

# Condition Assessment User Guide

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### Chapter One: Background, Overview and Definitions

#### Facility Management Professional Code of Conduct

Facility management is an integral part of the Fish and Wildlife Service (FWS or “Service”). It is through accurate and efficient management of facilities that the Service is able to continue the work necessary to conserve, protect and enhance fish, wildlife, plants and their habitat for the continuing benefit of the American people. FWS refuges, hatcheries and their facilities provide habitat and breeding opportunities for many species, some of them endangered, as well as outdoor recreation and educational opportunities for visitors. The majority of the Service’s real property portfolio is inspected<sup>1</sup> by FWS Facility Management Coordinators (FMCs). The funding process starts as a result of their inspections and estimates. **As an FMC, you are at the tip of the spear in facility management and what you do has a huge impact. Your professional judgment and integrity is the cornerstone on which the Service’s leadership bases their asset management decisions. Refuge and hatchery personnel place their trust and confidence in you to properly identify and document their stations’ real property deficiencies. Regional leadership decisions are influenced significantly by your assessments and estimates. We owe it to ourselves and those who rely upon us to continue our dedication to these values.** There is no substitute for professionalism, integrity, effective communication, and a commitment to continued education and development. FMCs will remain valued subject matter experts who enable the mission of the Service, benefit the public, and facilitate a safe work environment for FWS employees, partners, and volunteers.

#### Authority

Facility management is required by Executive Order 13327, which established a Council to direct departments in the measurement, management, and reporting of the costs related to their real property portfolios. The Federal Real Property Council (FRPC) is the entity established within the Office of Management and Budget (OMB) that develops standards for real property management accountability. As part of this accountability, agencies are required to annually verify and report each asset owned and managed; where each one is; how much each costs to replace, operate and maintain; and the cost of any repairs still needed. This report is known as the Federal Real Property Profile (FRPP). The FRPC establishes and annually publishes changes to reporting requirements and management goals. The Department of Interior interprets OMB’s directives and establishes real property accounting policy. OMB ensures that reporting standards comply with those enacted by the Federal Accounting Standards Advisory Board (FASAB).

#### Standardization

Standardized procedures are a major component of reliable asset and facility management. FWS Headquarters is responsible for standardizing facility and asset management procedures and streamlining processes for more efficient and effective assessments.

#### Who Conducts Inspections?

Comprehensive Condition Assessments (CCAs) are performed by regional Facility Management Coordinators (FMCs). Bridge, dam, seismic, safety, and road assessments are performed by specialized inspectors. Annual Condition Assessments are conducted by employees at each station.

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<sup>1</sup> The words “inspect” and “assess” are used interchangeably throughout this document.

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### Facility Management Coordinators (FMCs)

Regional FMCs are responsible for all processes involving CCAs and are the Service's subject matter experts for all matters related to condition assessments. Unless assigned to an on-going mentoring program, Service personnel conducting CCAs must complete the following baseline training requirements prior to independently conducting any assessment:

- a. National Fire Protection Association (NFPA) 101 Life Safety Codes
- b. American Home Inspection Training (AHIT) Home Inspection Master Course
- c. RSMMeans CostWorks Online Version

Headquarters assigns all new FMCs a mentor from a different region for a minimum of one year. FMCs are also required to annually complete 40 hours of continuing education related to facilities, assets, or transportation management.

### *Required and Recommended Equipment and Reference Materials*

To conduct CCAs, FMCs require specific tools and materials. Appendix 12 lists both required and recommended items, and indicates whether the items should be brought by the FMC to the station for use during the assessment.

### Specialized Inspectors

Contractors or other government agencies may assist the Service for special inspections. Examples of assets subject to specialized inspections are road bridges, inventoried dams (low and high significant hazard), parking lots, roads and towers. Headquarters must authorize all contractor-performed CCAs. Approval is required prior to writing the scope of work and any contractual obligations. Contractors performing condition assessments will conduct them in accordance with FWS CCA procedures and policies. Unless dictated by law or other governing instructions, the contract will require all assets inspected to be assessed within the current assessment cycle. Contractors are required to have necessary training, equipment, qualifications, licensure and certification.

In accordance with specific legislation, the following stations are not required to have an FWS CCA, as they are funded from other sources: Leavenworth NFH, Entiat NFH, Winthrop NFH, and Coleman NFH. However the results of these inspections, including cost estimates for repairs and replacement, are required to be provided to and entered into the FWS maintenance database by regional fisheries staff.

### Station Staff

At some point during each fiscal year, an Annual Condition Assessments is conducted by each station's staff, and inspection results are uploaded into SAMMS. As part of this annual assessment, station managers must verify the presence of each real property asset on the station's inventory and review for accuracy the attributes of each record. This verification and correction is part of the annual reporting requirement to the Department of Interior (DOI) and the Office of Management and Budget (OMB) of the Service's Federal Real Property Profile (FRPP), as required under Executive Order 13327.

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### Property-Related Definitions

**Asset** In this document, use of the word “asset” refers to a specific, uniquely numbered item in the Real Property Inventory (RPI), unless otherwise specified. (See “Real Property.”) Real Property assets are also known as “fixed” assets. In the Service Asset Maintenance and Management System (SAMMS) database, assets are referred to as “locations” and the RPI number is a “location number.” In the Federal Business Management System (FBMS) accounting database, the unique number assigned to an asset is called a “building number” regardless of the asset type (building, levee, road, etc.).

**Asset Code** is an eight-digit numbering system devised by DOI for the purpose of classifying assets by type. FWS recognizes only a subset of the many codes that DOI uses. An FWS-approved list of DOI asset codes, their definitions, and required naming conventions can be found in Appendix 1.

**Asset Number** is the unique seven-digit number assigned in the Service Asset Maintenance and Management database (SAMMS) for the purpose of identifying a specific asset in the inventory.

**Asset Priority Index (API)** is a numerical indication of how critical an asset is to the mission of the station, as determined by the station manager.

**Betterment** is the substantial improvement of an asset resulting in expenditures of \$100,000 or greater. It is a modification to an existing asset that must be documented by a Capital Improvement (CI) work order in SAMMS. A betterment does not result in a new asset number, but due to the financial requirement to depreciate the cost, a “sub-asset number” is created *in FBMS only*. The sub-asset number does not transfer to SAMMS and has no effect on the asset number recorded in the RPI. When betterments occur, regional facilities staff must manually update the asset’s CRV (and size, if applicable).

**Buildings** “Four walls and a roof” are what is required to be classified as a building. (A pole barn, for instance, because it has only three walls, is classified as a “structure” since the missing wall prevents it from being defined as a building.) The eight-digit DOI asset code for buildings starts with 35. Examples of buildings include: offices, residences, fish production buildings, visitor centers, maintenance shops, and warehouses. Any permanently installed equipment required for the operation of a building is considered a component of that building. Examples of building components include plumbing, heating and lighting equipment, elevators, vehicle lifts, fish production tanks, central air conditioning systems, sidewalks, flag poles, and septic systems.

**Component** is an element of an asset that would not have a functional purpose without the asset that it is a part of (i.e., an elevator is a component of a building, because without the building, there would be no need for the elevator). Some asset types may be components or stand-alone assets, depending on circumstances. Utility systems, for instance, when serving a single asset, are components of that asset. When serving multiple assets, utility systems are considered stand-alone assets. A component does not require a DOI asset code, and regardless of construction cost, a component is not assigned its own real property asset number.

**Condition Assessment** is the recurring, methodical and documented evaluation of an asset based on published standards. A condition assessment results in an inspection work order documenting the

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findings of those having conducted the assessment. The purpose of assessment is to optimally maintain and improve the longevity of Real Property Inventory (RPI) assets.

**Current Replacement Value (CRV)** is what it would cost now to construct via contract a replacement for an existing asset. CRV is *not* the financial value of an asset remaining on the books.

**Deferred Maintenance (DM)** is, for an asset, the accumulated cost of postponed repairs (or replacement, if warranted). The amount of DM recorded for an asset is not allowed to exceed the CRV of the asset. All deficiencies reported by an FMC or specialized inspector are immediately considered DM and eligible to compete for DM funding for the required repairs or replacement. No DM work orders will be created that do not result from condition assessment documentation.

**DI-103a** is a form to document unserviceable property for disposal. The DI-103a and its "Statement of Circumstances" identifies why specific property is unserviceable, records the recommended type of disposal and management's concurrence (or disagreement) with that decision, and acts as evidence with a signed verification from the station that the property was indeed physically disposed. This form can be generated through SAMI (See Appendix 7).

**DI-104** is a form for tracking "Transfer of Property." If an asset identified for disposal on a DI-103a is being or has been transferred to another government agency, a DI-104 (see Appendix 8) is required to be included with the DI-103a. The DI-104 can also be generated through SAMI.

**Facility Condition Index (FCI)** is an accepted industry metric for determining the relative condition of constructed assets at a specific point in time. The dollar amount of DM an asset has, divided by the CRV of the asset, provides the FCI. In no instance should the FCI be greater than 1.0, as an asset cannot have a greater amount of deferred maintenance than the value of that asset.

**FBMS** is DOI's Financial Business Management System for all activities that involve costs. It interfaces with many other programs, such as travel, payroll, personal and real property, and quarters, in order to do so. FBMS interfaces with Quicktime to collect labor hour costs for projects via work orders that originate in SAMMS. FBMS is also the database of record for the Real Property Inventory

**Federal Real Property Council (FRPC)** is an entity within the Office of Management and Budget (OMB) created via Executive Order 13327 for the purpose of accounting for and optimally managing the presence, value and condition of real property assets in the federal government. The FRPC, OMB, and General Services Agency (GSA) determine the requirements of each year's real property reporting.

**Federal Real Property Profile (FRPP)** is a verified list of each agency's owned and/or managed real property assets and associated costs, submitted through the DOI each year to the FRPC and OMB.

**General Purpose Real Property** is one of two major financial classifications of real property. (See "Stewardship Property" for the other.) General Purpose assets do *not* directly contribute to the management of natural resources. Examples of General Purpose assets include visitor centers, admin and storage facilities, maintenance shops, and roads. (Such assets are also known as "Property, Plant and Equipment" or PP&E assets.) PP&E assets have a useful life of multiple years, and if the acquisition cost is

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at or above \$100,000, such assets are capitalized, meaning that the price of the asset is spread (“depreciated” in financial terms) over a period of years.

**Government Property** means all property owned by or leased to the government.

**Heritage Asset** is a type of Stewardship asset that has been identified by the Regional Historic Preservation Officer as having historic natural or cultural significance. Because such assets are expected to be preserved indefinitely, their replacement value cannot easily be calculated or depreciated over time. The repair costs and replacement values of such assets can also be difficult to assess.

**Personal Property:** Equipment that can be moved (or removed) without changing the functionality of another asset is generally classified as Personal Property. This includes vehicles, mobile equipment and machines (including computers).

**Real Property:** Any interest in land, together with associated improvements (buildings, structures and fixtures) of any kind. Only assets valued at \$5,000 and above qualify for inclusion on the Real Property Inventory. Unlike personal property, real property is not intended to be mobile. Thus, real property assets are sometimes referred to as “fixed assets.”

**Real Property Inventory (RPI)** are those fixed assets owned or managed by the Service, for which an annual report regarding costs of replacement, operations and maintenance, and deferred maintenance must be reported through DOI to the Office of Management and Budget (OMB).

**SAMMS** is the Service Maintenance and Management System, a version of IBM’s Maximo, which is an inter-relational database that can accept input and queries from all management levels from field stations to Headquarters. All bureaus under the Department of Interior are required to use Maximo for their real property asset management. Work Orders in SAMMS form the basis of both inspection reporting as well as long-range budget planning. SAMMS interfaces with FBMS.

**Stewardship Property** is one of two main financial classifications of real property (the other being General Purpose Property). The purpose of stewardship land is the direct management of natural resources. Stewardship assets are “permanent improvements to stewardship lands” (PISL) for the direct purpose of natural resource management (nesting islands, levees, canals, water control structures, and fences, for example). Stewardship assets also include those identified as heritage assets by cultural resources personnel. Stewardship assets are not depreciated (i.e., their financial value is not costed out over time). For this reason, stewardship assets are not capitalized.

**Structure** An asset that does not meet the definition of a building is considered a structure. The eight-digit DOI asset code for most structures begins with 40. (No asset code for structures begins with 35 – all those are buildings.) Examples of structures include: pole barns; kiosks; airfields; levees, canals and drainage ditches; and roads, bridges, trails, and parking lots. Utility systems (heating, sewage, water and electrical) are considered stand-alone structures *only when they serve multiple assets*. The presence of office space (four walls and a roof within a non-building structure) does not change the asset type from that of the encompassing structure. For example, office space in a dam is considered part of the dam.

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### References and Code Manuals Utilized

The following references are the guiding documents of the FWS CCA program. Not all aspects of non-federal documents may be applicable; nonetheless they form the basis of assessment standards and requirements.

- A. Executive Order 13327, Federal Real Property Asset Management
- B. 372 FW4 Assessing Condition and Documenting Costs to Correct Deficiencies
- C. FWS Constructed Real Property Management Handbook
- D. National Fire Protection Association (NFPA)
- E. American Society of Home Inspectors (ASHI)
- F. Occupational Safety and Health Administration (OSHA)
- G. International Building Codes (IBC)
- H. Residential Building Codes (IRC)
- I. 28 CFR Part 36 Americans with Disability Act (ADA) Standards for Accessible Design
- J. Architectural Barrier Act (ABA) Pub. L. 94-541 (42 U.S.C 4151 et seq.)
- K. UNIFORMAT II Elemental Classification for Building Specifications, Cost, Estimating, and Cost Analysis
- L. FWS Guidelines for Programs, Activities, and Facilities
- M. Pavement Surface Evaluation and rating Manual (PASER)
- N. RSMMeans Estimating Application
- O. Trail Construction and Maintenance Notebook (USDA FS 9623-2833-MTDC)

### Chapter Two: The Condition Assessment Process

#### Condition Assessment Objectives

The goals of conducting a condition assessment, regardless of the assessor, are to verify the existence of assets on the RPI and to formally document the existence of any that aren't. Comprehensive Condition Assessments of all types must also identify and estimate the cost of needed repairs and replacements based on operational requirements and current national building and life and safety codes, as well as calculate the Current Replacement Value (CRV) of assets. While all assets have value, emphasis during CCAs is placed on mission critical assets and deficiencies that result in life safety risks or damage to the environment. CCAs also make note of the potential to increase the sustainability of mission capabilities and possible energy efficiencies within the asset portfolio.

The results of a condition assessment provide management with current information regarding a station's real property portfolio. The scope of information attained may vary depending on the type of condition assessment completed. All condition assessments, regardless of type, are to validate the Federal Real Property Profile attributes (also known as "critical elements") of the individual assets inspected.

#### Federal Real Property Profile Information

A major part of an assessment is to certify that all attributes of a real property asset are identified correctly in the database, for these elements are reported annually to OMB and the Federal Real Property Council. During the CCA inspection process, it is the responsibility of the FMC to work with the station's management to document, verify, or correct the elements listed below. Many of these will be auto-populated via SAMI with the existing info from SAMMS.

- a. Asset Type (See Appendix 1 for requirements)
- b. Short Description (See Appendix 1 for requirements)
- c. Specialized Identification Number – Applies to specific asset types that include Quarters, Inventory Dams, Road Bridges, Parking Lots, and Roads.
- d. Unit of Measurement (See Appendix 1 for requirements)
- e. Size – Size A is the size required for annual reporting of the Service's Federal Real Property Profile. However, this required FRRP size may not be the most beneficial for facility management. Therefore, other measurements must be captured as Size B, C, etc. as needed.
- f. Constructed Material – Choose the predominant material, as only one can be recorded.
- g. Geo Coordinates – Generally only the primary latitude and longitude are required. For buildings, these coordinates will be recorded from the front door. For lineal assets (fences, levees, roads) the coordinates will be taken at the beginning and ending of the asset.
- h. Constructed Year – Station management must provide this information
- i. Historic Criteria – Regardless of the year the asset was constructed, only the Regional Historical Preservation Officer (HPO) can determine if an asset has historical status. Therefore, all assets will be categorized in SAMMS as "Not evaluated" until a determination is made by the HPO.
- j. Accessibility – Indicates whether the asset is accessible by those with physical disabilities.

## Official Method for Conducting Assessments: The Service Application for Material Inspections (SAMI)

The required application for conducting condition assessments is SAMI, the Service’s Application for Maintenance and Inspection. SAMI is the means by which inspectors capture and transfer condition inspection data. If other software is utilized for specialized assessments, the branch responsible for the specialized inspection will ensure that required documentation is entered into or interfaced with SAMI and passed to the Regional Facility Branch. The SAMI User Guide is Appendix 2.

## Exceptions to Building and Life Safety Code Standards

The only person authorized to grant deviation from building and life safety codes is the Regional Chief Engineer. The person in this position is the Authority Having Jurisdiction (AHJ) for their region. In cases where the station’s use of a building differs from the building’s asset code (thereby invoking standards not applicable to the original asset type), or where specific building or life safety code requirements are not attainable, the station manager will need to acquire signed documentation from the AHJ agreeing to the modification.

## Types of Assessments

There are two types of condition assessments: Comprehensive Condition Assessments (CCA) and Annual Condition Assessments (ACA). Specialized condition assessments performed by a contractor are a type of CCA. All condition assessments must be physically conducted on-site, with station personnel present. All assessments are to be recorded in SAMI/SAMMS according to the sub-work types as follow:

### Types of Condition Assessments and their Inspection (IN) Work Order Codes

Annual Condition Assessment	INAC
Bridge Safety	INBS
Comprehensive Condition Assessment	INCA
Dam Safety Assessment	INDS
Environmental Compliance Survey	INEC
Federal Highway	INFH
Safety	INSF
Seismic Safety	INSS

## Annual Condition Assessments (ACAs)

ACAs are basic inspections of FWS real property and are conducted each year by field station personnel via SAMI. Station personnel verify the physical existence of each asset on the station’s RPI, as well as the recorded attributes of each. After ACAs have been conducted in each region, the information is then submitted to OMB as part of the Service’s real property profile, which is tracked from year-to-year by the Department and the FRPC. Annual Condition Assessments also serve to identify major deficiencies that may occur between Comprehensive Condition Assessments, which take place every fifth year.

To facilitate the documentation of ACAs, each region’s FMC creates one IN work order (no sub-type) as an ACA parent for the region, and to it attaches one INCA work order for each station with real property. (See Figure 2.) It is in the “long description” area of the INCA work order that the results of stations’ annual assessments are recorded.

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### Example of Annual Condition Assessment Work Order Hierarchy

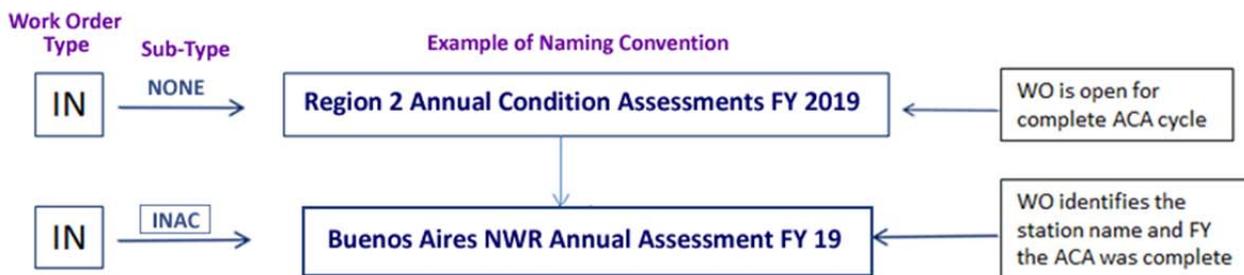


Figure 2

To complete an annual assessment, station personnel will:

- A. Physically verify the presence of all real property assets on their station's inventory.
  - a. Submit documentation to remove from the inventory any asset that is no longer on site. This is generally accomplished via a form DI-103a. (Refer to Appendix 7.)
  - b. Submit documentation to have added to the station's RPI any asset on site that does not already appear on the inventory. (Refer to Appendix 13.)
- B. In accordance with Appendix 1, validate and correct where needed the asset record's short description, that is, the title or name of asset. Correct where needed the asset's type, longitude and latitude, size, unit of measurement, construction material and API.
- C. Document any major deficiencies, for example, a leaking roof, unexplained mold, or safety issues.
- D. Once attributes and physical existence of all assets have been verified, and any required corrections to records sent to the regional office, the station manager signs the annual RPI certification form and attaches to it a corrected copy of the station's RPI.
- E. Station management should also review their existing work orders in SAMMS to request the closure or cancellation of those no longer needed, and to indicate which of those that remain are their highest priorities.

