

POLICY 450.09: PROCUREMENT/MATERIAL CONTROL

- OBJECTIVE** To establish a uniform method of receiving, storage, issuing, movement, handling, processing, and disposal of materials.
- SCOPE** These procedures apply to all Aviation Authority owned materials.
- DEFINITIONS**
- Assigned Location:** Location set up in the financial system to designate a specific storage location within the warehouse for a stocked item to be placed when received.
- Fixed Asset Items:** Non-consumable items with a useful life in excess of one (1) year and an acquisition value in excess of \$1,000. See Policy 450.11, Property Control.
- Delivery Log:** Signed by the recipient upon receipt of materials delivered by Material Control, regardless if the materials were ordered by Purchase Order or procurement card.
- Hazardous Materials:** Any substance designated by the US Environmental Protection Agency, the Florida Department of Environmental Protection, or the Occupational Safety and Health Administration as a hazardous material, hazardous substance, hazardous waste, petroleum product, used oil, unused aerosol cans or pollutant. The term includes, but is not limited to, materials that exhibit the following characteristics: (Also see Operational Procedure 1150.00, Hazardous Materials)
- **Combustible:** Any substance or material that is easily ignited at temperatures of 100o F or more, and/or burns with unusual rapidity.
 - **Corrosive:** Any material or substance that can inflict damage if exposed to human skin.
 - **Explosive:** Any material or substance that has the capacity to burst forth with great disruptive force.
 - **Flammable:** Any substance or material that is easily ignited at temperatures under 140o F or less, and/or burns with unusual rapidity.
 - **Poisonous:** Any material or substance that can be harmful to humans if ingested or inhaled.

- **Solvent:** Any material, other than water, that is used for bonding, dissolving, or cleaning materials or products.

Hazardous Materials Contingency Plan: An emergency plan which outlines the steps Aviation Authority personnel should follow in the event of an accident involving hazardous waste. Posted in accordance with 40 CFR 262.34.

Lost and Found Items: Items received from the Aviation Authority's Lost & Found Division, and other tenants on airport property, not reclaimed by the owner.

Material Control After Hours Entry Log (MC140): After normal business hours any person entering one of the Material Control warehouses must fill out this log. It is located in the caged area at the front of the warehouse. This form must be signed, dated, and filled out regardless of whether any stock is picked up or pulled from the warehouse.

Material Control Inventory Recommendation Form (MC240): Form used to request new material to be stocked, stored, and issued from a Material Control warehouse. Form MC240B is used for parts requests for the baggage system and passenger loading bridges from the Baggage Handling System (BHS) contractor and approved by the Aviation Authority BHS Supervisor prior to Material Control entry.

Material Control Request Form (MC800): A Material Control form used in Emergency Situations, as defined in Policy 450.01, Purchasing Introduction and Definitions, or after hours, to issue materials from a Material Control warehouse. Also used by the BHS contractor to pull stock from the warehouse on a daily basis.

Material Management Specialist: office staff whose responsibility is to assist the Assistant Manager Material Control, Supervisor and Storekeepers with processing and auditing documentation of material movement.

Materials: Items, goods, commodities, excess materials, equipment parts, and supplies.

Obsolete Inventory Materials: Inventory materials that are stocked in the warehouse and no longer needed by a department.

Pick Slip: Used to issue materials from a Material Control warehouse and generated from the financial system.

Receiving Log: Form used daily to list information about material shipments received at a warehouse.

Return Material Authorization Log: Completed by departments and Material Control staff that tracks all items to be returned to vendors through Material Control.

Safety Data Sheet (SDS): Chemical manufacturers and suppliers are required to develop and provide a SDS for each hazardous material they produce or supply. The SDS contains information concerning the characteristics of the material, safety information, and a list of components contained in the material.

Storekeeper: warehouse staff whose responsibility it is to accurately document all Materials received at a warehouse and issued from a warehouse to users in various departments.

Uniform Hazardous Waste Manifest: Federal regulations require generators of hazardous waste to use this form for both interstate and intrastate transportation of hazardous waste.

RESPONSIBILITIES

The Assistant Manager, Material Control is responsible for the administration of procedures for the proper receipt, storage, issuing, handling, control and disposition of Aviation Authority owned Materials, material handling equipment, and hazardous waste.

