

STANDARD PROCEDURE

Aviation Authority

Number: S410.12

Effective: 09/19/12

Revised: 01/26/22

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SUBJECT: MATERIALS MANAGEMENT

**PURPOSE:** To provide instruction for the management and disposition of inventory.

**PROCEDURES:**

A. Inventory

1. Establishing New Inventory

- a. Requesting Department will submit requests to add new inventory items via email to Supply Request ([srequest@TampaAirport.com](mailto:srequest@TampaAirport.com)) and include the following:
  - i. Description of the item type.
  - ii. Manufacturer part number.
  - iii. Estimated annual usage.
  - iv. Location(s) where the part is to be used.
  - v. Email approval from Requesting Department manager.
- b. Materials Management will:
  - i. Research new inventory requests to determine the quantity to be stocked based on:
    - 1) Historic and/or projected demand determined by the department.
    - 2) Rate of deterioration or obsolescence to avoid unnecessary loss.
    - 3) Purchasing and item availability lead time.
    - 4) Volume purchases required to secure timely delivery and advantageous prices.

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- ii. Add item to inventory, assign a location, establish a min-max and enter inventory item information into Oracle.

## 2. Inventory Levels

Materials Management will:

- a. Provide user departments with adequate inventory to maintain the appropriate supply and demand balance based on department's projected needs.
- b. Run daily min-max reports to:
  - i. Determine if the established min-max levels are correct based on historic and projected usage.
  - ii. Adjust min-max levels as appropriate in coordination with the user department.
- c. Initiate replenishment actions as necessary.

## 3. Removal of Inventory

Materials Management will:

- a. Identify inventory item types that have limited or no historic usage.
- b. Coordinate the review of the identified inventory with the appropriate user department.
- c. Confirm item types to be removed from inventory.
- d. Coordinate the electronic completion of [Property Disposition Form PRC-23](#) for each item type identified to be removed from inventory, submit [Form PRC-23](#) via DocuSign for approval, and complete the disposition process.

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## B. Inventory Issuance

Requests to issue inventory are initiated either through a completed Daily Record of Inventory Issues Form FS-22 or through Inventory Manager. Inventory Manager is a mobile application that allows authorized users to issue inventory electronically in real time from an Authority-issued mobile device (<http://apps.tampaairport.com/InventoryManager>).

Inventory may be issued to Authority staff or Authority authorized individuals as follows:

### 1. E-mail Requests

#### a. Requestor will:

Submit inventory requests to Materials Management via e-mail to Supply Request ([supplyrequest@TampaAirport.com](mailto:supplyrequest@TampaAirport.com)) and provide the following information for each requested item type:

- i. Description of the item.
- ii. Quantity requested.
- iii. Product number (if available).
- iv. Date and time needed by.
- v. Delivery or pick-up instructions.
- vi. The account code to which the item is to be charged.

#### b. Materials Management will:

- i. Issue the item(s) out using Inventory Manager.
- ii. Contact the Requestor to schedule pick up or delivery depending on the

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size of the item(s) and the Requestor's needs.

2. In-Person Requests

a. Requestor will:

i. Provide the following information to Materials Management staff at the Central Warehouse (WR1):

- 1) Current Authority-issued employee badge to identify employee.
- 2) The account code or project number to which the item is to be charged.

ii. Airside A (ASA) or Airside E (ASE)

- 1) Complete the Daily Record of Inventory Issues Form FS-22, including the department charge account code and signature of the Requestor.
- 2) Place the Daily Record of Inventory Issues Form FS-22 in the provided tray.

b. Materials Management will:

i. Issue the item(s) out using Inventory Manager.

ii. Provide the item(s) to the Requestor or, if not available, contact the Requestor when the item is received to schedule pick up or delivery depending on the size of the item(s) and the Requestor's needs.