### Comprehensive Condition Assessments (CCAs)

CCAs are the detailed inspection of a station's real property inventory which occurs about every fifth year. During a CCA, the regional FMC or specialized inspector assesses operational real property assets valued at \$100,000 or above, as well as those assets deemed mission critical by the station manager. Any

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components of such assets will be inspected at the same time. Each region has the goal of completing the comprehensive assessment of 20% of their assets each year, so as to complete them all within the five-year cycle.

CCAs document the current and anticipated future functionality of an individual asset, identifying physical deficiencies and the cost of repairs and replacement. Inspectors, whether FMCs or specialized inspectors, are required to inspect to current national building codes and life safety requirements, although they are not required to be certified building code or safety inspectors. CCAs are not intended to require the dismantling or disassembly of assets (referred to as an “Open and inspect” inspection). It is the responsibility of the FMC to work with the station management to clean up and update the station’s DM work orders during the CCA.

### Contractor Performed Condition Assessments

Regional FMCs are responsible for conducting formal CCAs, however, specialized contractors or other government agencies may assist as required to inspect certain types of assets. These assessments may involve a degree of unnecessary risk to FWS personnel without proper training, equipment, qualifications, licensure or certification. Such inspections include but are not limited to: road bridges, inventory dams, public roads, and towers. During the CCA, any inaccurate general information of an asset must be updated. General information includes: asset type, CRV, size, latitude and longitude, and asset naming conventions in accordance with current policies.

Headquarters must approve all contractor performed CCAs. Approval is required prior to writing the scope of work or making any contractual obligations. Contractor-performed condition assessments must be conducted in accordance with FWS CCA policy and procedures, and, unless otherwise dictated by law or other governing instructions, contracted assessments will be completed within the current assessment cycle. However, specialized inspections do not contribute to the 20% annual CCA completion goal for each region.

Due to specialized funding, the following stations are not required to have an FWS CCA, but are inspected in accordance with federal law: Leavenworth NFH, Entiat NFH, Winthrop NFH, and Coleman NFH. The results of these inspections, to include cost estimates, are required to be entered into FWS’s maintenance database system.

### Assessment Cycles

CCAs are performed on a continuous cycle intended to repeat itself every five years. All real property assets valued at or above \$100,000 must be inspected, as well as any lesser-valued assets deemed mission-critical by the station manager. Twenty percent of each region’s assets should be inspected each year. The national facilities management coordinator at headquarters opens and closes each cycle and informs FMCs of their progress. Regions perform a self-audit at the end of the second and fourth fiscal year of the assessment cycle. If the 40 and 80 percent milestones have not been accomplished, a plan of action must be presented to Headquarters explaining how the Region plans to adjust and attain the required percentage by the end of the next fiscal year.

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At the start of each cycle, each region’s FMC creates for his or her region a parent work order in SAMMS of type IN (Inspection) with no sub-work type. (See Figure 3.) Attached to this work order, the FMC creates another IN work order (no sub-type) for each station with RPI assets. Onto the station’s work, the FMC will create order another of sub-work type INCA for each asset assessed at that station.

**Example of Work Order Hierarchy and Naming Conventions for Comprehensive Condition Assessments**

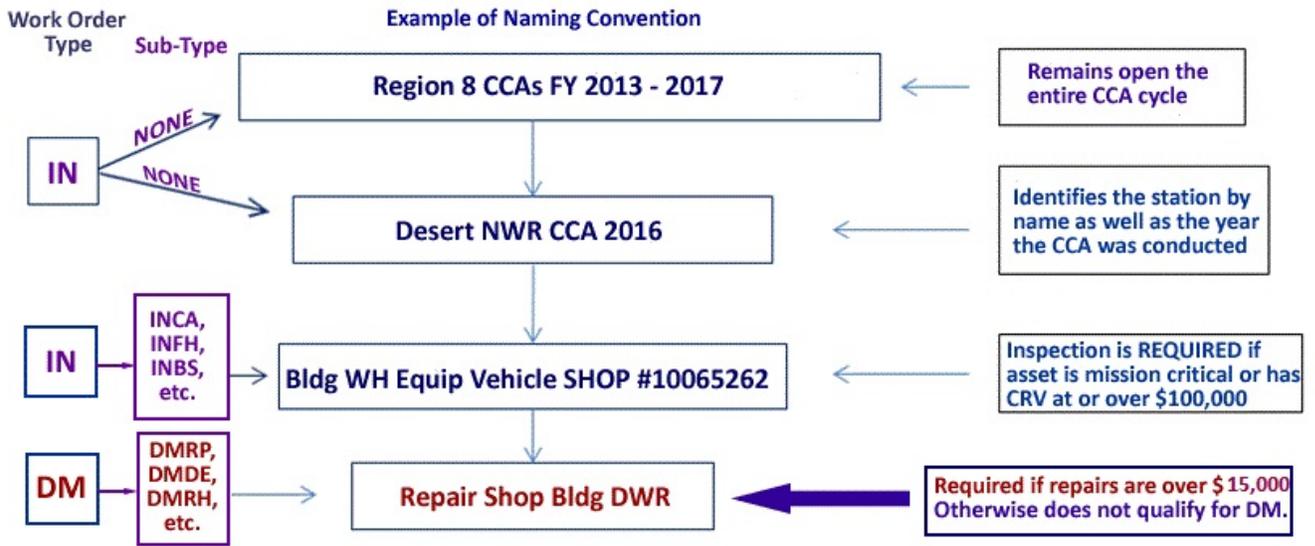


Figure 3

### Scheduling CCAs

At the beginning of the five-year assessment cycle, the Regional Facility Supervisor and FMC(s) should meet and define a long-term assessment schedule determining which stations will be inspected in what year. FMCs and their supervisors should meet regularly (at least twice a year) to review and update the schedule.

### FMC Preparation for Site Visit

FMCs will coordinate and schedule CCAs with station leadership per the plan determined with the Regional Facility Supervisor. No less than one month before the scheduled visit, the FMC is responsible for sending a downloaded file of the station’s RPI to station management for review and correction. A template/example of the accompanying email is attached as Appendix 3 and a check sheet to assist the FMC with scheduling and CCA completion is Appendix 4.

Once a schedule of stations has been determined, but before a site visit has been conducted, the FMC should print and review the CCA debrief report from the station’s last inspection, as well as all recent

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specialized reports, which may include safety, bridge, dam, environmental, accessibility, trails, and transportation.

### Required and Recommended Equipment and Reference Materials

To conduct CCAs, FMCs require specific tools and materials. Appendix 12 lists both required and recommended items, and indicates whether the items should be brought by the FMC to the station for use during the assessment.

### In-brief

All CCA inspectors, regardless of the type of inspection, are required to conduct an in-brief with the station management prior to inspecting any assets at that station (inspections required in emergency situations or natural disasters are excepted if not possible, though an in- and out-briefing should be attempted nonetheless). Written correspondence to the station should be sent by the inspector 30 days in advance of the inspection, reminding station management of their requirement for representation at this meeting. The in-brief should last about 30 minutes. Appendix 5 has an example of an in-brief letter produced with SAMI.

### Inspection

FMCs and other specialized inspectors will inspect assets and note deficiencies as per the most current building and life safety codes, regardless of when an asset was initially constructed. Mandatory training of FMCs is required as detailed in Chapter 1. Contractors and other specialized inspectors are required to be certified or licensed for the types of assets they are inspecting. All inspectors must be accompanied by knowledgeable station staff throughout the physical inspection process.

The Three Golden Rules of Inspecting are:

1. Safety first. At no time should the inspector put his or herself, others, or equipment in jeopardy. Never over-ride or violate safety procedures.
2. Properly document all deficiencies noted.
3. Never operate any valves, open and expose internal electrical panels, or test water for the purpose of the CCA. If equipment requires operation for inspection to occur, station staff will operate any machinery in accordance with current station policies

### Photographing Assets & Recording Coordinates

FMCs and specialized inspectors are required to photograph each asset inspected and record its geo-coordinates. FMCs are to use SAMI for this purpose, as coordinates are imbedded in the photo. Photos of buildings will be taken at the front door to capture accurate coordinates; for lineal assets, a photo will be taken at the beginning and end. For all other assets, the photo should most accurately capture the asset. Additionally, photographs are required of all deficiencies. All photos taken with SAMI are to be copied to a folder with a photograph path of Documents, SAMIData, Station Name, Picture. All photos must identify the asset by approved DOI type and name (the “short description”), RPI number, and date, as illustrated in Figure 5. SAMI can be configured to provide this automatically. Any inspector not utilizing SAMI must still follow this convention.

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**Figure 5**

### Disposal

True disposal, where an asset is no longer needed, and is demolished or sold, should be approved by regional management in response to paperwork submitted by the station *before the disposal takes place*. It is not altogether uncommon, though, for an inspector to find that an asset that still appears on the station's inventory, no longer exists on the ground. An asset may also be "administratively disposed" when it is deemed to be a component of another asset, and not a stand-alone asset by itself. In either case, appropriate disposal paperwork must be completed by the FMC during the assessment.

If the asset identified on the DI-103A is a building, provide the square footage. If square footage was used on a replacement asset, provide name, type of new asset, and asset number.

### Certificate of Unserviceable Property, Form DI-103a

For "true" disposals, the document generally required is a DI-103A. This form is automatic generated through SAMI (See Appendix 7). Prior to the FMC leaving site, the DI-103A form should be completed with a Statement of Circumstances, signed by the station management, and delivered to the Regional Asset Manager Coordinator (AMC). Adjustments to the station's annual O&M work order(s) may be required. The AMC or FMC should attach the DI-103A and Statement of Circumstances to the FBMS building record, and send an email to [RP\\_disposal\\_requests@fws.gov](mailto:RP_disposal_requests@fws.gov) informing Headquarters of the completed disposal.

### Certificate of Transferred Property, Form DI-104

If the asset identified on the DI-103a is being or has been transferred to another government agency, a form DI-104, "Transfer of Property" shall be included with the DI-103a and sent to the station's regional area supervisor as well as the AMC. Again, the AMC or FMC should attach the DI-104 along with the DI-103a to the asset's building record in FBMS and an email sent to [RP\\_disposal\\_requests@fws.gov](mailto:RP_disposal_requests@fws.gov) to inform Headquarters of the completed disposal. See Appendix 8 for an example DI-104. This form can also be generated through SAMI.

## Condition Assessment User Guide

### Administrative Disposal

When an asset has not been physically removed but the record needs to be (perhaps a record was created for it, but the asset was never constructed; or the record is a duplicate; or the structure is now to be considered a component of some other asset) an “administrative disposal” is appropriate. This is accomplished via a memorandum generated in SAMI (see Appendix 9). Prior to the FMC leaving site, the Administrative Disposal Memorandum should be completed by the FMC and signed by the station management. The FMC then forwards a copy of the memo to the station’s Area Supervisor and AMC. The AMC or FMC should attach the memo to the asset’s building record in FBMS and send an email to [RP\\_disposal\\_requests@fws.gov](mailto:RP_disposal_requests@fws.gov) to inform Headquarters of the disposal. For all general assets, the memorandum must be presented to Denver Finance Office via Headquarters Disposal personnel.

### Creating New Assets Records

It is the responsibility of the FMC to work with station management to generate records for assets present but discovered to be missing from the station’s inventory during a CCA. Such assets are referred to as “newly discovered.” The paperwork required for adding records to the RPI must be routed through the region’s Division of Finance to the Division of Financial Management (DFM) in Denver for the creation of the asset’s “shell record” in FBMS. With the shell record, a building number is created in FBMS that can interface with SAMMS. (FBMS refers to all RPI assets as “buildings.”) Once the asset shell is created, the regional Asset Management Coordinator (AMC) will complete the building record in FBMS and release it. FBMS passes the record to SAMMS, where a new RPI location record is created. (SAMMS refers to all RPI assets as “locations.”) To create a new asset record, refer to Appendix 10. Documentation required from stations for the creation of new assets can be found in Appendix 13.

### Debrief

The on-site inspection culminates with a debriefing of the station manager (or his or her designee) by the inspector. All inspectors are required to conduct a debrief and provide a written report prior to their departure. All items inspected should be addressed during the debrief. Depending on the type of assessment and size of the station, a two hour debrief may not be unreasonable. The written report presented during the debrief must address: safety issues, all deficiencies identified and the reference materials used to identify the deficiencies, RPI data sheets for adding any new assets to the inventory, a form DI-103A and an asset removal letter for each asset identified for disposal, and the station’s highest DM priority based on material condition. Appendix 6 contains an example of a debrief letter produced with SAMI. The official debrief document will be retained at the regional office for a minimum of two CCA cycles (6-10 years).

### Chapter 3: Following the On-Site Inspection

After the FMC has fulfilled the on-site inspection requirements (conducted an in-brief with station management, photographed and documented all assets inspected and deficiencies found, taken geo-coordinates and measurements of each asset, verified each asset's attributes as reported in the RPI, and conducted an out-brief presenting his/her findings to station management in written form along with documents required for adding or deleting assets from the inventory), the FMC returns to his or her duty station and performs the after-inspection CCA requirements: uploading inspection findings to SAMMS, estimating the cost for repairing deficiencies, creating DM work orders, recalculating the CRV, and submitting paperwork for the addition or deletion of a station's assets.

#### Current Replacement Value (CRV)

An asset's Current Replacement Value (CRV) must be updated along with the base year it was recalculated each time a CCA is completed. Annually, between CCAs, the CRV will be adjusted automatically within the database based on the construction industry's published Current Construction Index (CCI).

The CRV is key to calculating each asset's Facility Condition Index (FCI), and is required to be estimated as part of the CCA process via SAMI. The CRV includes all costs necessary, based on what a contractor would charge, to reconstruct the asset as it currently exists, without modification or improvements other than applicable building and life safety code changes. CRV costs include materials, construction labor (Davis-Bacon wages), a locality adjustment factor, equipment, mobilization, and any permitting required. All CRVs conducted by Service employees will be calculated through SAMI which has RSMeans integrated, and must include a 77% mark-up for contingency, engineering support, and overhead. All CRVs calculated by a contractor must be approved by Headquarters' Facility Branch.

In the rare event that RSMeans does not provide cost data for a specific material item, the acquisition cost from a recent (within three years) and similar acquisition by the Service may be used, or a price quote for that item may be obtained from a vendor. Labor installation costs will be estimated using the most recently published version of the RSMeans Cost Data. The source of these estimates and their supporting assumptions must be documented on the vendor's letterhead.

Demolition costs must be included in the CRV if, in the opinion of the FMC, the asset should be demolished and replaced. This is necessary to ensure that the asset's FCI does not exceed 1.0. For example: Building CRV \$500,000 + Demolition Cost \$25,000 = New Building CRV \$525,000.

#### CRV Calculation for Specialized Inspections

RSMeans is the required method for FMCs to use in calculating the CRV. Specialized inspectors are encouraged to use RS Means, however, other specific industry standards may be acceptable. For example, as Federal Lands Highways (FLH) is the authority on the construction of roads and parking lots, their use of current real costs is accepted in determining the CRV. Regional Transportation Coordinators (RTCs), upon reviewing FLH assessments, will add the required contingency markup to the CRV provided by FLH.

## Work Orders

It is the responsibility of the FMC to work with the station management to clean up and update the station’s DM work orders during the CCA.

### Inspection Work Orders

The FMC creates an INCA inspection work order for every asset inspected. Figure 3, Chapter 2 illustrates the naming conventions and work order hierarchy for each assessment cycle. As the FMC uses SAMI for the condition assessment, SAMI creates the proper format and form to initialize the inspection work order in SAMMS. Figure 6, below, shows an example of what will appear in the long description field of the INCA work order in SAMMS. Note that SAMI identifies the asset by its DOI asset type in the name of the asset. This naming convention is required to be transferred to all subsequent child work orders.

Asset# 10034996	Bldg Office Headquarters w/ Tank Fuel	3612.0 SQFT
<b>Notes:</b>		
(1) Dimensions recorded or verified during this CCA.		
(2) Current Replacement Value (CRV): \$3,626,065.16		
<b>Description:</b>		
(1) Dimensions: 128 Length in Linear FT X 28 Width in Linear Feet X 1 Number of Stories		
(2) Constructed Material: Wood		
(3) Geo Coords: 55.0667 Start Latitude / -162.783005 Start Longitude		
(4) Constructed Year: 1963 (Numerous modifications and renovations)		
(5) Public: Yes		
(6) Potable Water Source: Community		
(7) Waste Water Collection: Community		
(8) Foundation: Crawl space		
(9) Roof: Metal		
(10) Overhead Doors: 3 Each (10' X 10')		
<ul style="list-style-type: none"> <li>- Egress doors, Northside Office and Southside shop, open inward. Egress doors are required to open in line with egress route IAW NFPA 101. Recommend consulting with Regional Engineer and replace egress doors.</li> <li>- Egress doors exit signs are inoperative. Egress door exit signs are required to be hard wired with battery backup IAW NFPA 101</li> <li>- Southside office and Northside shop egress door handles are wrong style. Handles are required to be single motion level action or emergency push bar IAW NFPA 101</li> <li>- Improper drainage. Redirect drainage to flow away from building</li> <li>- Gutters are missing allowing erosion around foundation. Install approximately 250 feet</li> <li>- Outside cables are not buried or secured properly. Recommend burying and /or securing cables</li> <li>- Mechanical air appears to need commissioning /balancing. Commission system</li> <li>- Water fountain needs adjusting. Too much pressure. Readjust pressure</li> <li>- Fuel tank is not secured properly. Secure tank IAW FWS instruction</li> <li>- Fuel tanks require grounding. Ground tank with 8 foot rod and #4 solid cooper wire IAW FWS instruction</li> <li>- Fuel tanks are required to have concrete filled 6 inch diameter steel pipe as bollards. Replace bollards with correct type of bollards.</li> <li>- Fuel tank is missing at least one of the required signs; No Smoking, Flammable, Product Type, Product Quantity, and/or DOT Diamond Label signage. All signage must be visible on all sides of tank. Replace or install missing required signage.</li> </ul>		

Figure 6

### Canceling and Creating DM Work Orders

During the CCA, the FMC is responsible for removing from SAMMS all previous child DM work orders (non-DMFPs), because new DM work orders documenting current deficiencies will be created by the FMC following the assessment. The FMC must take special care not to change in any way work orders that are included in a DM, Transportation, or Construction Five Year Plan or High Priority Construction List. From the current INCA work order. Normally, after the CCA, there will be one DM child work order. DM work orders in a funded 5 year plan are required to be updated but the FMC must work directly with the

## Condition Assessment User Guide

Regional AMC to do this. If at all possible, a new DM work order will be created with all new deficiencies included. Any DM work order in a funded 5 year plan with changes must be presented to Headquarters for adjustment.

Unless the asset is deemed mission critical, the FMC is not required to generate DM work orders if the repairs needed total less than \$15,000. When this occurs, the FMC is to add to the following text to the bottom of the INCA work order's "long description" field: "Repair costs for all deficiencies noted are estimated to cost less than \$15,000. Therefore, no DM work order is required."

### Estimating

All cost estimating must be completed using RSMMeans, unless prior approval is received from Headquarters. All CCA estimates are modified "Class C," which are within 15% of actual repair or replacement cost. The FMC will round the total of the line item estimate to the nearest dollar and attach a copy to the INCA work order. See example in figure 7 below. If the total of the cost estimate is \$15,000 or greater, the FMC will duplicate the INCA and change the work order type to DM. Detailed estimating guidance is may be found in Appendix 11.

