specific E.D., the E.D. number must be placed in the "Authorization" block of the Journal Voucher. If acceptable, the chief financial officer will approve and forward the Journal Voucher to Transportation Finance Division, General Accounting Section for entry. For DOH Divisions, the data entry clerk (or designee) will prepare the Journal Voucher and supportive documentation for the Director's review, approval, and transmittal to Transportation Finance Division.

III. EXHIBITS

Effective: 9/1/2002

EQUIPMENT DAILY CHECKLIST



III. **EXHIBITS (cont.)**

Effective: 5/1/2006

**DEFAULTS FOR IDLE EQUIPMENT -
DOT HEADQUARTERS ORGANIZATIONS:**

The following default authorizations are established for IDLE equipment in the organizations indicated.

ORGANIZATIONS	IDLE	
	AUTHORIZATION	ACCOUNT
0056 - Executive Division	EQIDLE6	4053
0057 - Office Services Division	EQIDLE6	4053
0058 - Finance Division	EQIDLE6	4053
0059 - EEO Division	EQIDLE6	4053
0060 - Engineering Division	EQIDLE2	4003
0062 - Right of Way Division	EQIDLE2	4003
0063 - Information Services Division	EQIDLE6	4053
0064 - Contract Administration Div.	EQIDLE2	4003
0066 - Maintenance Division	EQIDLE5	4022
0068 - Budget Division	EQIDLE6	4053
0069 - DOT Secretary's Office	EQIDLE6	4053
0070 - Equipment Division	EQIDLE7	4059
0077 - Mts. Control Soils & Testing	EQIDLE2	4003

0082 - Legal Division	EQIDLE6	4053
0083 - Human Resources Division	EQIDLE6	4053
0085 - Traffic Engineering Division	EQIDLE5	4022
0086 - Planning and Research Div.	EQIDLE2	4003
0088 - Program Administration Div.	EQIDLE6	4053
0090 - Auditing Division	EQIDLE6	4053

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III. **EXHIBITS (cont.)**

Effective: 5/1/2006

**DEFAULTS FOR IDLE EQUIPMENT -
DOT DISTRICT HEADQUARTERS ORGANIZATIONS:**

The following default authorizations are established for IDLE equipment in the organizations indicated.

ORGANIZATIONS	IDLE	
	AUTHORIZATION	ACCOUNT
XX58 - District Comptrollers	EQIDLE5	4022
XX62 - District Right of Way	EQIDLE2	4003
XX67 - District Heavy Main. Detachments	EQIDLE5	4022
XX70 - District Equipment Shops	EQIDLE7	4059
XX79 - District Construction	EQIDLE2	4003
XX80 - District Maintenance	EQIDLE5	4022
XX97 - District Sign Shops	EQIDLE1	4002
XX98 - District Bridge Departments	EQIDLE1	4002
XX99 - District Headquarters	EQIDLE6	4053

DEFAULTS FOR IDLE EQUIPMENT - OTHER ORGANIZATIONS:

The following default authorizations are established for idle equipment in the organizations indicated.

ORGANIZATION	IDLE	
	AUTHORIZATION	ACCOUNT
All DOH County Headquarters Orgs.	EQIDLE4	4018
All DOH Interstate Section Headquarters	EQIDLE4	4018
All DOH APDs	EQIDLE4	4018
State Rail Authority	EQIDLE3	0423