3. Vending Machine Requests

a. Requestor will:

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- i. Enter required information on the vending machine keypad including department number, task location and account code.
    - ii. Select the correct inventory item or tool.
    - iii. Remove the inventory item or tool from the vending machine and take a battery from the battery display, if needed.
    - iv. Return any item to Materials Management that was not needed.
    - v. Return tool and battery to its original location when task is completed.
  - b. Materials Management will:
    - i. Return items to the vending machine not used by the Requestor and adjust inventory.
    - ii. Monitor the condition of the tools and batteries and repair, replace or discontinue broken or worn tools.
  - c. Information Technology Services will:
    - i. Maintain a weekly automated report process that collects item, department and account code data from the Grainger vending machine and issues the items from Oracle inventory.
4. After-Hours or Emergency Access
  - a. WR1
    - i. The Maintenance Department will provide Materials Management and Airport Operations Center (AOC) with a list of authorized duty coordinators.
    - ii. AOC will approve after-hours (0630-1600) or emergency access requests electronically and provide access to WR1.

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iii. Requestor will:

- 1) Contact the Maintenance duty coordinator to request entry.
- 2) Complete the Daily Record of Inventory Issues Form FS-22, including the department charge account code and signature of both the Requestor and the duty coordinator.
- 3) Place the Daily Record of Inventory Issues Form FS-22 in the provided tray.

iv. Maintenance duty coordinator will:

- 1) Request after-hours or emergency access to WR1 from AOC for Requestor(s).
- 2) Accompany the Requestor to WR1 and badge-in at WR1 front door.
- 3) Retain the last copy of Daily Record of Inventory Issues Form FS-22 for Maintenance records.
- 4) Inform AOC once items have been picked up and WR1 is secure.

v. AOC Dispatch will:

- 1) Maintain a list of all Requestors that were granted after-hours access.
- 2) Notify Materials Management by email immediately upon Requestor badging-out at WR1. Notification will include name of Requestor, check out time and duration.

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b. ASE

- i. Systems Operations maintains keys for access.
- ii. Requestor will:
  - 1) Complete the Daily Record of Inventory Issues Form FS-22, including the department charge account code and signature of the Requestor.
  - 2) Place the Daily Record of Inventory Issues Form FS-22 in the provided tray.

OR

c. ASA

- i. Systems supervisors and Materials Management maintain key for access.
- ii. Requestor will:
  - 1) Complete the Daily Record of Inventory Issues Form FS-22, including the department charge account code and signature of the Requestor.
  - 2) Place the Daily Record of Inventory Issues Form FS-22 in the provided tray.

OR

- 1) Use the Inventory Manager application.

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C. Receiving

Receiving takes place at WR1. Assets not practical to deliver to WR1 such as tractors, mowers, vehicles, fuel, firearms and general aviation airport purchases should be delivered to their final destination.

1. Materials Management will:

- a. Receive and verify all delivered items.
- b. Identify all non-expendable property received which exceeds \$5,000 in cost per item. An exception to this is when Information Technology (IT) property is a part or subassembly of another "parent" inventory item. In such case, Materials Management will contact ITS, Requestor, and the Fixed Asset Analyst who will notate the property as being part of the parent inventory item.
- c. Affix an asset tag to the property and complete and process the HCAA Asset Tag Number Form DocuSign FS-97, in accordance with Standard Procedure S440.03, Receiving of Equipment.
- d. Contact the Requestor to inform if an order contains an over shipment or back order.
- e. Record the receipt of inventory items in Oracle.
- f. Process and track the over shipment and/or back orders.
- g. Deliver received non-inventory goods to Requestor and photograph all deliveries where Requestor is not present to confirm receipt.
- h. Place inventory items in the appropriate inventory location.

2. Requestor will:

- a. Inspect delivered items and inform Materials Management as to the acceptance



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or rejection of the over shipment or back order items.

- b. Forward packing slips and receiving documents to WR1.
- c. If the back order is rejected, contact the supplier to cancel the remaining order and e-mail Materials Management to cancel the purchase order.
- d. Modify the requisition if the quantity and cost has changed.