Line Number	Description	Quantity	Unit	Ext. Total Incl O&P
015436501500	Mobilization or demobilization, delivery charge for equipment, hauled on 40-ton capacity tow ed trailer	2.000	Ea.	\$1,875.50
015433404200	Rent pump, centrifugal, gas drive, 2" diam., 130 GPM	1.000	Week+	\$419.10
015433200150	Rent excavation diesel hydraulic crawler mounted 1 CY capacity	1.000	Week+	\$4,532.00
312514161000	Synthetic erosion control, silt fence, install and maintain, remove, 3' high	400.000	L.F.	\$880.00
312514161100	Synthetic erosion control, silt fence, polypropylene, allow 25% per month maintenance; 6 month max life	0.500		
024119190800	Selective demolition, rubbish handling, dumpster, 30 C.Y., 7 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost	1.000	Week	\$836.00
312323201450	Cycle hauling(w ait, load, travel, unload or dump & return) time per cycle, excavated or borrow , loose cubic yards, 25 min load/w ait/unload, 12 C.Y. truck, cycle 4 miles, 30 MPH, excludes loading equipment	40.000	L.C.Y.	\$297.44
352016260130	Hydraulic sluice gates, hydraulic structures, cast iron, heavy duty, self contained w /crank operated gate, 36" x 36", AWWA C501	1.000	Ea.	\$21,353.75
334113402180	Public storm utility drainage piping, corrugated metal pipe, galvanized and bituminous coated w ith paved invert, 20' lengths, 12 ga., 36" diameter, excludes excavation and backfill	60.000	L.F.	\$4,250.40
				<b>\$34,444.00</b>
		Contingency	77%	\$26,521
		Grand Total		\$60,965

**Figure 7**

### Commonly Asked Questions Regarding FWS Guiding Requirements

#### *Accessibility*

Appendix 11 details common accessibility deficiencies and construction errors.

#### *Inspecting*

Assets are to be inspected according to the building standards for which the building is being (or will be) utilized. For example, a storage building that is being used as a bunkhouse should be inspected to the standards of a bunkhouse. The exception to the inspect-to-the-code-for-the-purpose-utilized maxim is manufactured (mobile) homes. Refer to Appendix 1 “FWS Approved DOI Asset Codes” for FWS guiding principles for each type of asset.

#### *Quarters*

All buildings utilized as quarters are assigned a unique quarters number via iQMIS, the quarters database maintained by Contracting and General Services (CGS). This number is to be utilized in the short description (name field) of the RPI record. Example: QTRS# XXX.

#### *Manufactured (Mobile) Homes*

Manufactured homes (mobile home buildings) are sometimes used as Visitor Contact Stations (see photo below) offices, or other buildings. However, use of these buildings is not recommended. Although they are generally less expensive than modular or traditional on-site constructed buildings, most are generally built to a lesser quality, requiring more energy for heating and cooling, as well as earlier and more extensive repairs. Over the truncated lifetime of the asset, such buildings can easily result in appreciably greater O&M costs, and are not a good long-term investment for the Service.



Figure 8

Although manufactured (mobile) homes can be utilized for a number of building types, regardless of usage, they are always identified in the inventory as asset type Building Mobile Home, asset code 35300100. (Refer to Appendix 1, “FWS Approved DOI Asset Codes.”)

## Condition Assessment User Guide

### *What Are Site Built Homes?*

Site built homes:

- a. Are constructed entirely at the building site.
- b. Conform to all state, local or regional codes of the locality.
- c. May be referred to as 'stick-built.'
- d. When well-built and properly maintained, generally increase in value (location considerations aside).

### *What Are Modular Homes?*

Don't confuse a modular home with a double wide manufactured home! There are some similarities, however, modular homes are always:

- a. Built in sections, without wheels, at a factory and then transported by sections to the construction site where the sections are joined together by local contractors.
- b. Constructed (joined) on a foundation.
- c. Built to conform to all state, local or regional building codes at their destinations.
- d. Checked by local building inspectors to make sure the structure meets local requirements and that all finish work is done properly.
- e. Are sometimes less expensive per square foot than site built houses.
- f. Are of the same longevity as their site-built counterparts, if well-built, and will increase in value over time.

### *What Are Manufactured Homes?*

Manufactured homes are also known as mobile homes and trailers, although today's manufactured homes have many more styles and options than their predecessors. Manufactured homes:

- a. Are built in a factory, on a non-removable steel chassis.
- b. May be manufactured in multiple parts to be joined at their destination...on a permanent foundation or not.
- c. Are built with wheels and may be transported to the site in sections on these wheels but the wheels *can* be removed.
- d. Conform to a federal building code, called the HUD code, rather than to local building codes at their destinations.
- e. May have electrical and water hook-ups checked for conformance by local building inspectors at their destination, but the structure generally does not require approval.
- f. Are generally less expensive than site-built and modular homes.
- g. Usually decrease quickly in value over time.

### *Bunkhouse*

Buildings used for bunkhouses must be designed or renovated for such usage and /or be approved and documented by the regional person designated as Authority Having Jurisdiction (AHJ). A building that provides sleeping accommodations for 16 or fewer persons (on either a transit or permanent basis, with or without meals), but without separate cooking facilities for individual occupants, are classified as "Lodging" or "Rooming Houses" for inspecting purposes.

## Condition Assessment User Guide

### *Fuel Tanks*

All underground fueling tanks (LP, gasoline, diesel, etc.) should be documented and reported to regional engineering office. Figure 9 shows an example of a properly designed fuel system. Headquarters' Division of Engineering sets policy relating to fuel tanks, but at a minimum, FMCs will inspect tanks to the following level:

General Requirements:

A fuel tank must have:

- A fuel filter,
- An emergency vent,
- A level gauge,
- Breakaway hoses,
- An anti-siphon device,
- Adequate night lighting, and
- An auto-shutoff nozzle

Foundations must be installed on a protected 6" concrete slab, constructed to a minimum 4000 psi.

The perimeter of the fuel tank must be protected with bollards that are six inch diameter with concrete filled convex tops, four feet in height from grade, and painted yellow. Bollards must not be separated by more than four feet.

Tanks must be double walled or have a containment wall capable of holding entire fuel capacity of the tank, secured to foundation, steel vent with inside diameter equal to diameter of fill pipe, top of the vent stack must terminate not less than 12 feet from grade, vent stack must have pressure vacuum relief device with rain cap. If more than one tank is present, tanks must be separated by a minimum of 3 feet.

Tank must be signed with:

- Reflective product labeling,
- No smoking signage,
- Product quantity, and
- DOT labels

The tank's electrical system must have:

- Explosion proof wiring meeting NFPA 70 for hazardous locations,
- An emergency shut off at least 20 feet no more than 100 feet away and clearly labeled, and
- A grounding wire from the vent stack, bare metal to bare metal, with a grounding rod at least 8 feet in length, attached to number 4 single strand copper wire.

## Condition Assessment User Guide



Figure 9

### *Egress*

Egress current codes can be found in the latest edition of NFPA 101 Life Safety Codes and Code of Federal Regulations (CFR) 1910.

### *Exit Doors*

The following cited codes apply to all exit doors:

#### 1910.36(d)(1)

Employees must be able to open an exit route door from the inside at all times without keys, tools, or special knowledge. A device such as a panic bar that locks only from the outside is permitted on exit discharge doors.

#### 1910.36(d)(2)

Exit route doors must be free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.

#### 1910.36(d)(3)

An exit route door may be locked from the inside only in mental, penal, or correctional facilities and then only if supervisory personnel are continuously on duty and the employer has a plan to remove occupants from the facility during an emergency.

### *Emergency Egress Lighting and Markings*

Egress lighting and markings must be in accordance with the latest edition of NFPA.

### *Overhead Door Signage*

Overhead Door (OVHD) are required to have crush warning signage (see below). If the door is electric, a safety stop with reversal sensors are required to be installed.



Example safety sign on a newer overhead door

Figure 10

### *Overhead Electrical Service*

An example of basic overhead electrical weather head is shown in figure (12)

**Overhead services**

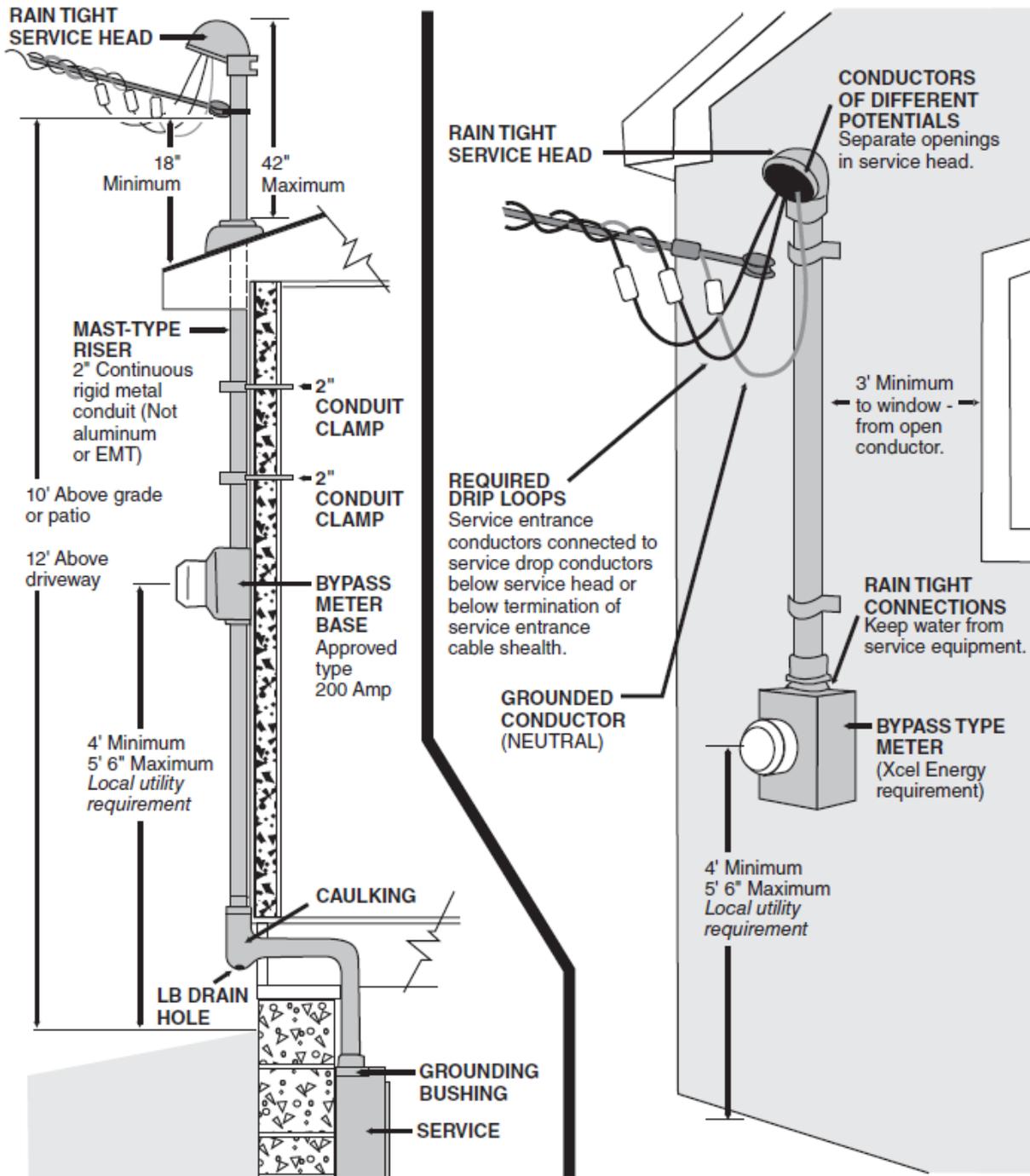


Figure 11

**Appendices**

**Appendix 1:** *FWS Approved Asset Codes*

**Appendix 2:** *Service Application for Material Inspection (SAMI) User Guide*

**Appendix 3:** Example E-mail to Station Manager re: Upcoming CCA

**Appendix 4:** Check Sheet for CCA Scheduling and Completion

**Appendix 5:** Pre-Inspection In-Brief Letter to Station Manager

**Appendix 6:** Example Debrief Document

**Appendix 7:** Example DI-103A, “Certificate of Unserviceable Property” with Required Statement of Circumstances

**Appendix 8:** Example DI-104, “Transfer of Property”

**Appendix 9:** Example Administrative Disposal Memo

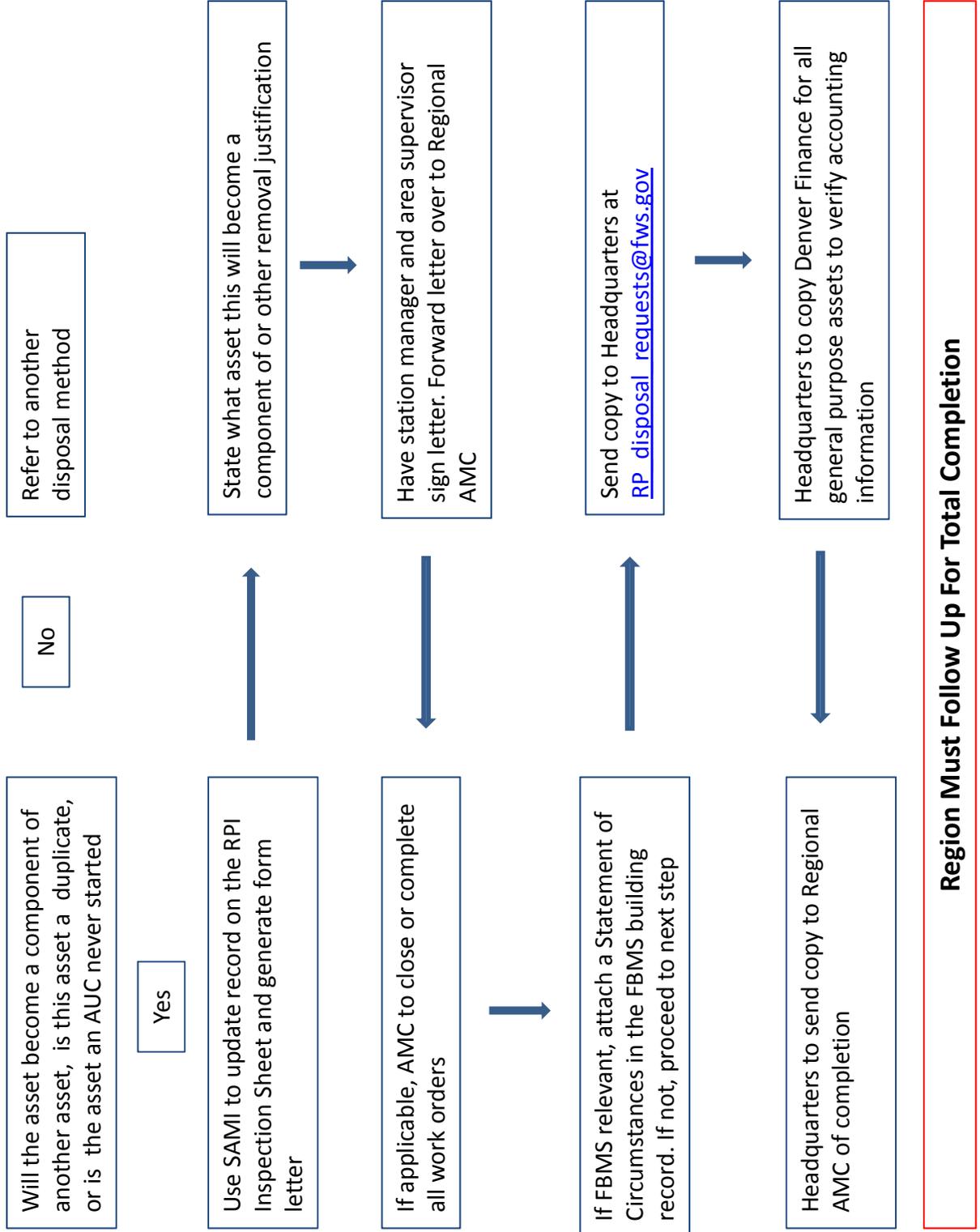
**Appendix 10: Creating New RPI Records: the RPI New Asset Template**

**Appendix 11:** Detailed Guidance for Constructing Cost Estimates for the Repair and Replacement of Real Property Assets

**Appendix 12:** Recommended and Required Materials for FMCs

**Appendix 13:** Documentation Required for Creating and Completing New Asset Records

# Administrative Deletion of Real Property Assets During a CCA



## FWS Approved DOI Asset Codes

Date: Aug 1, 2015

DOI ASSET TYPE	DOI ASSET CODE	DOI STANDARDIZED DEFINITION	UNIT OF MEASUREMENTS	SHORT DESCRIPTION (SAMMS & FBMS) {Limited to 50 Characters}	Guiding Principles to General Asset Code	LONG DESCRIPTION (SAMMS) Examples
			<p>(1) Unit A is the DOI official UoM for reporting purposes.</p> <p>(2) Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
All	All	Assets Marked for Decommission		<b>REMOVE</b> will be placed at the beginning of the short description after the DI-103, DI-103A, DI-104 is attached to the building record in FBMS.	It may take up to 1 year for a record to be removed from the official databases. Placing the word Remove at the beginning of the short description will help to easily identify those assets waiting to be removed.	After the word REMOVE is placed in the short description, recommend keeping as much of the short description as possible.

# FWS Approved DOI Asset Codes

Date: Aug 1, 2015

DOI ASSET TYPE	DOI ASSET CODE	DOI STANDARDIZED DEFINITION	UNIT OF MEASUREMENTS	SHORT DESCRIPTION (SAMMS & FBMS) {Limited to 50 Characters}	Guiding Principles to General Asset Code	LONG DESCRIPTION (SAMMS) Examples
			<p>(1) Unit A is the DOI official UoM for reporting purposes.</p> <p>(2) Unit B is a secondary UoM used for other purposes.</p>	<p>All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.</p>	<p>Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.</p>	<p>Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.</p>

## READ ALL ITEMS IN GREEN BOXES

- (1) Prior to assigning an approved FWS DOI Asset Code, make sure the new asset meets all guiding principles to the general asset code and items in green boxes.
- (2) A new asset record will not be created for a new component of existing assets. The new component will become part of the existing asset.
- (3) DOI asset codes can be changed in FBMS which will interface with Maximo (SAMMS). Regions can change the DOI Asset Code as needed in FBMS. However, if the asset type is switched (35 to 40 or 40 to 35), then Headquarters FRPP representative must be notified and a note will be made in the regional note section of SAMMS.
- (4) All short descriptions will begin with the examples provided in red font as provided in the Short Description Column. If using SAMI, it will be generated automatically. The remainder of the short description must be limited to a combined total of 50 characters or less. No punctuations are required if space is unavailable.
- (5) Manufactured (Mobile) Homes are utilized as offices and other building types. Regardless of usage, manufactured / mobile homes will always carry the asset type of Building Mobile Home with the and asset code of 35300100. The remainder of the short description must be describe the usage.
- (6) All measurements recorded for official use will be rounded off to the nearest whole number.

# FWS Approved DOI Asset Codes

Date: Aug 1, 2015

DOI ASSET TYPE	DOI ASSET CODE	DOI STANDARDIZED DEFINITION	UNIT OF MEASUREMENTS	SHORT DESCRIPTION (SAMMS & FBMS) {Limited to 50 Characters}	Guiding Principles to General Asset Code	LONG DESCRIPTION (SAMMS) Examples
			<p>(1) Unit A is the DOI official UoM for reporting purposes.</p> <p>(2) Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.

## Buildings

(1) **Asset Code** - Buildings will be assigned the correct asset code and inspected based on current usage. Buildings will have an asset code based on the building drawings and / or FWS guiding principles. If no guidance is present, select the asset code that best describes the main usage.

(2) **Long Description** - The building's long descriptions should contain specific details about the building. If using SAMI, the long description will be automatic generated. At a minimum, the description will have short description, location, dimension, construction material, geo-coordinates, constructed year, metering services, historical status, accessibility status, public status, foundation type, roof type, OVHD doors types, service panel ampere, and if readily available, HVAC year of installation, tonnage, and SEER. Additional information may be added based on regional needs.