RECEIVING

All orders made via procurement card or Purchase Order must be delivered to one of the Material Control warehouses.

The following exceptions may be delivered directly to the ordering departments:

- dog food and supplies ordered by K-9 personnel;
- office supplies;
- medical supplies for use by ARFF; and
- promotional items/supplies
- items for Orlando Executive Airport.

Any other exceptions must be approved by the Chief Executive Officer prior to placing the order.

Upon receipt of Materials, the storekeeper shall:

- Examine the package and/or items for damage, document when damage is found, and locate the electronic purchase order (if applicable);
- Complete Receiving Log if the delivery is not associated with a purchase order;
- Verify SDS is included when Hazardous Materials are received;
- Notify the Material Management Specialist or the Assistant Manager, Material Control for clarification if a discrepancy is discovered;
- If the item is to be returned to the vendor, the items are logged on the Return Material Authorization Log, and a Return Material Authorization label from the vendor is attached with the approval code from the vendor for the item, and the item is placed on the proper shelf in the warehouse for pick-up;
- Label Materials designated as inventory items with the appropriate item number and description;
- Enter receiving information into the financial system;
- Store received Materials in their Assigned Locations. New Materials without an Assigned Location shall be located in the warehouse with items of the same grouping;
- Obtain a signature on the Delivery Log when delivery is made (Purchase Order, procurement card purchases, etc.); and
- Match the Delivery Log with the packing slip to verify correct entry.

**STORAGE AND
MOVEMENT**

Equipment Operation: The forklift shall be operated only by a qualified and certified forklift operator employed with the Aviation Authority.

Warehouse Security: Access doors and gates must be closed when not being used for receipt or distribution of Materials. The warehouse is a controlled access area and only authorized or escorted persons shall be admitted.

Inventory Items: Materials classified as inventory items shall be properly identified with a part number and description before being placed into a warehouse location.

Items Requiring Pallet Loading:

- Pallets must be checked for condition, and only serviceable pallets may be used.
- Loads must be stacked cross-compacting each layer of containers to ensure that they are bound securely during transit and during elevating or retrieval from vertical storage locations. Use bonding straps or Material wrap on palletized Materials before placing them into pallet locations.
- Secure unstable items with bonding straps or Material wrap to prevent items from falling off the pallet causing damage to the items or injuring personnel.
- Top-heavy conditions that may lead to crushing Material or spilling components must be avoided.
- Palletized items shall be labeled with the part number, description, and quantity before placing pallet onto a pallet rack location.

ISSUING

Pack Slip: Delivery document that is generated when a Pick Slip is processed in the financial system. Used to show proof of delivery to the end user and is audited and filed with the Pick Slip by the Material Management Specialist.

Pick Slips: Requests for inventory items are entered into the financial system by users in various departments and a Pick Slip document is generated and automatically prints in the Material Control office.

Picking and Entering Items: The Storekeeper shall pick the item(s) requested from inventory printed on the Pick Slip and enter the Pick Slip data into the financial system. From the two copies generated, the Storekeeper will attach one copy of the Pack Slip to the item(s) to be delivered to the end user. The second copy will be signed by the end user upon delivery and returned to the Material Control office for auditing and filing.

After Hours Issues: When materials are needed after normal operating hours, the item number, quantity, and the description of the item shall be entered onto the Material Control Request Form (MC800). The request form will have a "Z" placed after the last line item requested to ensure that no other item can be entered on the form. The Maintenance Shifts Supervisor (1206) shall sign the form thus authorizing approval.

Staging Items: The Storekeeper shall place the items(s) or boxes with the Pack Slip or “Delivery Tag” attached to the item or box onto the delivery shelf or pallet in the designated space in the warehouse and enter delivery information, if required, onto the Delivery Log.

Item Delivery: Materials that are picked up by the end user at a Material Control warehouse or delivered to the end user by a Material Control Storekeeper shall be signed for and dated by the end user, on the Pack Slip, Receipt Traveler, or Delivery Log to show proof of delivery.

