



## Department Policy & Procedure

Subject  DISPOSAL OF SURPLUS WOOD UTILITY POLES		Number DPP 500 P III-501
		Effective October 2, 1984
		Supersedes January 31, 1978
Approved <i>Kathleen Fletcher</i>	Department City Light	Page 1 of 6

### 1.0 PURPOSE

To establish uniform guidelines for the disposition of surplus wood utility poles.

### 2.0 ORGANIZATION AFFECTED

2.1 The City Light Department.

### 3.0 REFERENCES

- 3.1 City of Seattle Ordinance 102151, or as the same may be superseded or amended.
- 3.2 Memo from Purchasing Agent to the Superintendent of Lighting authorizing sales on a first come, first served basis (dated August 14, 1979).
- 3.3 City of Seattle Standard Operating Procedure No. P 100-034, Disposition of Surplus, Obsolete, Junk and Scrap Materials, Supplies and Equipment.

### 4.0 POLICY

- 4.1 Used wood utility poles to be removed from service shall be picked up within two (2) weeks of identification.
- 4.2 All used wood utility poles shall be examined for reuse potential; those classified as reusable shall be reconditioned as required and stored until needed.
- 4.3 Excessively decayed, pest-contaminated wood shall be classified as waste, and shall be discarded by appropriate means; such wood shall not be stored in the South Service Center Pole Yard, nor sold as surplus wood poles.
- 4.4 Poles classified as surplus to the Department's needs shall be disposed of by public or other city department sale on a first come, first-served basis or as otherwise specified by ordinance; such poles shall be sold on an "as is" basis with no guarantee to the purchaser as to their suitability for any future use whatsoever.
- 4.5 All inquiries from prospective purchasers of surplus wood poles shall be transferred or referred to the City Light Pole Yard Crew Chief, phone 625-3344.

- 4.6 The selling price per lineal foot shall be as shown on Schedule 100 (Appendix 8.3). Schedule 100 shall be reviewed semi-annually by the Director of Distribution, in consultation with the Materials Management Manager, and revised as appropriate. All proposed changes to Schedule 100 shall be coordinated with the Materials Management Manager.
- 4.7 A minimum of \$5.00 per sale shall be charged.
- 4.8 All monies collected shall be turned in to the cashier each day.
- 4.9 Acceptable forms of payment shall be cash, certified check or money order. For purposes of this policy, personal checks are not an acceptable form of payment.
- 4.10 No surplus wood poles shall be loaded onto private vehicles without receipt of a personal bill of sale and document holding City Light employees harmless from any damages or injury arising from such removal or loading operation.
- 4.11 Surplus wood pole sales shall not take precedence over distribution installation or maintenance needs.
- 4.12 Surplus wood poles shall be sold exclusively at the South Service Center Pole Yard.

5.0 DEFINITIONS

- 5.1 Wood poles. For purposes of this Department Policy and Procedure, wood poles include entire poles, pole tops, pieces, and butt ends. Pole material may be from any species of tree and may be chemically treated in whole or in part.
- 5.2 Used wood poles. Wood poles that have been removed from service and temporarily stored in the field or pole yard awaiting classification as reusable, surplus, or waste.
- 5.3 Surplus wood poles. Wood poles that have been removed from service, classified as surplus to Department needs, and are awaiting sale to the public or other city departments.
- 5.4 Salvaged wood poles. Wood poles that have been classified as surplus, sold, and have been accounted for on a Source Code 47, "Salvage Material Returned."
- 5.5 Waste wood poles. Wood poles that display excessive rot or pest infestation, and for all intents and purposes have no useful life or value.