(3) **Components** - A building asset record will include all components that make the overall building complete. These components will be identified in the asset's long description and as space allows they shall appear in the short description. Building components are septic systems, HVAC systems, wells, sidewalks, attached garage, fence, gate, flag pole, attached solar panel, emergency generator, windmill, LP tank, etc... (Emergency generators must be permanently mounted, hard wired, and produce between 15 KW – 75 KW. Key word = permanently mounted). Generators, windmills, detached solar panels, septic systems, wells, or tanks that feed multiple buildings will be listed under their individual DOI asset code rather than being treated as a component of a single building.

(4) **Abandoned building** – Abandon buildings converted to wildlife habitat will be given a CRV of \$5,000 and no DM work orders, other than a Deferred Maintenance Demolition (DMDE), will be authorized.

(5) **Basements** - All unfinished or finished basements with a ceiling height of 7 feet or above must be counted as gross square feet. Any ceiling below 7 feet will not be counted as gross square feet but must be calculated into the CRV. Non improved (Unfinished) basements will be classified as Exempt Spaces for the purpose of the usable square feet utilization requirements. Basements designed, converted, or finished out for offices, storage, fitness, mail, copy, kitchenettes, break rooms, or other designated areas in the FWS Space Management Handbook will be included in the usable square feet utilization calculation and they shall be classified as finished. Additionally, only finished basements 7 feet or above that are designed to meet current building and life safety codes will count as part of the space utilization cap of 180 usable square feet per person.

(6) **Freeze the Footprint (FtF)** - Buildings classified as an office or warehouses will count toward FtF restrictions. When building measurements are being verified and validated as part of the normal condition assessment / inspection process. The baseline square foot number recorded in 2012 shall remain the same unless: (1). There is a gain or decrease of more than 100 square feet for buildings currently recorded at 2000 square feet and below. (2) There is a gain or decrease of more than 5 percent for buildings currently recorded above 2000 square feet.

# FWS Approved DOI Asset Codes

Date: Aug 1, 2015

DOI ASSET TYPE	DOI ASSET CODE	DOI STANDARDIZED DEFINITION	UNIT OF MEASUREMENTS	SHORT DESCRIPTION (SAMMS & FBMS) {Limited to 50 Characters}	Guiding Principles to General Asset Code	LONG DESCRIPTION (SAMMS) Examples
			<p>(1) Unit A is the DOI official UoM for reporting purposes.</p> <p>(2) Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
<b>Building</b>						
<p>(1) <b>Building Classification</b> - Always refer to the FWS guiding principles when determining the asset type for Building Multi-Purpose, Building Office, Building Visitor Centers, and Building Visitor Contact Stations as they are extremely close in meaning and have huge ramifications. Asset code is assigned to buildings that are the primary base of operations for a field station. Commonly referred to as Headquarters buildings; they include space for offices, visitor contact, public meeting rooms, storage for field supplies or equipment, evidence storage for law enforcement, as well as related administrative space.</p> <p>(2) <b>Office Spaces</b> - Office space includes all office, office support, circulation space, employee conference rooms and team rooms as described in the FWS Space Management Handbook (September 2012).</p> <p>(3) <b>Multi-Purpose Building</b> - Within the FWS, this asset code is assigned to buildings that are the primary base of operations for a field station. Commonly referred to as Headquarters buildings; they include space for offices, visitor contact, public meeting rooms, storage for field supplies or equipment, evidence storage for law enforcement, as well as related administrative space but will fail to meet the criteria of an office, visitor center or visitor contact center.</p>						
Building Visitor Center	35290700	A building designed specifically for the purpose of orienting visitors to resources and programs and providing other services to support visitation. Usually includes exhibits and restrooms; sometimes gift shops.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg VC</b> w/ Septic / Com Tower	<p>A visitor center is:</p> <p>(1) A building less than 5,000 square feet in size with a minimum of 3,000 square feet of the total interior square footage devoted to use by visitor.</p> <p>(2) A building over 5,000 square feet in size with at least 40% of the total interior square footage devoted to use by visitors.</p>	Malhuer Visitor Center. (75' X 125') 6000 sqft wood building on concrete slab. Cement board (Hardi Plank) siding, seamless metal roof and gutters/downspouts, 400amp electric service panel, two 5 ton, 16 seer split system heat pump units, community water. Additionally, asset includes two 500 gallon septic tanks, lighted flag pole and communication systems tower.

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Building Multi-Purpose	35800400	A building that serves multiple functions such as cafeteria, gymnasium, and assembly area.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Multi-Purpose</b>	<p>A Multi-Purpose building: 1) has several functions, 2) less than 75% of the interior square footage is devoted to office space, and 3) does not meet the criteria for an Office, Visitor Center or Visitor Contact station.</p> <p><b>Note 1.</b> Maintenance shops and other warehouse asset types will not be assigned this asset code.</p>	<p>Mississippi Sandhill Crane Headquarters. (75' X 125') 6000 sqft wood building on concrete slab. Includes 5 offices, visitor contact area, and conference room. Cement board (Hardi Plank) siding, seamless metal roof and gutters/downspouts, 400amp electric service panel, two 5 ton, 16 seer split system heat pump units, community water. Additionally, asset includes two 500 gallon septic tanks, lighted flag pole and communication systems tower.</p>
Building Office	35100000	Buildings primarily used for office space or military headquarters.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Office</b> Refuge w/ Septic / Solar / Gen.	An office is a building with at least 75% of the total interior square footage devoted to office space. Office space includes all office, office support, circulation space, employee conference rooms and team rooms as described in the FWS Space Management Handbook (September 2012).	<p>Panther Swamp Refuge Office (50' x 50') 2500sqft wood building on concrete slab. Metal roof, Hardi Plank siding, 200amp electric service panel, 5 ton, 16 seer split system heat pump unit installed 2012. Additionally there are two 500 gallon septic tanks, five solar panels, 40KW LP Gas Generator on slab, 500 gallon LP Gas Tank on slab, lighted flag pole and communication systems tower.</p>

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Building Visitor Contact Station	35290800	A building smaller than 5,000 square feet or which has 50% or less of its square footage devoted to direct service to visitors. This is a place where we distribute information and regulations to welcome and orient visitors.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg VCS</b> Main Gate	A visitor contact station is a building <b>smaller than 1,000 square feet</b> in size devoted to serving visitors. It is usually located at the entrance of a station. It may contain a distribution desk for welcoming and orienting visitors but permanent office space is not located within a contact station.	Visitor Contact Station on Sibley Road. Main entrance at St. Catherine Creek Unit. Pre-engineered (6' x 15') 90 sqft masonry building with brick veneer siding. 100amp electric service panel. Heating and cooling via window unit. Located at main gate.
<b>Warehouses</b>						
<p><b>(1)</b> The general designs and requirements of Warehouses can vary significantly based on usage. Therefore, a warehouse will have asset code assigned based on current usage of the building. Additionally, during a CCA the building will be inspected based on current usage of the asset IAW life safety and building codes.</p> <p><b>(2)</b> The primary usage of the building will determine the appropriate assignment of the DOI asset code.</p> <p><b>(3)</b> All Building Warehouses counts toward Freeze the Footprint restrictions.</p>						

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Building Warehouse	35410700	Building/structure designed for storage or production purposes, which may include an office area and/or loading dock.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg WH Finch Unit</b> Deer Cooler	Cooler and freezer storage facilities will be assigned this asset code. All other warehouses should meet other warehouses or building asset codes.	Deer cooler building.
Building Warehouse Fire Cache	35410100	A building used to store equipment and vehicles used for fire management and suppression.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg WH Fire Cache</b>	A fire cache is primary used for storage of fire equipment.	Fire Equipment Storage Sheds - 2, Wood Frame/Wood Sides/Slab on Grade - 15sqft. ea. Between Each Quarters.
Building Warehouse Seed Feed	35410200	A building used to store seed, feed, or grain to protect it from damage by moisture or infestation.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg WH Seed</b>	Grain bins will not be listed with this DOI asset code. Grain bins will be listed under DOI asset code 40401100.	Feed storage building - feed/other (1,768 sqft).
Building Warehouse Equip Vehicle	35410300	A building used to store vehicles or equipment, including heavy equipment.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg WH Equip Vehicle</b>	Equipment vehicle warehouse primary utilization will includes storage of heavy equipment, fire and law enforcement vehicles, etc...	Bldg vehicle storage. 60ft wide X 100ft long X 16ft high rigid steel structure with concrete floor. Three open bays. Metal roof and siding, gutters/downspouts. 200amp electrical service panel, two power exhaust fans. Located in maintenance compound.

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Building Warehouse Shed/Outbuilding	35410500	A small structure, either freestanding or attached to a larger structure, to be used as storage or shelter.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg WH Shed	All tornado and storm shelters will be classified under this asset code.	Shed storage building for fish culture equipment. The metal shed is located north of Bailey Bridge.
Building Warehouse Chemical	35410600	A building designed to store materials that may be hazardous if leaked or spilled. Design may incorporate spill containment, explosion proof lights or other electrical fixtures.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg WH Chemical	Chemical buildings are designed to specific specifications that include air flow, explosive proof lighting, raised floor, etc. All buildings used to store hazardous materials will be inspected to the most up-to-date requirements and designs.	Chemical Storage Building. 10ft wide X 20ft long X 8ft high. Reinforced Precast concrete modular building with concrete roof resting on a concrete site cast pad & steel door. Has a 6in deep curb around perimeter with sump and raised slip resistant floor grating. Explosion proof lighting, exhaust fans with louvers, rain hoods and screens. Used for storing chemicals and HazMat. Located near maintenance compound.

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Building Warehouse Explosive	35410800	A building designed and used to store high explosives such as C4, TNT, Blasting caps, or black or smokeless powder.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg WH Explosive</b>	Explosives buildings are designed to specific specifications that include air flow, explosive proof lighting, raised floor, etc. Therefore, a building used to store explosive devices must meet the required designs.	Explosives Warehouse. Metal structure storage shed on concrete slab 12ft X12ft X 8ft. Used for storing binary explosives. Located behind pole barn at maintenance compound.
<b>Building Comfort Stations</b>						
Building Comfort Station/Restroom	35240100	A building with fixtures for defecation and urination, washing and sometimes showering that may include a septic vault and is primarily used by the public.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg, Restroom</b> Otter Lake		Otter Lake Comfort Station. Wood structure 30ft X 21ft and 9ft high on concrete slab. Male and Female facilities. Has Hardi Plank siding and 3-Tab shingle Roof. 100amp electric service panel and well water. Non-capitalized components include 500 gallon septic tank waste water treatment system and drainage field.
Building Vault Toilet/Pit Toilet	35240200	A building with no plumbing that provides a user compartment sitting above a vault/pit for defecation and urination.	<b>Unit A:</b> Square Feet <b>Unit B:</b> N/A	<b>Bldg, Pit Toilet</b> Gator Island		Gator Island Vault Toilet. Wood structure 8ft X 6ft and 8ft high on a concrete foundation sitting above a pit. Structure has no plumbing but provides a user compartment with a manhole and a vent stack.

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<b>Quarters</b>						
<p><b>(1)</b> All Quarters, other than cabins, will have an individual quarter number assigned via IQMIS which is unique to the asset. Example: QTRS# XXX.</p> <p><b>(2)</b> No trailer manufactured as a travel trailer will be utilized as real property or identified as long term quarters. Travel trailers are personal property but are listed in SAMMS and FBMS under real property for accounting purposes only. Use Asset Type Building all Other with Asset Code 3500000 to list these trailers.</p> <p><b>(3)</b> Buildings used for bunkhouses must be designed or renovated for such usage and /or be approved and documented by the regional person designated as Authority Having Jurisdiction (AHJ).</p>						
Building Mobile Home	35300100	A mobile building, fitted with parts for connection to utilities that can be relocated and used predominantly for housing. This definition does not include trailers that reside on wheels.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Qtrs #___, Mobile Home</b> w/ Septic	<p><b>(1)</b> No trailer manufactured as a travel trailer will be listed as real property.</p> <p><b>(2)</b> Travel trailers will not have personnel residing in them permanently (90 days or longer).</p> <p><b>(3)</b> Mobile Homes utilized as other assets will use this asset type and code but the short description will describe the usage.</p>	Quarters #322, Mobile Home. (16' x 80') 1,280 sqft. 2008 River Birch. Gray vinyl siding and three tab shingle roof. Underpinned and with front and back porch. Three bedrooms and two baths with 200amp electrical panel, 3 ton, 12 Seer, central heat/air, community water and 500 gallon septic tank. Located at end of Blue Gill Road near main office.

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Building Single Family Housing	35300200	Detached building constructed to house one family.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	Bldg Qtrs #___ w/ garage well, septic, solar		Quarters #200, (35' x 35') 1,225 sqft wood building on crawl space. Has Brick siding, architect shingle roof and gutters/downspouts. Four bedrooms and three baths. Has screened in back porch, fireplace and a two car garage. 200amp electric service panel w/ alternative energy, 5 ton, 16 SEER split system heat pump unit. Has non-capitalized components as follows: 2" x 150' well, 500 gallon septic tank, and 16 - 3' x 3' solar panel. Located on Canal Road 150 yards from refuge office.
Building Housing Cabin	35300500	A building with fewer utilities and/or rooms than a typical single-family house.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	Bldg Cabin Steen w/ Well & Septic	<p><b>(1)</b> To be classified as a cabin, the building must be missing at least one essential installed utility system such as plumbing, electric, or HVAC.</p> <p><b>(2)</b> While not advisable, assets can have the word cabin in their naming convention even though it exceeds the design requirements of a cabin.</p>	Steen Cabin. (25' x 36') 900 sqft wood building with board / batton cedar siding and seamless metal roof. Has front and back porch. No Electric, Fuel oil Lighting. Asset has non-capitalized components as follows: 2' x 50 well water, 500 gallon septic tank. Located on Steen Tract at end of boulder Road.

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Building Barracks / Bunkhouse	35310000	Buildings primarily used as dwellings for housing individuals (without families /dependents).	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Qtrs# ___ Bunk</b>	<p><b>(1)</b> Buildings used for bunkhouses must be designed or renovated for such usage and /or be approved by the regional person designated as Authority Having Jurisdiction (AHJ).</p> <p><b>(2)</b> List in the long description the maximum occupancy per AHJ.</p>	Bunkhouse #333. (60' x 60') 3,600sqft wood structure on concrete slab with hardi plank siding and a seamless metal roof. Gutters and downspouts. Five bunkrooms and one family room with three baths. 400amp electrical service panel, overhead sprinkler system, Central Heat/Air and community water. Asset has non-capitalized components as follows: 1,000 gallon Septic Tank (Wastewater Treatment System), 50KW Diesel Generator with built in fuel tank on concrete slab. Located on Access Road about 200 yards west of headquarters.
Building Garage Detached	35800600	Any building, not associated with an individual housing unit, used for parking automobiles.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Det Garage</b>		Garage (32' X 24') located northwest of log house. Wood frame with metal roofing, two metal insulated roll up doors, one personnel door, and two rooms on concrete slab. No electricity to building.

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Building Housing Multi Family Duplex / Triplex	35300300	Building consisting of two or more single family housing units such as duplexes, triplexes, townhouses, row houses, etc.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	Bldg Qtrs #___ Plex w/ septic & well	Note in the long description if the asset is a duplex, triplex, or quadplex.	
<b>Building General</b>						
Building Animal Shelter	35800200	A building used to provide animals shelter from inclement weather.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Animal</b>	Any abandoned building converted to habitat will be given a CRV of \$5,000 and no DM work order will be authorized except a DMDE.	Raceway Covers/Enclosures used for housing outside rainbow trout production at the Neosho NFH. Metal roof with chainlink fence enclosure with concrete raceways.
Building Auditorium	35291500	A building used to accommodate listening to or viewing of performances by seated students and/or guests.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Auditorium</b>		Auditorium at NCTC used for large gathering seating 550 personnel. Masonry building w/ metal roof, (85' X 475') 40,375 sqft, two 200 amps service panel, ADA accessible, three 10 ton HVAC units at 16 SEER. Tunnel breezeway connects asset to main office building. Building is connected to an emergency generator which feeds 3 additional buildings.

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Building Dining Hall Cafeteria	35291400	Building containing kitchen facilities, food preparation areas, serving areas, and table areas for dining.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Cafeteria</b>		
Building Concession	35800700	Building used for certain profit activities that provide customer services.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Concession</b>		
Building Clinic	35290500	A building where medical personnel administer to outpatient treatment.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Clinic</b>	Clinic is for human medical services.	

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Building Communication Systems	35720000	Buildings used for telephone and telegraph systems, data transmission, satellite communications and/or associated with radio towers or other communication facilities.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Com Sys	<p><b><u>This code will be used only for communications buildings other than Land Management Radio Communications Systems (LMRCS).</u></b> LMRCS buildings are classified as a component of a LMRCS under asset code 40710000.</p>	
Building Day Care	35230100	A building designed and used primarily for daytime care given to preschool and/or adolescent children.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Day Care		

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Building Environmental Education Center	35230900	A building / educational facility used for structured education to build knowledge, skills and abilities in students and others about wildlife-related environmental topics and programs.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	<b>Bldg Education</b>	Bldg Education must meet the requirements of a building (4 walls and roof). Pavilions used for education will be listed under Structure Pavilion 40750900	
Building Fish Production	35500100	Hatchery building, isolation building, spawning building, incubation building, holding house and other buildings and sheds primarily used for fish culture and or egg/ fish/ shellfish/toads or salamanders production.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	<b>Bldg Fish Prod</b>		Hatchery Building--7,800 sqft., CMU walls, built-up roof, includes reception area, 4 offices, tank room, pupfish room, laboratory, staff restrooms, and visitor restrooms.

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Building Fortifications	35800100	A fortified place often constructed of earth, logs, timber, masonry, stone, or concrete, exclusively military in nature that is strengthened for protection against attack.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Fortification</b>	<p><b>(1)</b> All military reinforced bunkers will be listed here regardless of use.</p> <p><b>(2)</b> No DM work order will be generated to replace a military bunker regardless of use.</p>	
Building Gymnasium	35291100	A building used for indoor athletic or fitness activities. May contain courts, locker facilities, or specialized sporting or exercise equipment.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Gym</b>		
Building Greenhouse	35801500	A translucent or transparent building used in the conservation or production of plants or plant material.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Bldg Greenhouse</b>		Algae Culture Building. Greenhouse is 1,800 sq ft, 30' x 60' ft. Greenhouse is heated with natural gas, hot-air furnace.

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Building Laboratory	35740100	Building used for scientific research and development. Likely to house specialized scientific equipment for conducting scientific experiments or analysis.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Lab	Buildings should include considerable specialized equipment and be dedicated to regularly occurring research and development work to be categorized as a lab. Presence of a few simple wet sinks does not make a building a lab.	Feed Development Lab, Metal, Metal Siding, Metal Roofing - 5,564 sqft, includes sidewalks - 752 sqft, 60 kW electric dryer, Buhler Extruder, Buhler Panel, Steam Boiler, Vacuum Top Coater, 1 - 1.5 HP Grinder Motor, 1 - 40 HP Grinder Motor, 3/4 HP Air Compressor, Cooler - 8'9" x 12'6" x 8'6", Freezer - 8'9" x 6'6" x 8'6", 3 kg Hopper, Aspirator.
Building Lighthouse	35730100	A tower building displaying a light or lights for the guidance of maritime vessels.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Lighthouse		Bass Rock Lighthouse. Concrete structure 30ft high and 550sqft. Located at Bass Rock Point near Shell Beach. Draws significant interest from visitors.

