

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME IV, CHAPTER 6

SUBJECT: EQUIPMENT

CHAPTER TITLE: EQUIPMENT TRANSFER AND STATUS CHANGE REPORTING

<u>TABLE OF CONTENTS</u>	
<u>I. INTRODUCTION</u>	<u>B. TYPES/REASONS FOR TRANSFER AND STATUS CHANGE</u>
<u>II. EQUIPMENT TRANSFER AND STATUS CHANGE REPORTING POLICIES</u>	1. <u>Permanent Transfers</u>
A. <u>GENERAL POLICIES</u>	2. <u>Temporary Transfers</u>
1. <u>REMIS Transaction Sequence</u>	<u>C. LOAN OF EQUIPMENT AND SHORT-TERM USE OF "P" STATUS EQUIPMENT</u>
2. <u>Transfer or Status Change Only</u>	1. <u>Loan of Active ("A" Status) Equipment</u>
3. <u>Simultaneous Transfer and Status Change</u>	2. <u>Short-Term Use of Equipment in "P" Status</u>
4. <u>Form DOT-91 Processing</u>	

I. INTRODUCTION

Effective: 1/15/2000

This chapter presents specific requirements and procedures for accomplishing equipment transfer and equipment status change. It presumes that the reader is thoroughly familiar with the material in the DOT Administrative Procedures, Volume IV, Chapters 4 (Equipment Reporting System) and 5 (Equipment Reporting Requirements). Any chapter cross-reference cited in this chapter relates to Volume IV of the DOT Administrative Procedures unless otherwise stated.

Two separate, but often related subjects are: equipment "TRANSFER" and equipment "STATUS". Additionally, both are closely associated with the Equipment Reporting System.

Transfer and status change *may or may not* occur simultaneously. Equipment TRANSFER normally occurs when a unit of equipment is reassigned and physically moved from one organization to another organization within the DOT. Equipment STATUS refers to a series of codes that permits authorized personnel to designate the current situation or operating condition of each unit of rental equipment. A status change is accomplished when the equipment's situation or condition changes and can be more accurately reflected by a different status code.

II. EQUIPMENT TRANSFER AND STATUS CHANGE REPORTING POLICIES

Effective: 1/15/2000

A. GENERAL POLICIES

Transfer and/or status change of equipment is initiated and documented by the use of Form(s) DOT-91, Transfer and/or Status Change of Equipment. Illustrations of Form DOT-91 and completion instructions are contained in

Volume 7 of the DOT Administrative Procedures. Form DOT-91 may be used for a maximum of ten separate transactions (transfers and/or status changes).

The current hour-meter/odometer reading and meter status (O - operational or N - non-operational) entries are required on the DOT-91 each time a transfer or status code change transaction is recorded. However, the meter reading and status are entered to REMIS only for transfers. Meter reading entries that are too high or too low will result in an error message and a rejected transfer. If the transfer is rejected, the meter reading should be confirmed. The PM Warranty Coordinator may need to be contacted to initiate a meter reading correction.

A transfer from one DOT agency to another (i.e. DOH to State Rail Authority) must be approved by the Deputy State Highway Engineer - Operations and by the DOT Business Manager. These managers will decide the consideration to be supplied by the *gaining* (receiving) organization to the losing organization.

1. REMIS TRANSACTION SEQUENCE

Equipment transfers and status changes are effective immediately upon entry into REMIS. Even though Form DOT-91 is used to authorize and document both transfers and status changes, transfers and status changes are entered into REMIS as **two separate transactions**. A transfer, status change, or both may be entered for each equipment unit being reported. These transactions do not always occur simultaneously.

2. TRANSFER OR STATUS CHANGE ONLY

When only a transfer is accomplished, the transferred equipment will appear (in REMIS) in the new (gaining) organization, bearing the status code it had in the losing organization at the time of transfer. When only a status change is accomplished, the equipment will remain in the same organization, but with the new status code.

3. SIMULTANEOUS TRANSFER AND STATUS CHANGE

When both a transfer and a status change are being accomplished, **the status change should be entered first**, then the transfer. The equipment will then appear in the receiving organization, bearing the new status code. The reason for this sequence is that, based on REMIS system security access, some organizations will lose computer access to the equipment upon transfer and, therefore, cannot accomplish the required status change.

4. FORM DOT-91 PROCESSING

DOT-91s are processed as follows:

- a. Initiator - The requester (the individual requesting the transfer or status change) will contact the appropriate approval authority to request the needed action.
- b. Approval Authority - The appropriate approval authority will consider the request for equipment transfer or status change and approve or disapprove it. Once this has been completed, the approval authority or designee (data entry person) will enter the DOT-91 data into the REMIS System and make distribution of the DOT-91. **Once a DOT-91 action is approved and documented, the data should be**

immediately entered into REMIS. No equipment transfer or status change will be effected without a properly completed and approved (signed) Form DOT-91 as a source document. The original DOT-91 is retained on file by the approval authority and copies are sent to the affected organizations. In the event a transfer is mandated for a redistribution of equipment resources, the approval authority will notify the affected organizations of the action and arrange for pickup and/or delivery of the equipment.

- c. **Affected Organizations** - The affected organizations (gaining and losing) will maintain the DOT-91 on file and, in the case of a transfer, the receiving organization will ensure that daily reporting of the equipment commences the day the transfer is entered into the REMIS System.