HAZARDOUS MATERIALS STORAGE AND HANDLING

Regulations:

- These basic guidelines for the handling of Hazardous Materials and hazardous wastes are not a substitute for the applicable regulations. All management of these wastes and Materials must be conducted in full compliance with federal and state regulations.
- The following regulations are to be followed when handling hazardous waste. Florida Administrative Code, Chapter 62-730, 40 CFR chapters 260-268, and 49 CFR Part 397, Subpart C. In addition, the handling and transporting of Hazardous Materials must comply with 29 CFR and 49 CFR.

Storage and Handling:

- Prior to shipping hazardous waste to Material Control, every effort will be made to properly identify and label the hazardous waste.
- All generators and transporters of hazardous waste must obtain a hazardous waste identification number from the Department of Environmental Protection.
- Hazardous waste containers must be labeled properly and have a delivery date marked on the label.
- A Hazardous Waste Returns, Form 450.09.2, shall be filled out and signed by the person delivering hazardous waste to Material Control. Incompatible wastes must not be placed in the same storage drum or in the same storage area.
- Hazardous waste accumulation area must be inspected, at least weekly. Inspections are documented on the Weekly Inspection Report, Form 450.09.1.

- Employees who handle hazardous waste must follow established department policies and federally mandated rules and regulations. Employees directly involved with hazardous waste handling must receive a program of instruction that teaches them how to safely handle Hazardous Materials.

Shipping Hazardous Waste:

- The Assistant Manager, Material Control or designee shall schedule pick up and removal of the hazardous waste in the time frame established by the EPA regulations in order to be in compliance with federal and state regulations.
- Affix Department of Transportation (D.O.T.) approved warning label on hazardous waste drum.
- Upon arrival of carrier, jointly review packaging, labeling, and Uniform Hazardous Waste Manifest.
- Obtain signature of carrier upon release of shipment and file all forms.
- Material Control must keep a signed copy of the Uniform Hazardous Waste manifest for three (3) years for shipments to the designated facility which received the waste.

SURPLUS MATERIALS **Metal Scrap:** All metal scrap should be delivered to the metal scrap area unless instructed otherwise by the Assistant Manager, Material Control or designee. See Policy 450.05, Disposal of Surplus Property, Scrap, and Trash.

Lost & Found Items: Lost and Found Items that are received shall be sorted and distributed in the following methods:

- **Items for use by the Aviation Authority:** Items for use by Aviation Authority departments shall be delivered and signed for by a Department Supervisor/Manager on the Request for Transfer of Aviation Authority Property Form (450.11.1).
- **Items to be donated to charitable organizations:** Items to be donated to a charitable organization may be delivered or picked up by the organization. The person accepting the items shall sign and date the delivery document.
- **Items that have value to be sold at auction:** Items to be retained for the auction shall be stored in a secure location and picked up monthly by the Auctioneer along with a spreadsheet detailing every item to be sold.

- **Items not reusable or of no value shall be deemed as trash:** Items deemed as trash shall be sealed in a container and placed in the nearest trash container or donated to the Aviation Authority K9 staff for dog training purposes.

Fixed Asset Items: See Policy 450.11 Property Control.

Obsolete Inventory Materials: Materials that are deemed obsolete shall be removed from the inventory and disposed of in accordance with Policy 450.05, Disposal of Surplus Property, Scrap, and Trash.

FORMS

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| FORM 450.09.1 | Weekly Inspection Report |
| FORM 450.09.2 | Hazardous Waste Returns |
| FORM MC800 | Material Control Request |
| FORM MC140 | Material Control After Hours Entry Log |
| | Material Control Inventory |
| FORM MC240 | Recommendation Form |
| | Material Control Inventory |
| FORM MC240B | Recommendation Form – Baggage |
| | Handling and Passenger Loading Bridges |

SEE ALSO

Policy 450.01, Purchasing Introductions and Definitions
 Policy 450.05, Disposal of Surplus Property, Scrap, and Trash
 Policy 450.11, Property Control
 Policy1150.00, Hazardous Materials

APPROVAL AND UPDATE HISTORY

LAST APPROVAL

Aviation Authority Board: May 15, 2019
 Chief Executive Officer: September 18, 2024

SUPERSEDES

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