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Building Service Shop Maintenance	35600100	Building used for performing various service activities such as mechanical or preventive maintenance work on various vehicles, welding, sheet metal work, and painting including auto shops, carpenter shops, metal shops etc.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	<b>Bldg Maint Shop</b>	Even with two or three offices located in the maintenance shop, the main usage is still a maintenance shop and should be listed as such.	Maintenance Shop. 60ft wide X 100ft long X 16ft high rigid steel structure with concrete floor. Three open bays and two enclosed bays. Enclosed bays have metal siding, Galvalume Roof and gutters/downspouts. 400amp electrical service panel, overhead electrical heaters, no AC, two power exhaust fans and community water. Asset has non-capitalized components as follows: 500 gallon septic Tank Wastewater Treatment System, 50KW LP Gas Generator on concrete slab and 500 gallon LP Gas Tank on concrete slab.

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Building Museum	35290100	A building used to store, protect and/or display museum property.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	<b>Bldg Museum</b> Unicoi Cty w/ Well & Septic	Only buildings acknowledged by the Headquarters senior archeologist shall receive this asset classification.	Unicoi County Heritage Museum. Historical masonry building (45' x 80') 3,600 sqft with basement. Slate roof, stone masonry siding, 100 amp electrical service panel, 4 ton 14 SEER HVAC installed in 2002. Additionally, asset includes 2" diameter X 150' deep well, 500 gallon septic system w/ drain field, flag pole, and 4' X 75' sidewalk. Renovated in 1987 to a museum.
Building Pump/Well House	35500200	A building used to shelter pumps, piping pressure switches, or other related equipment.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	<b>Bldg Pump House</b>		Office Well House. 8ft wide X 10ft long X 8ft high wood structure with 4x8panel siding and tin roof on concrete slab. Has electric service and shelters an artesian well pump and associated components. Provides water to vehicle wash rack. Located at the maintenance compound.

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Building Security	35801200	A building where activities to assure safety and a defense against interference, espionage to buildings, grounds, and equipment are provided.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Security		
Building Barn Stable	35800500	A building used to hold or shelter animals or livestock feed. May also contain feeding, exercise or berthing areas.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Stable		
Building Laundry	35801100	A building specifically used for laundering clothes, linens, etc.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg Laundry		
Building School Post-Secondary	35230700	Building/educational facility used primarily for purposes beyond grade 12.	<p><b>Unit A:</b> Square Feet  <b>Unit B:</b> N/A</p>	Bldg School		

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Building All Other	35800000	Buildings that cannot be classified elsewhere.	<p><b>Unit A:</b> Square Feet</p> <p><b>Unit B:</b> N/A</p>	Bldg All Other	<p><b>(1) Use as a last resort.</b> Example of items: Crematory, Quarantine, or Equipment Washing Facilities, Etc.</p> <p><b>(2)</b> Travel trailers for accounting purposes only</p>	
<b>Structures</b>						
<p><b>(1)</b> The asset's long descriptions must contain details about the structure. Start the long description by describing the structure's location and usage. Identify the structure's dimension, material type, latitude and longitude, and accessibility. Additional information may be added based on regional needs.</p> <p><b>(2)</b> Structures will be assigned the correct asset code and inspected based on <u>current</u> usage.</p> <p><b>(3)</b> The main structure asset record will include all components that make the overall structure complete. These components will be identified in the asset's long description and as space allows they shall appear in the short description. Structure components could be water control structures, culverts, kiosk, boardwalks, septic systems, piping, exterior lighting, carports, guard rails, wells, cattle crossings, low water crossing, sidewalks, attached garage, fence, gate, flag pole, attached solar panel, etc...</p> <p><b>(4)</b> Do not create new sub asset records for components of main asset.</p>						
<b>Archeological Sites, Monuments, and Ruins</b>						

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Archeological Sites	20080100	A site that includes any material remains of past human life or activities that are of archeological interest, including, but not limited to: structures or portions of structures, pit houses, rock art, intaglios, mounds, graves, human skeletal materials, or any portion or piece of any of these items. An archeological site can consist of prehistoric and/or historic remains, both under and above ground.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<p><b>(1)</b> Archeological Indian Mounds Frog Lake  <b>(2)</b> Archeological Cemetery Rock Stone</p>	<p><b>(1)</b> Archeological sites are placed in the database strictly for identification and location purposes. Therefore, only a \$5,000.00 CRV will be assigned for the site itself. If a fence or another identifiable asset is present, the CRV may reflect that asset minus the \$5,000.00 for the archeological structure.  <b>(2)</b> If repairs are needed on an archeological asset, the CRV can be adjusted with Headquarters approval provided the repairs are coordinated through the National Archeologist and a DM work order appears in the top 2 years of a 5 year DM backlog plan.</p>	<p><b>(1)</b> Frog Lake Indian Mounds. Three Indian Mounds are present at this site, potentially dating back to 200 A.D. Site area is approximately 300ft X 500ft. Located on the west side of the refuge adjacent to Frog Pond Road. <b>(2)</b> Rock Stone Cemetery. An Old Community Cemetery with approximately 80 grave sites marked with stone markers. Site area is approximately 500ft X 700ft. Cemetery is bordered with 4ft high wrought iron fence and has remnants of an old outdated building. Located just off Stone Mountain Road east of Office Complex.</p>

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Monument	40780300	A structure erected to commemorate a person or event.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<b>Monument</b> , Sam Dale		Sam Dale Monument. 5 feet high Concrete Statue Structure of Sam Dale erected on concrete slab with engraved concrete informational placards. Located at intersection of Meridian Road and Old County Road 49.
Outdoor Sculpture	40780100	Outdoor structure, statuary, marker or an informational post that may consist of concrete, masonry, stone, wood, etc.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<b>Outdoor Sculpture</b> Tate Crossing		Tate Crossing Outdoor Structure. A bronze placard and post inscribed with informational data marking where historic crossing occurred during civil war battle. Located on west side of Lee Road at mile marker 3.

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Ruins	40780200	Property, site, or structure that is no longer used for its intended purpose but is significant in American history and/or prehistory, architecture, archeology, or culture whose occupation and utilization has been interrupted or discontinued for an extended period of time. Generally earthen (including prehistoric and historic earthen mounds and earthworks), stone, or masonry architecture (see Archeological Site, 20080100).	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>Ruins</b> Sugar Cane	<p><b>(1)</b> Ruins are placed in the database strictly for identification and location purposes. Therefore, only a \$5,000.00 CRV will be assigned for the ruins. If a fence or another identifiable asset is present, the CRV may reflect that asset minus the \$5,000.00 for the ruins.</p> <p><b>(2)</b> Other than a work order for demolition (DE), no DM work orders will be placed in the maintenance database.</p>	Sugar Cane Ruins. Remnant structures from sugar cane production facility. Several collapsed/dilapidated structures along a one acre area at entrance to Great Dane Road.

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<b>Boat Launch and Docks</b>						
<b>(1)</b> Boat Launches and Docks will not be lumped with transportation assets codes.						
Boat Launch	40130500	Ramp used to launch and land boats.	<p><b>Unit A:</b> Square Yard</p> <p><b>Unit B:</b> Each</p>	<b>Boat Launch</b> Old Yellow	<p><b>(1)</b> Boat Launches shall not be grouped with the associated parking lot.</p> <p><b>(2)</b> Boat launches may be grouped with the associated dock.</p>	Old Yellow Boat Ramp. 80ft long by 16ft wide X 8in thick concrete. Submerged and lower elevated section is armored with riprap on both sides. Located at end of Bull Bayou Road accessing Bull Bayou Lake. Used by general public for fishing and recreational boating.
Docks, Floating	40130300	A floating platform over water utilized for loading /unloading passengers, supplies and materials from small and large vessels or providing recreational fishing opportunities.	<p><b>Unit A:</b> Square Yard</p> <p><b>Unit B:</b> Lnft</p>	<b>Dock Floating</b> Duck Lake Floating		Duck Lake Floating Dock. 15ft long by 5ft wide free floating fiberglass platform riding tide with slip bands around fixed pilings. Located at Duck Lake. Used for mooring small boats.

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Docks, Stationary	40130200	A stationary platform over water utilized for loading/unloading passengers, supplies, materials from small and large vessels or providing recreational fishing opportunities.	<p><b>Unit A:</b> Square Yard</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Dock Stationary</b> Blue Fish Boat		Blue Fish Boat Dock. 25ft long X 5ft wide wood structure dock with timber pilings. Dock is accessible to foot traffic via a 3ft wide by 18ft long aluminum ramp from Blue Fish Parking Area. Located at Blue Fish Lake near Swan Road Exit. Used for fishing and for mooring small boats.
<b>Bridges</b>						
<p><b>(1)</b> All bridges that support vehicle traffic are assigned a Bridge Inspection (BI) number. Newly identified and newly built bridges are assigned a BI number using the Organization Code and last five digits of asset number (BI # 11570-00044). If a new bridge is built or located, notify the Regional Bridge Safety Officer (RBSO) as well as the National Bridge Safety Officer (NDSO) who will assign the BI number and have the bridge included on the required bridge inspection cycle.</p> <p><b>(2)</b> To be classified as a culvert bridge the distance from the edge of the first pipe to the edge of the last pipe, measured along the center of the roadway must be greater than 20 feet. Additionally, the distance between adjacent pipes must be less than half of the smallest pipe diameter.</p>						

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Road Bridge	40760500	A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than 20 feet between under cropping of abutments or spring lines of arches, or extreme ends of openings for multiple boxes. May also include culvert bridges.	<p><b>Unit A:</b> Square Yard  <b>Unit B:</b> Lineal Feet</p>	<p><b>B.I.#</b> _____ - _____                      Golden</p>		<p>BI# 43630-00018, Golden Bridge on Pine Beach Trail crossing Gator Lake Outlet provides access to west section of refuge. Bridge is 11.9' (curb-curb) and 13' (out-out) X 28'. Concrete structure and deck. Precast concrete slabs on concrete cap and pile abutments. Galvanized steel W-Beam guardrails on flange posts blocked out.</p>

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Crossings	40760600	Any structure that generally meets the above definition of a "Road Bridges," except it is less than the required 20 feet in overall span.	<p><b>Unit A:</b> Square Yard  <b>Unit B:</b> Lineal Feet</p>	<b>Crossing</b> , Wolf Road		Wolf Road Crossing on Rt#239. Crossing structure below road for water passage. One concrete 9' X 16' w/ precast 2-barrel concrete box culvert. Additionally, asset has galvanized steel W-Beam guardrails on wood treated posts blocked out.
Culvert Road Bridge	40760700	Multiple box culverts or multiple pipe structures underneath roadbeds to allow passage of water. Pipe structures must be 20 feet or greater from the outside pipe edges.	<p><b>Unit A:</b> Square Yard  <b>Unit B:</b> Lineal Feet</p>	<b>B.I.#</b> _____ - _____ Sea Turtle	Culvert Bridges must meet the requirements in 362 FW.	BI# 41528-54000, Sea Turtle Bridge located on RT# 10 Sea Turtle Road crossing Mango Slough . One lane 14' X 27' w/ precast 2-barrel concrete box culvert. Additionally, asset has galvanized steel W-Beam guardrails on wood treated posts blocked out.

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Bridge Trail	40760800	Spanning structure designed to be used by pedestrians, animals, bicycles, ATVs, etc.	<p><b>Unit A:</b> Square Yard</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Bridge Trail</b> Jeff Friend	Normally trail bridges should be part of the trail real property record. Trail bridges will not have a bridge identification number. If a BI# is assigned to a trail bridge consult the Regional Bridge Safety Officer to remove the number.	Trail bridge on Jeff Friend's Trail. Wooden structure and deck w/ 42" high safety railing. Three 8' X 30' spans built in 2002.
<b>Campground and Picnic Area</b>						
<p><b>(1)</b> Pavilions, picnic areas, and bleachers can be grouped with Amphitheater asset code.</p> <p><b>(2)</b> Pavilions, picnic areas, mobile home pad, bleachers, can be grouped with campground, swimming pool, or picnic area asset code.</p> <p><b>(3)</b> Mobile home pads occupied by a manufactured home will become part of the manufacture home asset.</p>						
Amphitheater	40750800	A designated area with seating where participants can gather for movies, nature talks, interpretive presentations, etc.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Seats</p>	<b>Amphitheater</b>	Amphitheaters are an open-air venue, usually designed in a semi-circle, and used with the intent of the DOI definition. Pavilions and bleachers shall not be under this asset code but bleachers can be grouped with an amphitheater.	AMPHITHEATER: 150 person amphitheater with benches, ADA accessible paved walkways and electricity.

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Campground	40750100	Designated public use area for camping.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Sites</p>	<b>Campground</b> , Daniel Boone	<p><b>(1)</b> Campgrounds normally will be geared toward short term camping by the general public not long term volunteers.  <b>(2)</b> The number of tent sites and number of RV sites will be entered in the long description.</p>	Lakeview Campground w/ 8 campsites. Each campsite has a picnic table, fire ring, and a non-potable hose bib.
Mobile Home Pad	40800800	A designated portion of land used to place a movable living unit with or without utility hookups.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Square Yard</p>	<b>Mobile Home Pad</b> Duck Lake	<p><b>(1)</b> Used for long term parking of mobile homes or recreation vehicles. These sites are designed for volunteers, interns, or others assisting with work on FWS lands.  <b>(2)</b> Parking for RV's by the general public are reported under the DOI asset code for campgrounds.</p>	Mobile Home Pads. Three concrete slab 12' wide X 50' long X 8" thick. Used for long term parking of Mobile Homes/RV's. Has shared electricity, potable water and sewage connections available. Located behind Duck Lake.

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Pavilion	40750900	An open-air structure with a roof to protect occupants from sun or rain. May house picnic tables, solid waste containers, restrooms, etc.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Square Feet</p>	<b>Pavilion</b> Wild Boar		Wild Boar Pavilion. A wood structure open bay (no sides) on concrete slab with metal roof. 30ft long X 15ft wide X 9ft high. Provides shelter for assembling and group gatherings. Located on Spike Road at Boar Crossing.
Picnic Area	40750200	A designated area that may include picnic tables, solid waste container, restroom, parking area, etc.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<b>Picnic Area</b> Iguana		Iguana Picnic Area. A designated public use picnic area provided with three concrete picnic tables and benches, six wooden picnic tables with benches and trash containers.
Swimming Pool	40750400	A tank or large artificial basin constructed above/below ground that contains purified water for recreational purposes.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Gallons</p>	<b>Swim Pool</b>		In-ground Pool (30' L x 20' W x 3.5' to 6' D), 20,000 gallons--4' x 4" concrete walkway around the pool, 5' x 6' x 4" concrete slab for equipment, 10 in. concrete wall & bottom, 40' x 4" water supply line, 60' x 6" water drain line, 2" PVC water lines to filter and pool, Pavestone retaining wall; metal shed and bench; 6' chain link fence enclosure with two gates.

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<b>Communication</b>						
<b>(1) Land Management Radio Systems must strictly adhere to guiding principles.</b>						
Communication System General	40720000	Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.	<b>Unit A:</b> Each <b>Unit B:</b> N/A	<b>Com System (non radio)</b>	<b>(1) <u>Com System General is used only for communication structures other than Land Management Radio Systems</u></b> (see definition under 40720100) <b>(2)</b> Use this asset code for weather station antennas and equipment.	SCADA system--including programmable logic controller at Spurgeon Well for both wells, control valve in vault, PV power supply for control valve in vault, flow meters, head/aeration tank level sensor, I/O interface, software (Wonder ware), dedicated desktop computer.
Communication Tower	40720200	Tower used to elevate communication reception and transmission antennas, or satellite dishes.	<b>Unit A:</b> Each <b>Unit B:</b> Lineal Feet	<b>Com Tower</b> , N. Grain Field	<b>This code is only used for towers <u>not associated with Land Management Radio Systems</u></b> . i.e. it should capture only towers associated with telephone, satellite, or other non-radio uses.	North Grain Field Communication Tower. Galvanized Steel structure 100 feet high mounted to concrete footings. Used to enhance telephone communications. Located at North Grain Field entrance behind Maintenance Shop.

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Telecommunication System	40720100	An external system that supports infrastructure requirements for communications. Includes but not limited to radio, telephone, intercom, emergency equipment, information technology systems, security and safety systems, low or high water level alarms, etc. May include cabling, wiring, radio base stations, repeaters, antennas, satellite dishes, and switching devices.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	Radio System	<p><b>(1)</b> This code is only for <u>Land Management Radio Communication Systems (LMRCS)</u> which generally have an compound with perimeter fencing, communications shelter or building, tower(s) or antenna, ancillary equipment, external and internal grounding, and their subsystems.  <b>(2)</b> An asset number is assigned to each complete LMRCS; therefore most refuges will have a single LMRCS. The long description includes: 1) length and type of perimeter fence if present, 2) square footage of shelter or building if present, 3) whether equipment is mounted on a FWS tower/antenna or tower owned by another entity, and 4) height and type (attached to building or stand-alone) of antenna.</p>	Mud Lake NWR LMRCS. Located 1/4 mile north of maintenance compound. Radio site is surrounded by 800 foot long 8 ft high chain link fence. Equipment protection shelter (110 sq ft) located at base of 60 feet high FWS owned freestanding tower. Links to base station at Headquarters office located 1/2 mile south of antenna site.

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<b>Dams</b>						
<p><b>(1)</b> A dam is a system which includes the WCS, spillway, emergency spillway, and levee. It will not include any road assets.</p> <p><b>(2)</b> All program dams (Low and High Significant Hazard) will have an assigned National Inventory Dam (NID) Number. This number is assigned by the individual state and acquired through the Regional Dam Safety Officer (RDSO).</p> <p><b>(3)</b> The NID# is required to be in the short description.</p> <p><b>(4)</b> All program dams will be inspected to a level greater than the Regional FMC normal inspection.</p> <p><b>(5)</b> Only the RDSO can classify an asset as a dam. If an asset is suspected of being a non-program or program dam, the FMC will provide appropriate written information to the RDSO. A copy of the CCA debrief sheet is sufficient.</p> <p><b>(6)</b> If a road is atop of the dam, the top 12 inches of surface will be considered the road. The road will keep the existing asset number and a separate number will be assigned to the dam.</p>						

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Dam, Low Hazard	40161900	Structure meets the definition of a dam and its failure or mis-operation results in no probable loss of human life and low economic and/or environmental losses. Losses are principally limited to the owner's property.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Cubic Yard</p>	NID# _____ Big Ben		NID# AR01574, Big Ben Dam. Built in 1966. Small, Low Hazard earthen dam. 980ft long, 12ft wide and 22.9ft high. Discharge structures include Principal Service Spillway and Emergency Spillway. Has Low Level Outlet & Outlet Channel. No Control Structure. Located at Altamaha River Basin, Pond 3 Reservoir.

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Dam, Non Program	40162200	A structure built to impound water and create a reservoir. These dams meet one of the two following criteria. They have a controlled outlet height less than 6 feet regardless of storage capacity or have a capacity of less than 15 acre-feet regardless of height.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Cubic Yard</p>	<b>Dam Non</b> , Duck Feed		Duck Feed Dam. Low Hazard Earth Dam. 270ft long, 15ft wide and 10ft high. Has 12in PVC siphon WCS. A non-inventory program dam. Located at Duck River Unit Compound.

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Dams, Significant /High Hazard	40162000	Structure meet the definition of a dam and its failure of mis-operation results in no probable loss of human life but can cause economic loss, environmental damage, disruption of lifeline facilities, or impact other concerns. Dam is often located in predominantly rural or agricultural areas but could be located in areas with population and significant infrastructure.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Cubic Yard</p>	NID# _____, Joe W		NID# AR01575, Big Tex Dam. Built in 1968. Medium, High Hazard earthen dam. 1058ft long, 12ft wide and 25.9ft high. Discharge structures include Principal Service Spillway and Emergency Spillway. Has Low Level Outlet & Outlet Channel. No Control Structure. Located at Altamaha River Basin, Pond 3 Reservoir.
<b>Fencing and Gates</b>						

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<p><b>(1)</b> Aerial netting (fence) used in fish hatcheries over fish ponds will be classified under DOI asset code 40800200 Fencing.</p> <p><b>(2)</b> Wildlife confinement and corrals will be classified under DOI asset code 40800200 Fencing.</p>						
Fencing	40800200	A physical barrier or boundary used as protection or confinement for humans and/or wildlife. May include barbed wire, split rail, chain link, wooden, stone, electric, etc.	<p><b>Unit A:</b> Lineal Feet</p> <p><b>Unit B:</b> N/A</p>	<b>Fence</b> , Office Perimeter	<p><b>(1)</b> Fencing can be lumped with a non-fence asset or listed as a stand-alone asset based on the fence capitalization.</p> <p><b>(2)</b> When multiple fences are used in large areas or units, it is advisable to have all of the fence in that area on one real property record.</p>	Office Perimeter Fence. A chain link security fence that borders the west side of refuge which is the front side of the office. 900ft long X 6ft high fence. Corner posts are 3in schedule 20 and line posts are 2.5in schedule 20. Top rail is 1.75 inch. Fence is equipped with one electric controlled gate 20ft long and one single swing gate 20ft long.