B. TYPES/REASONS FOR TRANSFER AND STATUS CHANGE

Effective: 9/1/2002

1. PERMANENT TRANSFERS

Permanent transfers usually occur:

- When equipment is purchased, received by Equipment Division, and assigned to specific DOT organizations;
- When equipment is later re-allocated between DOT organizations based on changing requirements in terms of use or need;
- And when equipment is turned in to Equipment Division for evaluation and possible retirement action.

In such cases, the equipment is simply transferred from the losing (transferring) organization to the gaining (receiving) organization. Status change may or may not be required. If, for example, serviceable "A" status equipment is being transferred from one organization to another, no status change would be required. Conversely, a status change would be required if a unit of "P" or "E" status equipment is being permanently reassigned to another organization for operational use (i.e. "A" status, etc.).

2. TEMPORARY TRANSFERS

Temporary transfers primarily occur for the following reasons:

- When pool equipment ("P" status) is temporarily dispatched to a using organization, the status is changed to "A" and the equipment is transferred. When the using organization no longer needs the equipment, the status is returned to "P" and the equipment is transferred back to the previous organization.
- A **repair transfer** of equipment is made when the scope of work or inspection required on the unit is not attainable or not authorized at the owning organizational level, and the

equipment must be physically moved to a higher level repair shop. The repair transfer is normally made with the intention that, upon completion of the repairs, the equipment involved will be returned through a transfer back to the previous owning organization. In such cases, the equipment requiring repair, overhaul, or inspection is normally changed to "R" or "W" (if under warranty) status (upon discovery of the condition) and the equipment is transferred (when it is physically moved) to the appropriate, higher level shop.

Upon completion of the required action, the status is changed back to "A" and the equipment is transferred back to the previous organization.

EXAMPLE: A unit of equipment going from a DOH county organization to a district organization for repair would reflect a transfer as well as a change of status. The status would be changed from "A" to "R". After repair, the status would be changed back to "A" and the equipment transferred back to the county organization.

It is also possible for an equipment item to go to an "R" status but physically remain within the owning organization. The unit may not be transferred to the district organization until later, when arrangements have been made to have it physically picked up or delivered. In some cases, mechanics may be dispatched from Equipment Division or a DOH District Shop to repair or inspect the equipment *on site*. In this case, no transfer will occur. Additionally, if the "R" status of a unit of equipment is a result of application of the *three day rule*, the repair will ultimately be made by the owning organization and a transfer will not occur (i.e. no physical relocation involved).

Transfers to Equipment Division, for equipment repairs that are beyond the capabilities of an intermediate shop, will require the coordination and approval of the Equipment Division Director (or designee). **Entry of the DOT-91 remains the responsibility of the appropriate approval authority.**

A *repair transfer* for **organizations without repair capabilities** (normally) need not be done. If a DOWN condition exists, owning organization personnel will advise the nearest DOH repair facility and MANUALLY report the equipment to EQDOWN7 until it is repaired. In case of major repairs, however, the equipment supervisor or manager having jurisdiction will coordinate with owning organization personnel to arrange any status change or transfer that may be required.

NOTE: Some EDs have other, separately identified and reportable EDs mounted on or attached to them (example - a dump truck with

plow and spreader). When such a prime mover (host) ED is transferred, for whatever reason, and the attached EDs are not removed, then the attached EDs must also be transferred on Forms DOT-91. All involved parties must ensure, particularly in the case of temporary transfers, that all such attached EDs get transferred back to the owning organization along with the host ED.

C. LOAN OF EQUIPMENT AND SHORT-TERM USE OF "P" EQUIPMENT

Effective: 9/1/2002

1. LOAN OF ACTIVE ("A" STATUS) EQUIPMENT

A loan of "A" status equipment provides an owning organization the option of permitting another organization's use of its ACTIVE equipment, with no transfer or status change required. Organization managers may define equipment policy guidance and limitations required for their respective organizations.

In all *loan* situations, owning organization personnel are responsible for daily Equipment Rental reporting of the equipment. All CHARGEABLE, IDLE, and DOWN time will be documented on Form DOT-12 and MANUALLY reported, with the borrowing organization number as the receiving organization. Personnel in the borrowing organization are responsible for providing proper accounting distribution/utilization information to the owning organization to facilitate accurate reporting.

2. SHORT-TERM USE OF EQUIPMENT IN "P" STATUS

Short-term use of "P" status equipment is allowed for **eight hours or less** without transferring the equipment or changing its status to "A". Such use may be *in house* or loan to another DOT organization. All CHARGEABLE time, however, will be documented on Form(s) DOT-12 and reported by the owning organization as if the equipment was in "A" status.

"Short-term" use, in this section, means for a purpose, and/or at a site that will allow such use and physical return of the equipment to the original location within the specified time period (eight hours or less). If the equipment is not to be physically returned to the owner on the same day as the use, then the equipment must be transferred. This definition is offered to help clarify the intent of this policy, which is to permit spontaneous, short-term use of equipment without the burden of documenting and entering transfer and status change data into REMIS. It **is not** the intent of this policy to **routinely** allow use of equipment in "P" status and only report CHARGEABLE time.