6.0 RESPONSIBILITIES

- 6.1 The Pole Yard Crew Chief shall be responsible for:
  - 6.1.1 Examining and classifying used wood poles under the direction of the Distribution Construction Unit Supervisor.
  - 6.1.2 Controlling the culling of surplus wood poles by prospective purchasers.
  - 6.1.3 Designating City Light employees to perform all surplus wood pole cutting and to perform or supervise loading of all purchased surplus wood poles while on City Light Department premises.
  - 6.1.4 Collecting money and issuing the receipts associated with each sale.
  - 6.1.5 Retaining all surplus wood pole sales records for a minimum period of two years from date of sale.
- 6.2 The Distribution Construction Unit Supervisor shall be responsible for:
  - 6.2.1 Directing the Pole Yard Crew Chief to examine and classify used poles.
  - 6.2.2 Directing the Pole Yard Crew Chief to determine a time or times for sundry sales that has the least negative impact on distribution installation and maintenance needs.
- 6.3 The City Purchasing Agent representative shall be responsible for:
  - 6.3.1 Advertising for bid sales the availability of surplus wood poles when so notified by the Materials Management Manager.
  - 6.3.2 Conducting bid sales of surplus wood poles when notified by the Materials Management Manager that sundry sales are insufficient to clear existing inventories.
  - 6.3.3 Approving proposed changes as appropriate in Schedule 100 (Appendix 8.3) as recommended by the Director of Distribution.
  - 6.3.4 Establishing a minimum bid sales price when necessary to conduct bid sales.
- 6.4 The General Warehouse Supervisor shall be responsible for originating a Source Code 49, "Stores Return," on all surplus wood pole sales.
- 6.5 The Materials Management Manager shall be responsible for notifying the City Purchasing Agent of proposed price changes as outlined in Schedule

100 (Appendix 8.3). Recommendations on price changes will be coordinated with the Director of Distribution prior to forwarding to the Purchasing Agent for implementation.

- 6.6 The purchaser shall be responsible for:
  - 6.6.1 Removing all purchased wood poles from place of sale.
  - 6.6.2 Holding City Light harmless from any actions arising from the selling, cutting, loading, or removal of surplus wood poles from place of sale.
- 6.7 The Security Manager, Administrative Services Division, shall be responsible for directing security guard personnel to cross-check accuracy of purchased wood pole items against a copy of the Personal Bill of Sale as the purchaser is exiting City Light Department premises.
- 6.8 The Finance Division shall be responsible for:
  - 6.8.1 Processing records necessary to record sales.
  - 6.8.2 Reconciling accounts.
  - 6.8.3 Auditing the pole yard sales.
  - 6.8.4 Developing a numbered receipting system for accurate audit trail.
- 6.9 Operations Audit shall be responsible for:
  - 6.9.1 Performing an annual audit of procedures and controls and making recommendations to the Superintendent for improvement if so warranted.
- 6.10 The Director of Distribution, in consultation with the Materials Management Manager, shall be responsible for:
  - 6.10.1 Directing and controlling the application of this DPP.
  - 6.10.2 Reviewing and revising, if necessary, this DPP in January of each year.
  - 6.10.3 Notifying the General Warehouse Supervisor when bid sales are necessary to dispose of an over abundance of surplus wood poles.
  - 6.10.4 Conducting a semi-annual review of Schedule 100 prices and making change recommendations, as appropriate.

## 7.0 PROCEDURE

- 7.1 Wood poles removed from service shall be picked up and delivered to the South Service Center Pole Yard within two weeks of identification.

