

Approved:

Effective: August 13, 2019  
Office: Office of Maintenance  
Topic No.: 175-060-000-a



Department of Transportation

## **STATE ALUMINUM STRUCTURES SHOP INVENTORY CONTROL AND TRACKING**

### **AUTHORITY:**

Sections 20.23(3(a) and 334.48(3), Florida Statutes

### **REFERENCES:**

Fabrication and Distribution Operating Instructions (Procedure No. 175-010-002-a)

### **STATEMENT OF POLICY:**

It is the policy of the Florida Department of Transportation (Department) to establish processes with the intent to: own and operate a fabrication shop for the purpose of producing standard and non-standard products using aluminum and other materials.

### **PURPOSE:**

To establish a standard operating procedure for the inventory control and tracking of raw aluminum materials used in the fabrication of items produced by the State Aluminum Structures Shop (SASS) located in Oviedo, Florida.

### **SCOPE:**

This procedure applies to SASS personnel and other Maintenance personnel responsible for SASS operations.

## **DEFINITIONS:**

### **Raw Aluminum Material:**

Aluminum metal formed in various shapes and sizes used in the metal product fabrication process. These can include: flat and raised pattern sheeting; round and rectangular tubing of various sizes and wall thicknesses; solid billets in round or other shapes; plate, angle, H, or other configurations as required by the fabrication process.

### **Drop Material:**

A piece of raw aluminum material that is not completely consumed during the fabrication operation of a single work order and is of sufficient quantity to be economically useful on additional fabrication operations. This material is stored in the SASS.

### **Scrap Material:**

A piece of raw aluminum material that is not consumed during the fabrication operation of a single work order and is not of sufficient quantity to be economically useful on additional fabrication operations. This material is disposed of per Section 4 of this procedure.

## **GENERAL INFORMATION:**

This procedure establishes inventory control and tracking standards to be used by the SASS for documenting: the acquisition of raw aluminum materials; fabrication of aluminum products; the release of fabricated products; and the disposal of raw aluminum scrap material.

All documentation required to satisfy the requirements of this procedure shall be retained in the SASS.

## **1. ACQUISITION OF RAW ALUMINUM MATERIALS:**

- 1.1** Raw aluminum material is ordered either on or off an active open contract depending on the job requirements.
- 1.2** Raw aluminum material that is an inventory item, is entered into the MSI (Material and Supply Inventory) system using a "Receipt from Vendor" ticket. This material is now part of the tracked inventory and remains in this system until it is consumed in part or in total for a chargeable fabricated project.

- 1.3 For raw aluminum material that is a non-inventory item, it will be ordered for a specific job and is listed on the materials sheet for that job.

## **2. FABRICATION OF ALUMINUM PRODUCTS:**

- 2.1 Raw aluminum material that is an inventory item and required for a work order is pulled from its assigned location in the SASS and the appropriate amount is consumed as needed. The inventory item is documented on the State Aluminum Structures Shop Work Order Materials List, Form 175-060-01 for the specific job. Any remaining unused material is considered either drop or scrap material. Drop material is stored in the SASS for future use.
- 2.2 Raw aluminum material that is a non-inventory item that is required for a work order is documented on the SASS Work Order Materials List.
- 2.3 On completion of the fabrication process using the raw aluminum material, the work order(s) are submitted to the SASS supervisor.

## **3. RELEASE OF FABRICATED PRODUCTS:**

- 3.1 Fabricated sign tubing, flag stands, slip bases, and soil plates are charged by commodity number, directly to the requestor's cost center using the account information provided. These are the only products fabricated at the SASS that have commodity numbers.
- 3.2 Items fabricated using the Design Standards such as soil plates and single column slip base structures use the following procedure: Material used to manufacture the items are charged via "Issue Ticket" to SASS cost center (892) under project id number 1909701a101 and function code 054. A "Return to Inventory" ticket to the SASS cost center shall include: a work order number, commodity number, and price. This process of fabricating these "Off the Shelf" products results in adding the product to the SASS active inventory. These "Off the Shelf" products are then available for issue to the requesting cost center per the process described above.
- 3.3 The following describes the procedure for inputting the work order information into MSI for all other products: All materials used are charged via "Issue Ticket" to the SASS cost center (892) under project id number 1909701a101 and function code 054 (warehouse purchases). The original purchase price of the materials used is combined with a labor cost and the total is matched to a commodity number. This commodity number is for a specific dollar amount

only, and not an inventory item. This cost representing the material and labor is then charged to the requestor's cost center using the accounting information provided by the requestor. See SASS Work Order Materials List, Form 175-060-01. The work order is attached to the signed issue ticket, and filed by District under the requesting cost center.

#### **4. DISPOSAL OF RAW ALUMINUM SCRAP MATERIAL:**

- 4.1** All scrap material is put into its respective recycle bin (steel or aluminum) and is scrapped in accordance with terms as negotiated. The scrap bins are picked up and weighed off site by the receiving private scrap company. A payment check is issued at a price per pound and given with the backup documents to the SASS staff. The SASS will make copies for their records and forward the original backup documents from the scrap company, and the payment check to the Office of Maintenance Logistics Administrator. The Logistics Administrator processes the check and sends it to the Comptroller's Office for deposit into the General Revenue Fund.

#### **5. FORMS:**

The following are available in the Department's Forms Library:

175-060-01      State Aluminum Structures Shop Work Order Materials List