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Gates	40800300	Structure that provides an opening for access through a fence	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>Gates</b> , Swing Access (55)	<p><b>(1)</b> With the exception of stand alone electrical gates, every effort should be made to make manual gates part of the attached road, parking lot, trail, or the fence it is attached to as the real property record.</p> <p><b>(2)</b> Basic chain link electric gates are part of the chain link fence and should appear on the fence real property record. However, non-chain link electric gates should be a stand-alone real property record.</p>	Swing Access Gates. There are three double swing access gates located as follows: One is located at end of Bell Road, another is located at end of Pike Road, and the third is located at end of ATV road. There are 22 single swing gates located at the entrance of all public parking lots and at There are two single swing access gates located as follows:

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<b>Fish Hatcheries</b>						
Fish Screens	40500100	Structure with screened barriers used to control fish entry.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Square Feet</p>	<b>Fish Screen</b> , Foghorn Ditch Screen		FISH SCREEN - Foghorn Ditch irrigation screen including gantry, drive motor, gear box, associated piping/gates, fish bypass structure and pipe, trash rack, gravel pad, chain link fence, and associated.
Fish Prod Ponds	40500200	Pond used for fish production purposes.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Acres</p>	<b>Fish Pond</b> , Foster Lucas Ponds		FOSTER LUCAS PONDS (55) small and large; rearing units; 134,620 sqft; Concrete construction. Includes fencing, and Public fish viewing pond.
Fish Prod Kettles	40500300	Depressed concrete catch basin used for concentrating and collecting fish as water is lowered in fish production ponds.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>Fish Kettles</b> , Lower Ponds		Pipelines and kettles for lower ponds, 1986. PVC water supply - 12 1/2 ac ponds, 10 1/10 ac ponds and 2 0.25 acre ponds. 17 kettles (ponds 20-34, ponds 42,43). 2,087 FT of 12" PVC, 234 FT of 10".

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Fish Prod Raceways	40500400	Elongated rectangular fish production structure that provide water flow, provide oxygenated water, and remove waste.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Lineal Feet</p>	<b>Fish Raceway</b> Original		Raceways (Original) - 8 raceways (Nursery raceways) each measure 3.5'W x 100'L x 2.75'D and 60 raceways (production raceways) each measure 8'W x 100'L x 2.75'D.
Fish Prod Oxygenation Systems	40500600	Structure used to store and/or deliver oxygen to fish production systems.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<b>Fish Oxy Sys</b> , Low Head		LHO (Low Head Oxygenator) for D Bank Raceways--concrete vault, aluminum box, fiberglass grating.
Fish Public Display Ponds	40801100	A body of water used to hold fish for display.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Acres</p>	<b>Fish Display Pond</b> w/ Kiosk, Fence & Sidewalk		Display Pool--8' x 20' x 30', includes kiosk, open rail wooden fence, and concrete sidewalk.
Fish Ladders Spawning Channels	40500700	Structure used for fish passage over a physical barrier.	<p><b>Unit A:</b> Lineal Feet  <b>Unit B:</b> Cubic Yards</p>	<b>Fish Ladder</b>		FISH LADDER: Concrete 280 ft. by 8ft. Includes water attraction flow control structure, 3 Slide Gates, grating and fence.

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Wildlife Water Production Systems	40710500	System used specifically for wildlife enhancement and production where a controlled water environment and a distinct separation from domestic utility systems is critical to the production of wildlife. Controlled utility systems may include flow gauging, water chilling, system production wells, rain catchment and holding, etc.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<p><b>(1) Water Wildlife,</b> Alamo Spring  <b>(2) Water Wildlife</b> Re-use System #1</p>	<p><b>(1)</b> All wells used for wildlife and agriculture production should be listed in this asset code.  <b>(2)</b> NFHS notes: Water treatment systems for the treatment of raw water, retreatment of recirculation system should use this asset code</p>	<p><b>(1)</b> Alamo Spring: Spring Enhanced with Concrete Enclosure Walls and Discharge Lip; 6' X 8'6" X 3'6" Metal Shade Cover; 250' Burro Fence.  <b>(2)</b> Water Reuse System 1--UV system; microscreen; three recirculation pumps (two 20 H.P. and one 15 H.P.); biofilter (model PBF-450: 450 C.F. propeller washed bead filter); plate heat exchanger; ozone degassing tower; raceways 1, 2, 3 and 4 (8' x 50' x 4' each); raised walkways between (50' long) and outside of raceways (16" wide x 40' long x 16" tall); and 700' of PVC piping &amp; valves.</p>
<b>Reclamation &amp; Irrigation (Levees, Canals, Pumping Stations, &amp; Water Control Structures)</b>						
<p><b>(1)</b> Water Control Structure (WCS), regardless of cost, will be a component of the larger asset like levees and dams.  <b>(2)</b> WCS will be classified as a stewardship asset when associated with stewardship assets.</p>						

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Canal Constructed Waterway	40160400	An open artificial waterway used to transport or move water by gravity from one location to another. Canals may be called laterals, sub-laterals, etc. "Main Canal" is the main canal beginning at the head gate and delivers water to the farm or to laterals.	<p><b>Unit A:</b> Lineal Feet</p> <p><b>Unit B:</b> Cubic Yards</p>	<b>Canal</b> , Waupoppin	<p><b>(1)</b> Canal measurements must include approximate averages to include length, width, and depth.</p> <p><b>(2)</b> The embankment of a canal will not count as a levee.</p>	Waupoppin Canal. 5,280' X 50' X 4' deep canal with natural embankments and dredged bottom. Important in water level management for Lake Mattamuskeet. Used by small boats to access fishing areas. Located on Farm Road, beginning at east end of Lake Mattamuskeet and ends at Waupoppin Canal.
Constructed Waterway Tunnel	40160600	A facility that is constructed by excavating through natural ground to convey water.	<p><b>Unit A:</b> Lineal Feet</p> <p><b>Unit B:</b> N/A</p>		All assets currently listed as constructed waterway tunnel will be reclassified to reflect current FWS approved asset code which it's most likely to reflect.	

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Culverts	40161000	Individual or multiple conduit or pipe installed to carry surface water under a highway, railroad, canal, or other embankment.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Culverts</b> Turkey Trail	<p><b>(1)</b> Whenever possible, include culverts with the main asset such as roads, parking lots, etc... as a component.</p> <p><b>(2)</b> If multiple culverts are used in an area, make sure they should not be classified as a culvert bridge.</p> <p><b>(3)</b> All culverts must be identified in the long description with the following information: diameter, length, material, longitude, and latitude.</p>	Turkey Trail Culverts. Group of 3 Steel Culverts. 30ft long X 4ft diameter culverts positioned 2ft apart in a group armored at inlet and outlet with heavy riprap. Culverts provide for the heavy volume of water passing during wet season. Located at Turkey Trail just south of Steel gate.
Drainage Ditch	40160900	Trench or furrow used to drain water from managed lands. Includes bare earth, riprap lined and concrete lined ditches.	<p><b>Unit A:</b> Lineal Feet</p> <p><b>Unit B:</b> Cubic Yards</p>	<b>Drain Ditch</b> Swan Rd East	<p><b>(1)</b> Drainage ditch measurements must include an approximate average to include length, width, and depth.</p> <p><b>(2)</b> The embankment of a ditch will not count as a levee.</p>	Swan Road Drainage Ditch (East). Drainage Ditch alongside east side of Swan Road. 6,000ft long, 2ft wide at bottom, 5ft wide at top and 4ft deep. Ditch is mostly earthen, but has a 120ft section lined with light riprap and gabion along bottom and sides.

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Levee	40162300	Water detention /retention structure or retaining wall that impounds bodies of relatively shallow water to create or restore wetland habitat. Levees are generally earthen structures designed to retain water within a floodway and protect adjacent areas.	<p><b>Unit A:</b> Lineal Feet  <b>Unit B:</b> Cubic Yards</p>	Levee, Locust Ridge	<p><b>(1)</b> Levee measurements must include overall length, top width, approximate bottom width, and approximate height.  <b>(2)</b> If a road is atop a levee, the top 12 inches of surface will be considered the road.  <b>(3)</b> All WCS associated with the levee will be a component of the levee regardless of cost.  <b>(4)</b> WCS should not be linked with any road asset.  <b>(4)</b> If multiple WCS are used in an local area as drainage for the road surface, clearly evaluate to determine if the asset should be classified as a culvert bridge.  <b>(5)</b> All WCS must be identified in the long description with the following information: type, pipe diameter, length, material, wing wall design, longitude, and latitude.</p>	<p>Locust Ridge Levee. 12ft top width X 14ft high X 80ft bottom width X 100ft long earthen levee. Has a 24in diameter X 60ft long Water Control Structure (metal pipe with stop log riser box). Located at Locust Ridge Pond about .50 miles north of Highway 75 in Smith County on Tract 202. Is used for special fishing events.</p>

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Reclamation & Irrigation Piping (R&IP)	40160500	Canals, laterals, pumping stations, storage, and diversion dams.	<p><b>Unit A:</b> Lineal Feet  <b>Unit B:</b> Cubic Yards</p>	R&IP Center Pivot	This asset code should be used when other irrigation asset codes are not suitable. It should be applied only to assets that enable irrigation of agricultural crops.	Zimmatic center pivot sprinkler system. Pivot has 13 towers, which includes sprinklers, gear boxes, wheels, axil, etc. Total length of the system is 1,729 feet.
Wildlife Water Production Systems	40710500	System used specifically for wildlife enhancement and production where a controlled water environment and a distinct separation from domestic utility systems is critical to the production of wildlife. Controlled utility systems may include flow gauging, water chilling system <u>production wells</u> , rain catchment and holding, etc.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	Water Wildlife, Red River Pond	<p><b>(1)</b> The Service will not recognize water impoundments. Levees are used to capture water impoundments, if a station has a need for a wildlife production pond which has no levees, use this asset code. However, a pond in itself is not a real property asset and should not be listed.  <b>(2)</b> Water wells for wildlife needs will use this DOI asset code.</p>	Production water pond used to rehabilite injured crane species. 40' diameter X 5' deep w/ membrane liner.

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Water Control Structures (WCS)	40161200	A structure on a stream or canal that is used to regulate the flow or stage of a stream or canal. May include flashboard or stop-log risers, screw gates, drop gates, valves, multi-bay units, sheet piling, weirs, checks, etc.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>WCS</b> Oyster Pond	<p><b>(1)</b> WCS will be a component of the levee or dam.</p> <p><b>(2)</b> WCS should not be linked with any road asset.</p> <p><b>(3)</b> If multiple WCS are used in an area, verify they should not be classified as a culvert bridge.</p> <p><b>(4)</b> All WCS must be identified in the long description with the following information: type, pipe diameter, length, material, longitude, and latitude.</p> <p><b>(5)</b> WCS associated with levees and dams will be classified as stewardship.</p>	Oyster Pond Water Control Structure. 40ft X 36in diameter corrugated aluminum pipe with 72in riser and two gates. Located on Oyster Pond.
Water Pumping Station (WPS)	40161800	A facility/structure used to lift or move water from lakes, rivers canals or other above ground water sources.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Gallon Per Minute</p>	<b>Water Pump Station</b> Dummit	<p><b>(1)</b> Pumping stations must be permanently mounted.</p> <p><b>(2)</b> Include in the long description pump house, fuel tank, and inlet and outlet piping with appropriate measurements.</p>	Dummit Water Pumping Station. Diesel powered pumping unit with 50,000 gallons per hour pumping capacity. Located at Impoundment L on Brewer fields.
<b>Roads and Parking Lots</b>						

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**(1) RPI #** - A continuous road, regardless of length or surface type, is a single asset with only one route number assigned.

**(2) Spurs / Sub-Routes** - Sub-route numbers may be assigned to a route number but only by a Regional Transportation Coordinator. Sub-routes are small spurs or extensions off of a main road. At the discretion of the Transportation Coordinator, roads and pull offs under .25 miles may be part of a connecting road asset. These small sections will be listed as a sub-route and will be assigned the same FHWA classification and FWS tier level regardless of surface type. An example of a sub-route number is Rt#110AA. The main route number is 110 and the double letters trailing the route number will represent a sub-route number. This does not apply to joining public and administrative transportation assets.

**(3) Single Road Segments** - A single road may have different segments (Sub-routes) within the one asset number. A single road shall not be divided into sections and assigned different asset numbers. If there are more than one segment in a road asset, clarify how many segments in the real property record short description and describe the different segments in the long description.

**(4) Road Route #** - Roads have assigned FHWA route numbers (RT#) which correspond with functional class: 0 to 299 Series are Public Use Roads; 300 and above Series are Admin Roads. Class 1 Roads = Route# 10-99; Class 2 Roads = Route# 100-199; Class 3 Roads = Route# 200-299; Class 4 Roads = Routes 300-399 and Class 5 Roads = Route# 400-499. Standard single lane widths for native and gravel roads will be 11 feet regardless of actual measurement. If road width is above 16 feet it will be computed as two lanes and be considered and recorded 22 feet for CRV and estimating purposes. RTC is responsible for assignment of appropriate FHWA classification

**(5) Parking Lot Route #** - Parking Lots have assigned FHWA route numbers (RT#) which correspond with parking lot functional class: 800 -899 Series are Administrative; 900 - 999 Series are Public Use. RTC is responsible for assignment of appropriate FHWA classification.

**(6) Tier** - Roads and parking lots will have assigned Tier Level (1 through 3). Levels are assigned based on station's mission / road importance to that mission. RTC is responsible for assigning FWS tier level.

**(7) Lumping / Splitting** Roads and/or parking lots which have the same FHWA road classification, FWS tier level, are in the same vicinity, and are constructed of the same material may be lumped together as sub-assets. No other roads or parking lots will be lumped together. Don't confuse segments (Sub-routes) with sub-assets.

**(8) Components** - Roads or parking lots will not be lumped or grouped with other assets except for contributing components. Contributing asset components are cattle guards, guard rails, gates, culverts, low water crossings or other recognized assets contributing to the design or functionality of the road. Contributing assets will not be sub-assets but rather identified in the short and long description on the main road asset record.

**(9) Levees / Dams** - Roads which appear on top of a levee or dam will be recognized as a road. For description and estimating purposes the top 12 inches of the surface will be considered the road asset. The remaining material will be captured as part of the levee or dam. If a road is currently part of a levee or dam the asset will be separated, the current asset number will stay with the road asset and the levee or dam will be treated as a newly discovered asset.

**(10) Class and Tier** - Regional Transportation Coordinators shall be involved in the adding or removal of all transportation assets into the real property database and the assignment of appropriate FHWA classification and FWS tier levels.

**(11) Real Property** - Roads and parking lots must have a CRV at \$5000 or above to be entered as real property.

**(12) Special Note** - Route numbers, classifications, and tiers may change during a formal route ID process based on the station's mission, asset improvements, or database cleanup. If a route number changes, a note will be entered in the maintenance database under regional notes. The route number will not be re-used for any other purpose.

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Parking Lot	40660100	A Flat, single level designated area used for temporary occupation of vehicles.	<p><b>Unit A:</b> Square Yard <b>Unit B:</b> Spaces</p>	<b>Rt# 902</b> , Eagle Rest Parking	<p><b>(1)</b> Regional Transportation Coordinators shall be involved in the adding or removal of transportation assets to assign appropriate classification and tier.</p>	Route# 902, Eagle Rest Parking. Gravel surface 80ft X 45ft. Located at east end of Eagle Road (Rt# 111). Provides parking for vehicles and boat trailers.
Dirt Roads	40760300	Earthen surface used for vehicular transportation.	<p><b>Unit A:</b> Lane Miles <b>Unit B:</b> Miles</p>	<b>Rt# ___</b> Turtle Road		Route# 404, Turtle Road. Earthen surface 10' X 3 miles. Starts at Pond A and ends at Green Road Gate. Provides access to interior impoundments and Turtle Creek.
Gravel Roads	40760200	Graded, drained gravel surface used for vehicular transportation.	<p><b>Unit A:</b> Lane Miles <b>Unit B:</b> Miles</p>	<b>Rt# ___</b> Gator Road w/3 Sub-Routes		Route# 100, Gator Road. Gravel surface 14' X 1 mile. Starts at Bald Eagle Road (Rt# 010) and ends at Eagle Feather Pass Parking (Rt# 909). This road includes 3 sub-routes. Sub-routes are Rt#100 AA, extension to pavilion, Rt#100 BB extension to campground, and Rt# 100 CC extension to fishing pond.

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Paved Roads	40760100	Improved surface constructed of paving materials used for vehicular transportation.	<p><b>Unit A:</b> Lane Miles  <b>Unit B:</b> Miles</p>	<p><b>Rt# ___ 5 Sec Bald Eagle w/ gates</b></p>		<p>Route# 010, Bald Eagle Road. Paved surface 12' X 2 miles. Starts at Eagle Eye Road (Rt# 100) and ends at Eagle Feather Pass Parking (Rt# 909). Asset includes components as follows: 3 Culverts (Type, size, material, location); 2 Gates (Type, size, material, location); 2 Sections of guard railing (Size, type, material, location) and 2 Signs (Type, size, location). Provides access to Eagle Nest Trail and to key refuge water impoundment areas.</p>
Cattle Guards	40800400	A structure composed of slotted openings over a depression that is used to contain cattle within a fenced area.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<p><b>Cattle Guards</b> w/ Fence Top of Jones Levee</p>	<p>Every effort should be made to make cattle guards part of the attached road, levee, or parking lot real property record.</p>	<p>Jones Levee Cattle Guards. Two each, 8ft long X 14ft wide steel pipe cattle guards with 10' wing fence on each side. Guards are installed on South section of Jones Levee.</p>
<b>Tanks (Fuel and Water)</b>						
<p>(1) No underground tanks are authorized on FWS property. If an underground is located, notify Regional Engineering.</p>						

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Fuel Storage Tank Above Ground Non Pressurized	40400300	Above ground tank used to store liquid petroleum products.	<b>Unit A:</b> Each <b>Unit B:</b> Gallons	<b>Tank Fuel AG</b> Diesel		Fuel Storage Tank (Diesel). A 1,000 gallon above ground ConVault fuel tank resting on a concrete slab protected with 6in diameter by 4ft high steel bollards filled with concrete. The associated tank (pump) is explosion proof wired and has an emergency cut off switch. Tank is grounded and vented. Located at maintenance compound.
Fuel Storage Tank LP, LNG Pressurized	40400500	Tank used to store compressed fuel gases.	<b>Unit A:</b> Each <b>Unit B:</b> Gallons	<b>Tank Fuel Press</b>	Verify FWS owns the tank, many pressurized tanks are rented from the gas company.	Fuel Storage Tank (LP Gasoline). A 500 gallon above ground fuel tank resting on a concrete slab secured with adjustable tie downs and protected with restriction bollards. The associated tank is vented. Located at maintenance compound.
Water Storage Tank	40400100	Tank used to store water.	<b>Unit A:</b> Each <b>Unit B:</b> Gallons	<b>Tank Water</b> Office		Office Water Tank. A 2,500 gallon Corrugated Galvanized Steel Water Storage Tank (Cistern), with a flexible membrane liner.
<b>Trails, Boardwalks, Kiosk, and Towers</b>						
<b>(1)</b> Long descriptions for trails will indicate whether the trail is for foot travel only or other traffic such as ATV, horse, etc...						