- 7.2 Inquiries about the purchase of wood poles will be directed to the Pole Yard Crew Chief.
- 7.3 The Pole Yard Crew Chief, under the direction of the Distribution Construction Unit Supervisor, shall examine used wood poles to determine if they are waste, surplus, or suitable for reuse by the Department. Those classified as reusable shall be reconditioned as necessary and retained in storage, those classified as surplus will be sold. Used wood poles classified as waste will be discarded in order to prevent contamination of usable stock.
- 7.4 At the end of each month, the Pole Yard Crew Chief will originate a Source Code 47 (Salvage Material Returned, Appendix 8.2.4) for all surplus wood poles sold, charging work order 16010-10, using salvage stock no. 934800 and charging account 957.330, listing poles by lineal foot (ft.).
- 7.4.1 At the end of each month, the Pole Yard Crew Chief will provide the General Warehouse Supervisor with a summary of pole sales for the preceding month. The General Warehouse Supervisor will include this information in a monthly report to Cost Accounting, with a copy to the Director of Distribution, summarizing all surplus sales for the month.
- 7.4.2 Stores Accounting will perform an inventory audit of the salvaged pole footage on a regular basis.
- 7.5 For each surplus wood pole sale, the Pole Yard Crew Chief, South Service Center, will originate a Personal Bill of Sale with a "waiver and release" clause (Appendix 8.2.1), Source Code 48, using A/C 154.110. Prior to the transaction, the purchaser shall read and sign the waiver and release clause and note the date and time of signing. As part of the transaction, the quantity, price, sales tax, name, and address of purchaser are noted. After the transaction, the purchaser shall sign the bill and receive the pink copy as a receipt. The blue copy shall also be given to the purchaser to give to the Security Guard upon exiting the South Service Center premises.
- 7.6 The Personal Bill of Sale, the money, and the cash sale receipt (Appendix 8.2.3) will be transmitted to the cashier at the South Service Center. The sale will be rung up and a cash ring number will be machine stamped onto the back of the cash sale receipt. The cash ring number will be recorded on the Personal Bill of Sale in the space provided. Retaining the green copy, the Pole Yard Crew Chief will then transmit the Personal Bill of Sale and cash sale receipt to the General Warehouse Supervisor.
- 7.7 The General Warehouse Supervisor, South Service Center, will receive the yellow copy; Stores Accounting via MADIC section, SSC, the white copy; and Cost Accounting, the goldenrod copy. The General Warehouse Supervisor, SSC, will then originate a Source Code 49, (Stores Return, Appendix 8.2.2), listing the footage sold with the salvage stock No. 934800 and charging account 957.330, cross-referencing the Bill of Sale with Stores Return.

8.0 APPENDIX

- 8.1 Distribution: All Department Policy and Procedure Manuals & OMB.
- 8.2 Sample forms attached.
  - 8.2.1 Personal Bill of Sale with Waiver and Release Clause.
  - 8.2.2 Stores Return (628-L).
  - 8.2.3 Cash Sales Receipt.
  - 8.2.4 Salvage Material Returned (378-L).
- 8.3 Schedule 100: Minimum Selling/Bid Price for Surplus Wood Poles.





CASH SALE RECEIPT

139950

139950

Received from: John Doe DATE 3-12-84  
Sale # 1-84 STORE SSC

SEATTLE CITY LIGHT DEPARTMENT

DATE 3-12-84  
STORE SSC

Poles, Used Wood 100 Ft. (A) 40 Ft. 4000

PB 181884

*John Doe  
PB 181884  
Sale # 1-84*

TREASURER'S STUB

Received by W. H. Barnwell

SALES TAX 3 16  
TOTAL 43 16

AMOUNT	
43	16

SAMPLE

SEATTLE CITY LIGHT DEPARTMENT  
1015 Third Avenue Seattle, WA 98104  
625-3000

180-L (11-82)

CASH SALE





DPP 500 P 501

<b>SUBJECT</b> MINIMUM SELLING/BID PRICE FOR SURPLUS WOOD POLES	<b>SCHEDULE NO.</b> 100
<b>APPROVED</b> <i>Kathleen Fletcher</i>	<b>EFFECTIVE DATE</b> October 2, 1984 <b>SUPERSEDES</b> January 31, 1978 <b>PAGE</b> 1 <b>OF</b> 1

APPENDIX 8.3

1.0 POLICY

1.1 MINIMUM SELLING PRICE

Surplus wood poles shall not be sold at less than \$0.40 per lineal foot to the general public, nor less than \$0.25 per lineal foot to other city departments. Miscellaneous expenses for a reasonable amount of cutting and loading will be considered to be included in the sales price. The minimum sale shall be \$5.00, plus applicable sales tax.