D. Storage and Security

1. Inventory Storage Locations

<u>Stockroom/Warehouse</u>	<u>Code</u>	<u>Location</u>	<u>Example of Items Stored</u>
Vending Machine Inventory	VR1	Main Terminal Building;	High use inventory items
Vending Machine Tools	TR1	4160 George J. Bean Parkway	Tools and batteries
Central Warehouse	WR1	Main Warehouse; 5008 N. Westshore Blvd.	Inventory
Airside E	ASE	Bessie Coleman (Service Road)	Motors and computer control systems for baggage systems. Parts for jet bridges and ground power units. Mechanical parts for baggage systems. Power turn belts for conveyors.
Airside A	ASA	Bessie Coleman (Service Road)	Baggage system computer parts, modules and scanner heads for scanning baggage bar code labels.

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2. Hours of operation

- a. VR1/TR1: 24 hours/day, 7 days/week.
- b. WR1: Staffed 6:30 a.m. – 4:00 p.m., Monday through Friday. After-hours access in accordance with Paragraph B, Inventory Issuance, above.
- c. ASE: Staffed 7:00 a.m. – 3:30 p.m., Monday through Friday. Maintenance Department has access 24 hours/day, 7 days/week.
- d. ASA: 24 hours/day, 7 days/week via key access only.

3. Security

Materials Management will:

- a. Store and control expendable and non-expendable inventory at WR1, ASA and ASE until issued out.
- b. Ensure that any discrepancies discovered through inventory are investigated and properly reported.
- c. Provide adequate safeguards to ensure against loss, damage, or theft of material stored at WR1, VR1, TR1, ASA, and ASE.
- d. Perform a daily cycle count utilizing the Oracle Inventory Management system at WR1 and ASE and a weekly cycle count at ASA.

E. Returns, Warranties and Repairs

1. Requestor will:

- a. Deliver the item to WR1, ASA or ASE.
- b. Inform Materials Management if the item:

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- i. Is to be returned to the supplier or inventory.
  - ii. Needs to be repaired and if the items is under warranty.
- 2. Materials Management will:
  - a. Items Returned to Supplier
    - i. Contact the supplier and coordinate the return of the item.
    - ii. Enter the returned item information in Oracle.
    - iii. Deliver or mail the returned item to the supplier or contact the supplier to pick up.
    - iv. Track the return to ensure that a credit is received for the item.
  - b. Items Returned to Inventory
    - i. Receive the item into Oracle, including the cost center number that was used to issue the item.
    - ii. Place the item back into inventory.
  - c. Items in Need of Repair
    - i. If under warranty:
      - 1) Contact the supplier and verify the warranty information.
      - 2) Deliver the item to the supplier.
      - 3) Coordinate the return of the item from the supplier.

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4) Notify the Requestor to pick up the item or place the item back into inventory.

ii. If not under warranty:

1) Research the item to determine if it is more economical to repair or replace.

2) If the item is to be replaced:

a) If the item is not inventory, notify the Requestor to enter a requisition and provide the quoted cost.

b) If the item is inventory, submit a requisition.

3) If the item is to be repaired:

a) Identify a supplier for the repair work.

b) Deliver the item to the supplier.

c) Coordinate the return of the item from the supplier.

d) Notify the Requestor to pick up the item or place the item back into inventory.

F. Disposal of Property

1. Definitions

a. Asset tagged means equipment that has been assigned an Authority asset tag number and an asset tag has been placed on or with the equipment in accordance with S440.03, Receiving of Equipment.

b. Consumable means a good that is expended or consumed in use and for which

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no records are maintained after issue.

- c. Private nonprofit agencies means a nonprofit charitable organization, no part of the net earnings of which inures or may lawfully inure to the benefit of any private shareholder or individual, which has been held to be tax-exempt under the provisions of the Internal Revenue Code of 1954, and which has as its principal mission:
    - i. Public health and welfare;
    - ii. Education;
    - iii. Environmental restoration and conservation;
    - iv. Civil and human rights; or
    - v. The relief of human suffering and poverty.
  - d. Obsolete means the continued use of which is uneconomical or inefficient or which serves no useful function.
  - e. Surplus means property which is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function.
2. Departments will:
- a. Transfer all surplus asset tagged equipment to WR1 in accordance with Standard Procedure S440.05, Transfer/Disposal of Equipment/Construction Salvage.
  - b. Transfer all non-asset tagged surplus, obsolete and/or scrap materials to WR1.
3. Materials Management will:
- a. Evaluate the condition of the transferred items and make a final determination

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as to disposition.