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Boardwalk	40751300	A structure to facilitate access across wet areas, sensitive habitat or plant communities, or areas physically difficult to cross.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Boardwalk</b> Alligator Slough	Boardwalks will be treated as a component of the assigned trail. If no trail exists then it shall be a stand-alone asset.	Alligator Slough Boardwalk. A 500ft long X 4ft wide wood structure boardwalk elevated on treated 6in X 6in pilings. Boardwalk crosses swamp area and has 42in high safety guard rails with galvanized mesh screen panels. Platform along boardwalk 8ft wide X 12ft long for wildlife observation.
Kiosk	40750700	Open-air structure used for interpretive media such as interpretive panels, wayside exhibits, maps, brochure racks, or other information.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Square Feet</p>	<b>Kiosk</b> , Rabbit Crossing		Rabbit Crossing Kiosk. A Wood Structure Kiosk 12ft X 20ft with masonry base and metal roof. Has 6 information panels and provides access to refuge maps, brochures and visitor use opportunities. Located on Coyote Road at Rabbit Crossing.
Fire Tower	40801000	Raised structure used seasonally to detect, monitor, and coordinate wildfire activities.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Square Feet</p>	<b>Fire Tower</b> w/ Fence @Beaver Mountain		Beaver Mountain Fire Tower. Steel structure 110ft high w/ surrounding 8' x 160' chain link fence.

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Observation Deck Tower/Platform	40800900	Raised structure used to provide enhanced viewing.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Square Feet</p>	<p><b>Observation Tower</b>                      Peak Point</p>	<p><b>(1)</b> This code will include hunting blinds, photo blinds.  <b>(2)</b> Observation decks will be treated as a component of the assigned trail. If no trail exists then it shall be a stand-alone asset.</p>	<p>Peak Point Observation Platform. Wood structure platform on timber pilings 10' X 10' X 12' high. Steps and ADA access ramp. Open sided with 42in high safety rails and has a seamless metal roof. Located at Grey Goose Unit. Utilized by refuge personnel to observe the grey geese behaviors. Also open to public use 6 months out of year.</p>
Trail Paved	40751000	Improved path or course constructed with paving materials.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Lineal Feet</p>	<p><b>Trail Paved</b> Lion Cub</p>		<p>Lion Cub Trail. 8ft X 1mi trail with asphalt surface. A circle foot trail that starts and ends at Lion Parking. Used by joggers, hikers and wildlife observers. Located on Lion Road.</p>
Trail Unpaved	40751100	Designated natural path or course.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Lineal Feet</p>	<p><b>Trail Unpaved</b> Bob Cat</p>		<p>Bob Cat Trail. 9ft X 3mi trail with earth surface. An ATV Trail that starts at Bob Cat Parking and ends at Bobcat Road Crossing. Used by Hunters and wildlife observers traveling on ATVs. Located on Bob Cat Road.</p>

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<b>Utilities (Electric Power, HVAC, and Water (Black and Gray))</b>						
<p><b>(1)</b> Normally, the utilities components from the meter to the end using asset will be captured in the main asset record.</p> <p><b>(2)</b> Normally, in the event that FWS constructs a new asset, FWS will be required to fund the initial cost of the utilities being supplied from the main line or transformers to the asset. However, upon completion of construction, the utility provide will normally assume ownership of the service line up to the metering device.</p>						
HVAC Plants	40711000	Plant that provides heating, ventilation, and air-conditioning systems to condition air for multiple buildings and/or other structures of an installation.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>HVAC Plant</b>		Central Plant: Primary heating, cooling, and pumping equipment
Power Distribution Systems	40710200	The portion of an electric system that is dedicated to delivering electric energy to an end user. The distribution system "steps down" power from high-voltage transmission lines.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Power Distribution, Bravo/Charlie Barracks</b>		Bravo/Charlie barracks' support building, transformer and switchgear 270 SF 400

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Power Generating Facility (PGF)	40710100	A facility that contain engines, turbines, generators, alternative energy sources and associated control equipment for the purpose of electrical current generation.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Kilowatt</p>	<b>Power Facility</b> , Office Guardian		Office Guardian Power Generating Facility. A 35kw LP Elite Propane generator fired with automatic switch and exercise mode. Sitting on a concrete slab and fueled by a 500 gallon LP Gas Tank on concrete slab. Provides emergency power to office. Located adjacent to office parking area.

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			<p>(1) Unit A is the DOI official UoM for reporting purposes.</p> <p>(2) Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Renewable Energy Systems	40830000	Renewable Energy System: Stand-alone, agency owned renewable energy systems that serve several buildings and/or other structures of an installation. When renewable energy systems serve a single building, which is reported separately, such as a roof-mounted solar photovoltaic system or geothermal heat pump, include the renewable energy systems' cost in the cost of the building. Renewable energy systems may include: biomass power; geothermal; landfill gas; solar power; solar thermal; wind; wave; tidal; and microhydropower. Hydroelectric power plants are included under Predominant Use Code 15 and	Each	Renewable Eng. Sys	Only use for stand-alone systems providing services to multiple assets	

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Septic System	40710900	Underground or mound system used to remove sewage waste from associated water and provide below ground discharge of cleaned water through absorption or evaporation.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Gallons</p>	<b>Septic</b> , Quarters #222 & 223	This asset code will only be used when multiple buildings are served by the same septic system.	Quarters # 222 and 223 Septic Tank. Consist of a 250 gallon Steel Septic Tank with field drain off.
Sewage Treatment Facility/ Plant	40710800	System used to remove sewage waste from associated water producing a cleaned effluent safe for discharge to some point. May include settling ponds, aeration, clarification unit, disinfection, sludge or nutrient removal units and discharge piping.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Gallons</p>	<b>Sewage Facility</b>		Sewage treatment system; 60'x 38' in size. This system provides support for all refuge buildings (offices, Visitor Center, residences) except for the maintenance shop. It is located north of the residences, directly behind Building 5. It is surrounded by a 6' chain-link fence for security protection.

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Solid Waste System	40711300	A solid waste management system that handles solid waste and recyclable material for processing to the disposal site. It may include installed trash /recycle containers, compactors, incinerators, etc.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>Solid Waste System</b> Incinerator		Incinerator #86 CT HQ-incinerator behind Chemical bldg # 108 - 400lb/day capacity.
Wastewater Collection System	40710700	A collection system including pipes, sewage lines, manholes, vaults, septic tanks, pumps, and other works necessary for the collection, treatment, and disposal of wastewater.	<p><b>Unit A:</b> Lineal Feet</p> <p><b>Unit B:</b> Gallons</p>	<b>Wastewater System,</b> Office		Office Wastewater Collection System. Consists of a precast concrete 500 gallon Septic Tank (wastewater treatment system) with associated pretreatment chamber, aeration chamber, inspection covers and electrical control center. Outlet line has a cleanout access and distributes pretreated wastewater to three field sprinkler heads. located about 35ft apart and about 40 ft from treatment system.

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Water Distribution Systems	40710400	An open or closed system used to distribute water by gravity or pressure from a collection point to use point(s).	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>Water Dist Prod</b>		Fish production water supply 9,565 LNFT All piping to production and adult holding units, all valves, and piping for emergency gravity backup water supply.
Water Treatment Facilities	40710300	A facility that treats raw source water to produce a safe and potable domestic water supply. Can also be used to remove heavy metals, salts, contaminants, and other toxic chemicals or biological agents from raw water, mine seepage/wastewater, or seepage water from other plants sources for deposition into a watercourse.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Gallons</p>	<b>Water Treatment Fac</b>		Domestic Drinking Water System including a 30,000 gallon storage tank, disinfection building, and spring collection intake.

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Water Well	40710600	Facility used to remove ground water for some beneficial use.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Water Well Potable</b>	<p><b>(1)</b> Only potable water wells will be assigned to this asset code. Any wells used for wildlife or agriculture production should be listed in <u><b>Wildlife Water Production System 40710500</b></u>.</p> <p><b>(2)</b> It is acceptable to list the well house as part of the well.</p> <p><b>(3)</b> Wells used for a single building will be included with the building. Any well providing water to multi buildings must be listed separate.</p>	A 10in X 600ft domestic well with 15hp pump. (1) pump house: 14' x 19' (266 S.F.), 8" CMU block walls, 1' thick concrete slab & 1'-6" footing, lightning protection, 1/2 ton hoist & monorail, 7.5 KW 480V 3-phase unit heater, (2) motor, pump and valve: a 15 H.P., 4" submersible pump (480V, 3-phase) at depth of 50 feet, 1/2 H.P. 480 V 3-phase valve operator, (3) electrical service: 480Y/277 V, 225 A, 3-phase, 4 wire, 42 circuit distribution panel, individual meter.

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			<p>(1) Unit A is the DOI official UoM for reporting purposes.</p> <p>(2) Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Utility System	40710000	Heating, sewage, water, and electrical systems that serve several buildings or other structures of an installation. When these systems serve a single building that is reported separately, include the utility systems' cost in the cost of the building. Includes heating plants and related steam and gas lines, sewage disposal plants, storm and sanitary sewer lines, water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations, standby or auxiliary power plants, lighting structures, and conduits	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	Utility Sys Ext Lights	Asset code should be used as a last resort, however, it should be the primary asset code for outside lighting. 101 records in SAMMS	Exterior Lights Utility System. Six metal utility poles on concrete footings with security lights and fixtures atop. Located around office parking area and operate on timer (dusk/dawn).

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
<b>Miscellaneous Structure Asset Types</b>						
<b>(1)</b> Normally, the utilities components from the meter to the end using asset will be captured in the main asset record.						
Airstrip	40120200	A cleared area for landing and takeoff of aircraft.	<p><b>Unit A:</b> Square Yard</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Airstrip</b> or <b>Helo Pads</b>	<p><b>(1)</b> Airstrips will be used for fixed winged aircraft and helo-pads will be used for non-fixed wing (Helicopter) aircraft.</p> <p><b>(2)</b> Asset must include some type of engineered surface and meet FAA regulations to be considered an airstrip.</p>	Willis Airstrip. Airstrip with taxiway and carpet. Asphalt Runway 5,000ft X 80ft runway and 3,000ft X 80ft apron taxiway. Serves as an airstrip for small planes. Located adjacent to Old Route 21 in Willis County.
Beaches	40750600	Area along water that may be used for swimming, sunbathing and associated recreation by the public.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<b>Beach</b>	<p><b>(1)</b> No natural shoreline, rivers, lakes or streams shall use this asset code.</p> <p><b>(2)</b> Asset must be man-made by FWS or partners for FWS use.</p> <p><b>(3)</b> For estimating purposes, the CRV will capture only 12" in depth.</p>	

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Bulkhead	40800100	A wall or partition erected to resist ground or water pressure.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Lineal Feet</p>	<b>Bulkhead</b> , Deer Lake	Bulkheads can be masonry, timber, stone, vinyl, or steel and there cost is diverse. It is important to identify the material type. Additionally, bulkheads start subsurface; therefore use a 1 to 2.5 ratio for sizing. Example; 1 foot above grade 2.5 feet below grade.	Deer Lake Bulkhead. A vertical reinforced steel structure with steel cap 21 (6' high from mud line) X 400ft long. Consist of interlocking sheet pile sections located along canal road for protecting shoreline from erosion.
Carport Detached	40660300	An open-air structure with a roof designed to protect tenant's vehicles from sun or rain that is detached from the quarters.	<p><b>Unit A:</b> Squard Yard</p> <p><b>Unit B:</b> Spaces</p>	<b>Carport Det</b> , Residence #1	Detached carports shall be part of the quarters it is associated with. If serves multiple buildings, it shall be a stand alone asset.	Carport for Residence #1, 23' x 25'
Grain Bins	40401100	Tanks used to store grain in bulk.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> Bushel</p>	<b>Grain Bins</b> , Corn Field		Corn Field Grain Bins. Three 17,000 bushel commercial steel silos (66ft high X 21ft wide) resting on concrete slab 75ft wide X 100ft long X 18in thick. Bins have fans, heaters and conveyers with drag chains. Located at Farm equipment storage yard and is used for storing corn & rice.

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.  <b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	<p>All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.</p>	<p>Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.</p>	<p>Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.</p>
Nesting Island	40800700	Artificially constructed habitat to provide safe waterfowl nesting.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Acres</p>	<b>Nesting Island</b> , Cape Red	<p>Only man made islands are authorized to use this code. Islands which are natural will not be captured under this asset code, however, capturing the permanent installed structures is authorized.</p>	<p>Cape Red Nesting Island. A nesting island for loggerhead and sea turtles consisting of nesting/hatchery structures and components. Protects turtle nests from predators. Located off St Horn on Cape Red.</p>
Pole Barn	40400900	A structure not enclosed, i.e. pole barn, lean to, etc. Usually used as storage.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Square Feet</p>	<b>Pole Barn</b> , Wild Cat	<p>Pole barns can be metal or wood. They can have 3 or fewer enclosed sides.</p>	<p>Wild Cat Pole Barn. 20ft wide X 80ft long. Wood structure with timber posts and earth floor. Has a baked enamel metal roof with gable ends framed -in. Consists of four open bays and has overhead lighting with receptacles at each bay. Located at Field Point and is used to store farm equipment.</p>

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.</p> <p><b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.	Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.	Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.
Signs	40800500	A structure intended to convey a posted command, warning, or direction or to provide information or delineate a boundary.	<p><b>Unit A:</b> Each</p> <p><b>Unit B:</b> N/A</p>	<p><b>(1) Signs Informational</b> or</p> <p><b>(2) Signs Boundary</b></p>	<p><b>(1)</b> Boundary signs are required within 2,000 linear feet of one another or within line of sign of each other.</p> <p><b>(2)</b> Recommend assigning two asset records for signs. One record that captures all boundary signs and one record that captures all information signs. For very large stations or those with geographically distinct units, additional asset records may be useful.</p>	<p><b>(1)</b> Informational Signs. 15 Signs. Three 5' X 9' painted wood framed refuge entrance signs mounted on 6" X 6" treated timbers four foot above ground level. Signs are located at East entrance to Peachtree Road, West entrance to Peachtree Road and at Cruger Community Parking Area. Twelve 4' X 4' painted wood framed information signs for fishing ponds mounted on 6" X 6" treated timber.</p> <p><b>(2)</b> Boundary Signs. 175 standard boundary signs mounted on U-channel or carsonite posts 5ft above ground. There are 55 Standard restricted signs around buffalo mating area.</p>

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			<p><b>(1)</b> Unit A is the DOI official UoM for reporting purposes.  <b>(2)</b> Unit B is a secondary UoM used for other purposes.</p>	<p>All short descriptions will begin with the examples provided in red font. No punctuations are required if space is unavailable.</p>	<p>Follow the Standard Operating Procedures (SOP) listed in this column. Additionally, pay particular attention and follow all guiding information listed in green for individual assets.</p>	<p>Start the long description by describing the asset name / location and usage. Identify the asset's dimensions, construction type, and ADA accessibility. Additionally, list all components that complete the main asset.</p>
Weapons Range	40820000	Ranges where weapons are fired and areas where explosives are detonated.	<p><b>Unit A:</b> Each  <b>Unit B:</b> Cubic Yard</p>	<b>Weapon Range</b> w/ Bldg & Berm		LE Training Weapons Range. One (Approximately 9600sqft) Outdoor earthen small arms weapons range which includes (6) 3' X 175'station fixed target, steel plate targets, earthen berm to absorb projectiles w/ 10' X 10' wood construction storage building, and 5 outside lights. Shared metered. Used by FWS law enforcement and cooperating agencies for weapons training.
Structure All Other	40800000	Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.	<p><b>Unit A:</b> Each  <b>Unit B:</b> N/A</p>	<b>SAO</b> Crematory	<p><b>(1) Use this asset code as a last resort. Very few items should appear under this asset code.</b>                      FWS will not accept sidewalks, parking areas, fences, and walking trails in this asset code. Sidewalks, parking areas, fences, and walking trails all have unique asset codes listed above.  <b>(2)</b> Until resolved, travel trailers (Recreational Vehicles) will use this asset code for IQMIS purposes only.</p>	Crematory Patuxent used for cremation of infected animals. Masonry (15' X 15') 225 sqft, Two 6' X 6' furnaces w/ 200 AMPs service panel.

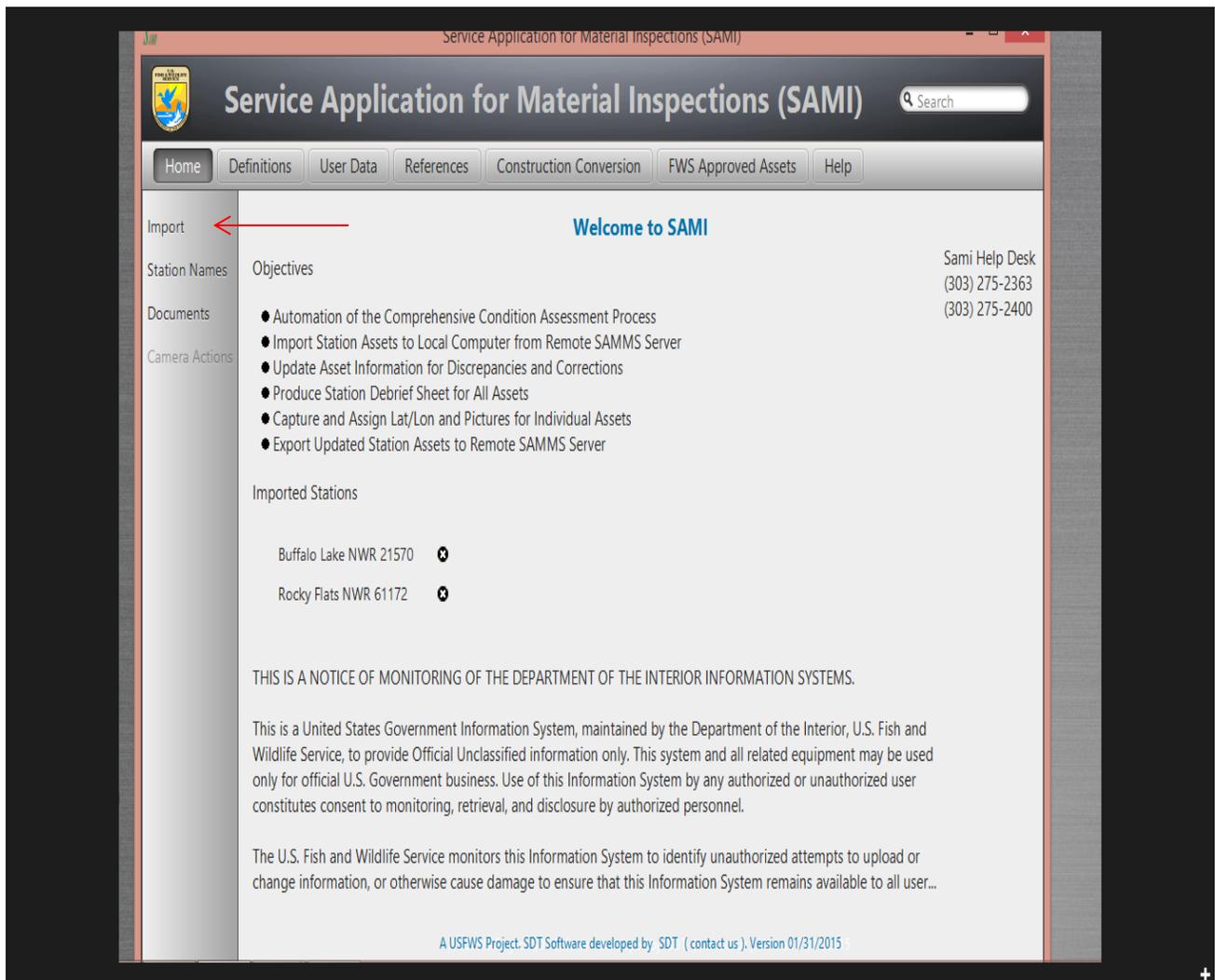
# Service Application for Material Inspection (SAMI)

## USER GUIDE

### Import Station from SAMMS/MAXIMO

\*Note: You must be on a FWS Network or on VPN to import a station otherwise the Import will be disabled. You also need to be on the network to start SAMI for the first time. This is necessary because SAMI imports necessary reference data the first time you start.