- b. Obtain ITS Department approval for the disposal of IT equipment.
- c. Obtain Authority Board approval for surplus items that are listed in the Fixed Asset System and are auctioned, sold, traded in for new equipment, scrapped or donated.
- d. Obtain Vice President of Procurement approval for surplus items that are not listed in the Fixed Asset System and are auctioned, sold, traded in for new equipment, scrapped or donated.

4. Methods of Disposal

a. Transfer

- i. Departments will transfer items that are no longer needed to WR1 by electronically completing and submitting via DocuSign a Property Transfer to Warehouse Form PRC-22 in accordance with S440.05, Transfer/Disposal of Equipment/Construction Salvage, and include the condition of the items. The Property Transfer to Warehouse Form PRC-22 is available on TPA Connect > Finance Forms.
- ii. Materials Management will store the items until identified by another department for use or until determined to be surplus or obsolete.

b. Public Auction

- i. Pursuant to Chapter 274, Fla. Stat., the Authority offers surplus or obsolete equipment to the public through professional auctioneer services.
- ii. All items are sold as-is, with no warranty of any kind.
- iii. Materials Management will:

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- 1) Contract with professional auctioneer services.
- 2) Coordinate the transfer of the surplus equipment and track the auction results.

c. Sealed Bids

Surplus or obsolete property that cannot be transported to a public auction site or which has failed to sell at a public auction, or surplus property which is otherwise inappropriate for public auction sale, may be sold by the Authority through sealed bids on an individual item or lot basis.

d. Donation

i. Miscellaneous surplus or obsolete property may be donated to:

- 1) Governmental units or private nonprofit agencies in Hillsborough County when determined to be in the best interest of the Authority; or
- 2) The State or any governmental units or private nonprofit agencies in Hillsborough County, when the property is without commercial value and it is determined to be in the best interests of the Authority; or
- 3) Governmental units or private nonprofit agencies outside of Hillsborough County when determined to be in the best interests of the Authority.

ii. Materials Management will:

- 1) Establish a list of governmental units and private nonprofit agencies that accept donations.
- 2) Identify surplus property to be donated.
- 3) Email letters to the governmental units and/or private nonprofits to determine interest in the surplus property.

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- 4) Affix a sticker to surplus property picked up by a governmental unit and/or private nonprofit that states "Donated by Tampa International Airport".
- 5) Property not claimed may be sent to public auction, with the exception of Police equipment.

G. Attic Stock

1. Definitions

- a. Attic Stock means excess equipment and materials received by a contractor or supplier during new construction projects to be utilized by the Maintenance Department for repair and replacement following construction completion.

2. Planning and Development will:

- a. Coordinate with Materials Management for delivery of Attic Stock by completing a PRC 30 – Attic Stock Transfer to Warehouse Form.

3. Materials Management will:

- a. Enter Attic Stock into Oracle for tracking.
- b. Run the Attic Stock On-Hand Report Form SplashBi on a monthly basis and save to at S:\Common\Materials Management - Attic Stock.

4. Maintenance will:

- a. Utilize the Attic Stock On-Hand Report to review items stored at WR1.
- b. Requisition inventory from Attic Stock as the primary source for on-going needs.



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H. Lost and Found Property Room Annual Physical Inventory

Materials Management will perform an annual physical inventory of the Police Lost and Found Property Room (Lost and Found) in accordance with Authority Standard Procedure S321.02, Lost and Found Articles.

I. Lost and Found Pick up of 30-Day Electronics

1. Definition

- a. 30-Day Electronics means any electronic device that can hold personal information that has been unclaimed in Lost and Found for 30 days or more.

2. Materials Management will:

- a. Pick-up 30-Day Electronics, the first week of every month and turn over to the supplier contracted with Authority for destruction of electronic devices.

APPROVED: Joe Lopano

DATE: 01/26/22