Select Import from the left tool bar. Select region from drop down menu. Be patient with import as it takes time to extract data from SAMMS server.



Service Application for Material Inspections (SAMI)

Service Application for Material Inspections (SAMI) Search

Home Definitions User Data References Construction Conversion FWS Approved Assets Help

Import ←

Station Names Objectives Sami Help Desk  
(303) 275-2363  
(303) 275-2400

Documents

- Automation of the Comprehensive Condition Assessment Process
- Import Station Assets to Local Computer from Remote SAMMS Server
- Update Asset Information for Discrepancies and Corrections
- Produce Station Debrief Sheet for All Assets
- Capture and Assign Lat/Lon and Pictures for Individual Assets
- Export Updated Station Assets to Remote SAMMS Server

Camera Actions

Imported Stations

- Buffalo Lake NWR 21570 ✕
- Rocky Flats NWR 61172 ✕

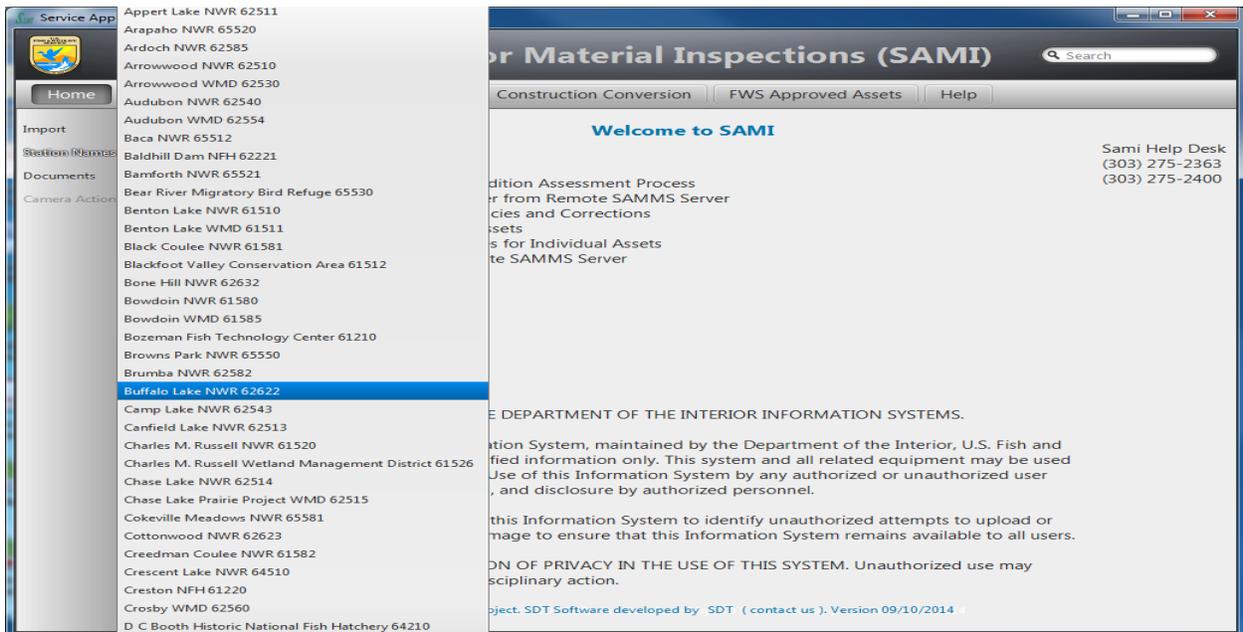
THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR INFORMATION SYSTEMS.

This is a United States Government Information System, maintained by the Department of the Interior, U.S. Fish and Wildlife Service, to provide Official Unclassified information only. This system and all related equipment may be used only for official U.S. Government business. Use of this Information System by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel.

The U.S. Fish and Wildlife Service monitors this Information System to identify unauthorized attempts to upload or change information, or otherwise cause damage to ensure that this Information System remains available to all user...

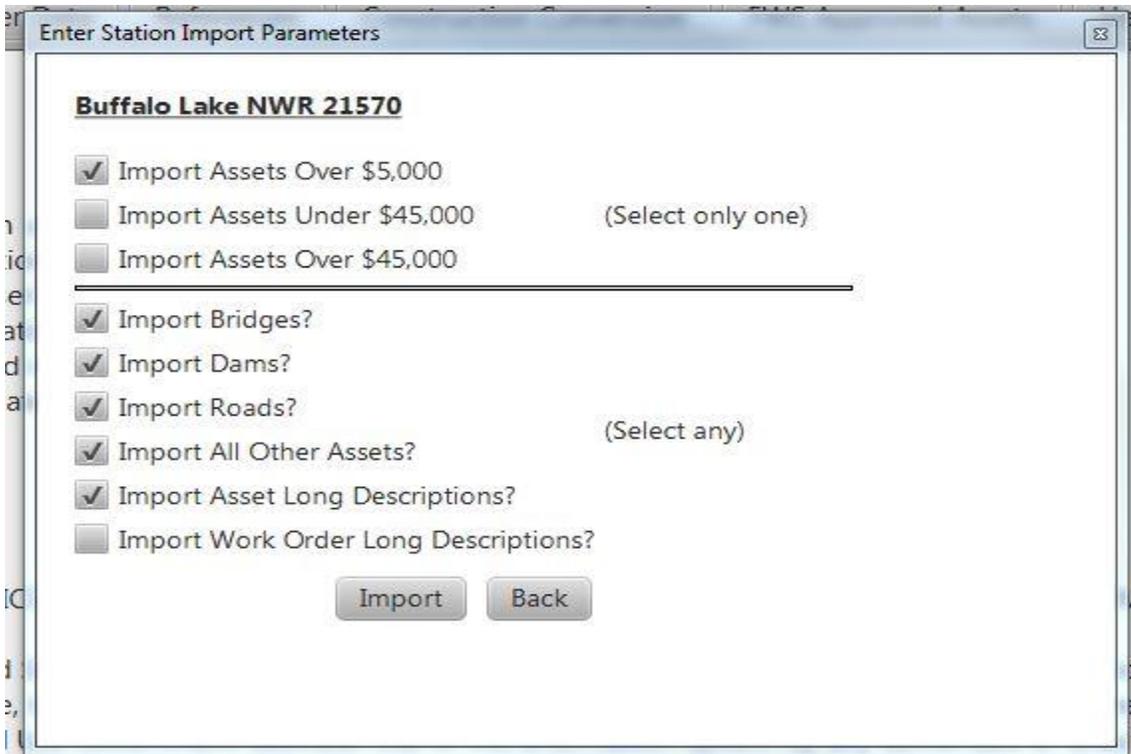
A USFWS Project. SDT Software developed by SDT (contact us). Version 01/31/2015

Select a Station

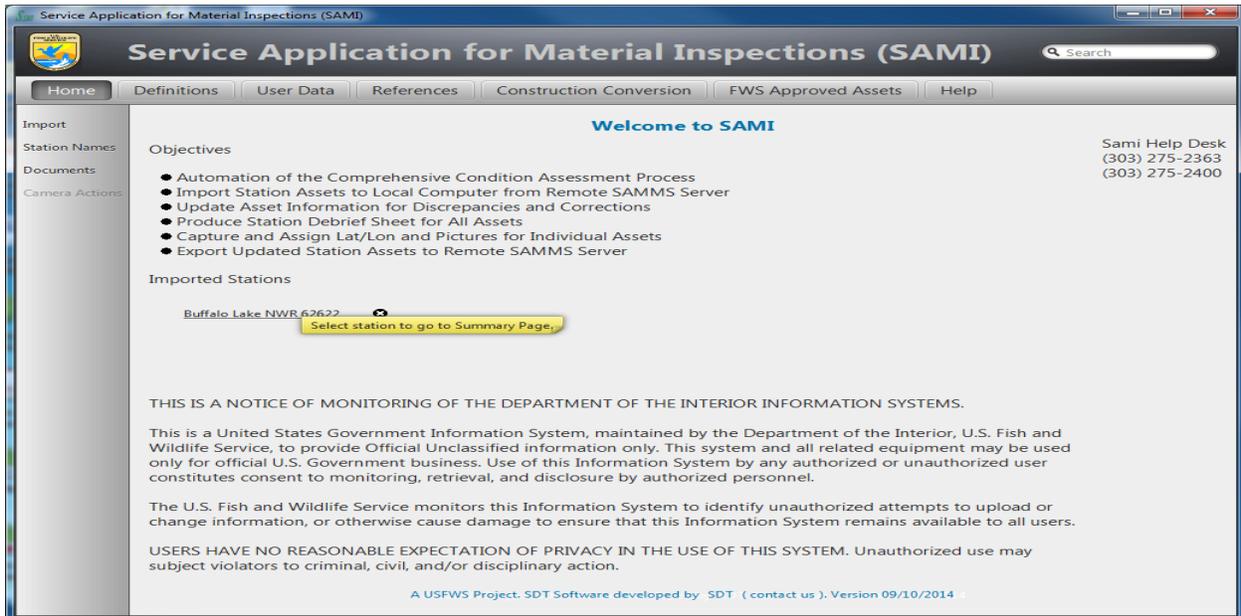


Select Parameters needed.

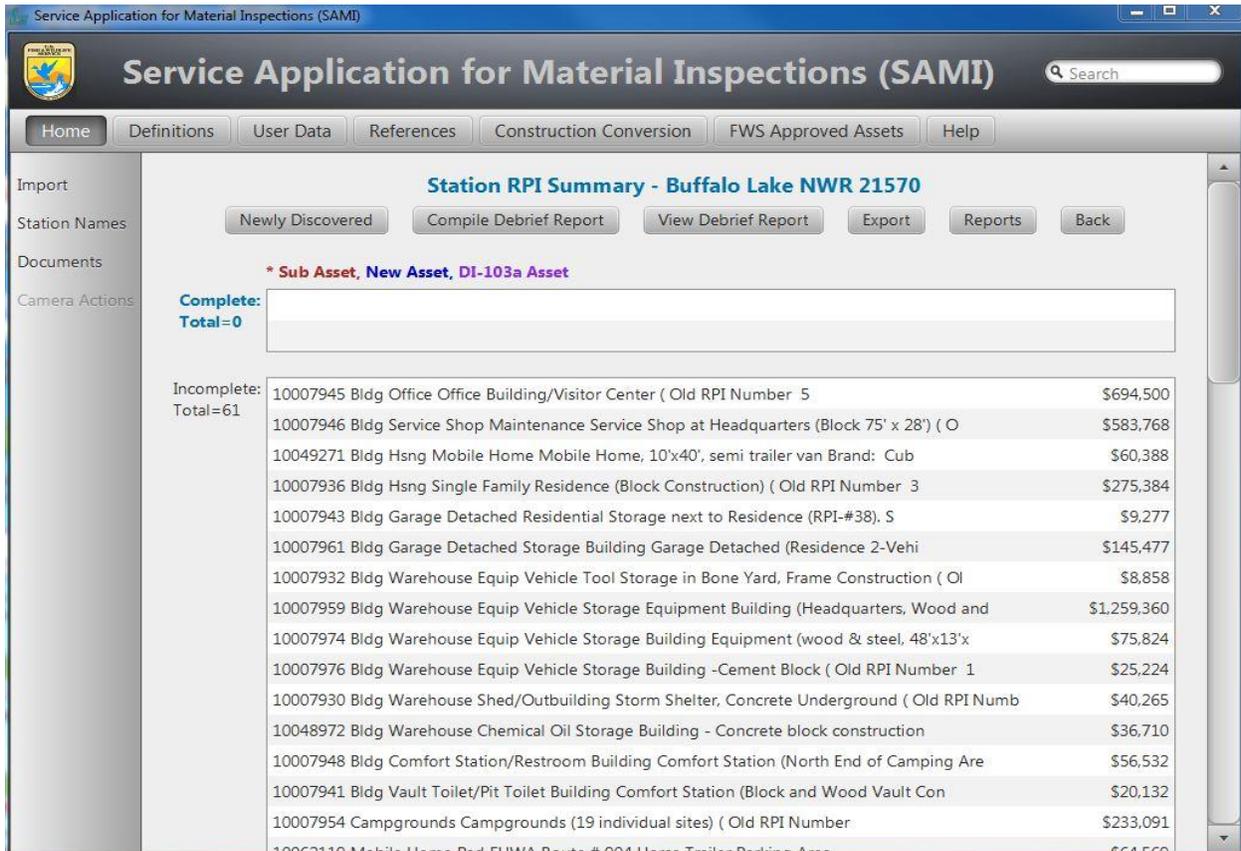
After selecting Parameters and pressing the Import button, the Station will appear on screen. Double click Station to view assets.



Select Station to go to Summary page with a list of Assets. You can select the X to delete Station.



### Assets Listed



## 1. Scenario: Assess Existing Asset

You will see an incomplete list and a complete list of assets. The incomplete lists are assets you have not finished assessing. Incomplete assets will not show in the Debrief Report or be exported to SAMMS. The complete list shows assets you have verified and pressed the complete button from the next screen. Complete assets will show in the Debrief Report and be exported to SAMMS.

The screenshot displays the SAMI web application interface. At the top, the title bar reads "Service Application for Material Inspections (SAMI)". Below the title bar is a navigation menu with buttons for "Home", "Definitions", "User Data", "References", "Construction Conversion", "FWS Approved Assets", and "Help". A search bar is located on the right side of the header.

The main content area is titled "Station RPI Summary - Buffalo Lake NWR 62622". Below the title are several action buttons: "Newly Discovered", "Compile Debrief Report", "View Debrief Report", "Export", "Reports", and "Back".

On the left side, there is a vertical navigation menu with options: "Import", "Station Names", "Documents", and "Camera Actions".

The main content area is divided into two sections:

- Complete:** A section with a "Total=0" and an empty table.
- Incomplete:** A section with a "Total=5" and a table of assets. A tooltip is visible over the first row of the table.

Asset ID	Description	Value
10056728	Canals North Fork Sheyenne River Division Canal and Ditch	\$299,815
10056729	Culverts Buffalo Lake Dam Concrete culvert (cattle pass) 14	\$48,072
10029068	Water Control Structures Buffalo Lake Outlet Control Structure, corrugated	\$287,136
10056722	Water Control Structures Buffalo Lake Inlet Control Structure, corrugated m	\$287,136
10056732	Water Control Structures North Fork Sheyenne River Relief Spillway (concret	\$37,400

A tooltip is visible over the first row of the Incomplete table, containing the text: "View/Edit Incomplete Assets by selecting asset from list,".

At the bottom of the interface, a footer reads: "A USFWS Project. SDT Software developed by SDT (contact us). Version 09/10/2014".

In order to assess an asset, single click the asset to show the RPI inspection sheet for the asset.

Some assets have existing work orders and some do not. This particular asset has the Work Order section. The Work Order section is read only for your reference. The remaining sections are editable and include, asset header section, Notes, Description, and Discrepancies.

**Service Application for Material Inspections (SAMI)**

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**RPI Inspection Sheet - Buffalo Lake NWR 21570**

Save Back Complete

FBMS# IB14001000100020000010  DI-103A?

Asset Type: Building Office (35100000)  Recommended for Disposal?

RPI# 10007945 Bldg Office Office Building/Visitor Center ( Old R 1770.0 SQFT  DM WO Required?

I have verified this asset code with the approved FWS DOI Asset Code List.  Asset Code Modified?  DM WO Highest Priority?

Work Order #	Wor...	SubT...	Status	Short Description	...
2010120552	CI	CIFP	WAPPR	Replace the Office/Visitor Center at Buffalo Lake NWR.	

Hide Work Orders

Hide Notes

Add

User Data

Move Up

Move Down

Hide Description

Add

Move Up

Asset is in the process of being Decommissioned.  
 Dimensions recorded or verified during this CCA.  
 Current Replacement Value (CRV): \$694,500.34

Dimensions: \_\_\_\_ Length in Linear FT X \_\_\_\_ Width in Linear Feet X \_\_\_\_ Number of Stories  
 Constructed Material: Masonry  
 Geo Coords: 34.919381 Start Latitude / -102.111433 Start Longitude  
 Constructed Year: 1970

Any note, description or discrepancy can be deleted and re-added with the text desired. You don't have to use the provided text templates if a custom description is necessary.

**Edit Note**

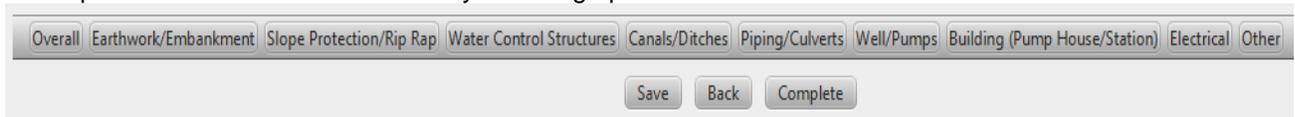
Note:

Save to User Data?

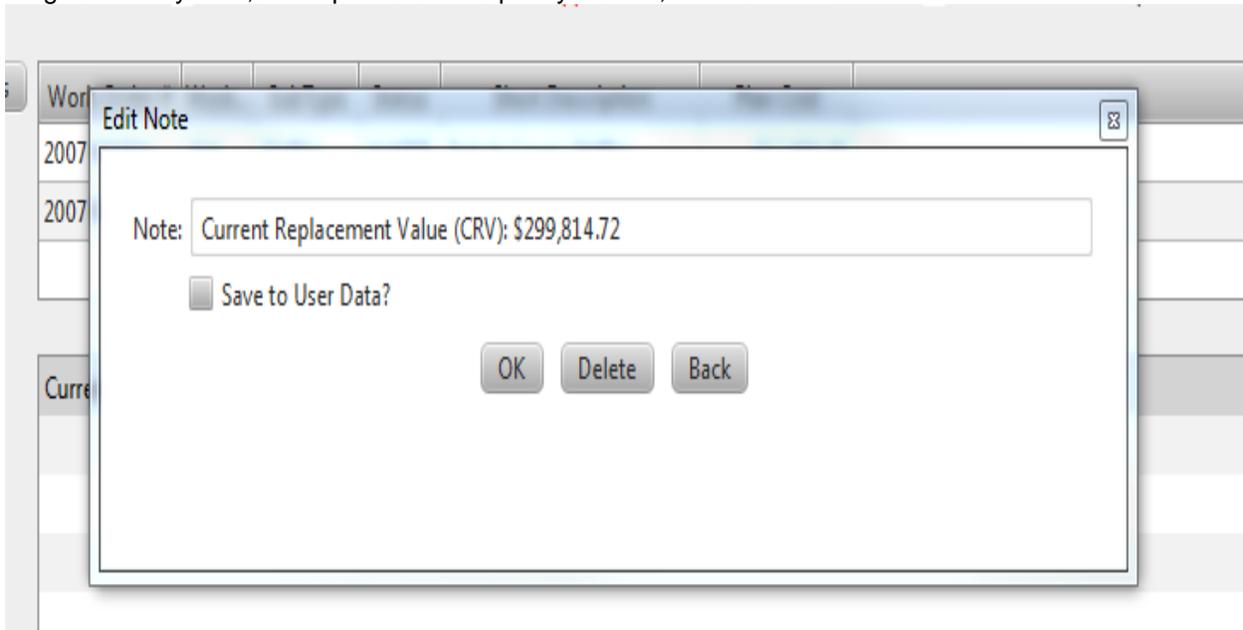
OK Delete Back

To Add a Note or Description click the add icon next to the Notes or Description.

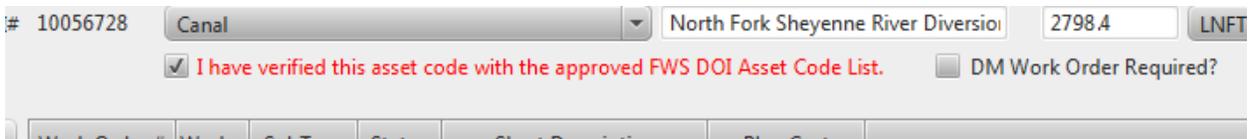
Discrepancies can be added to asset by selecting options below.



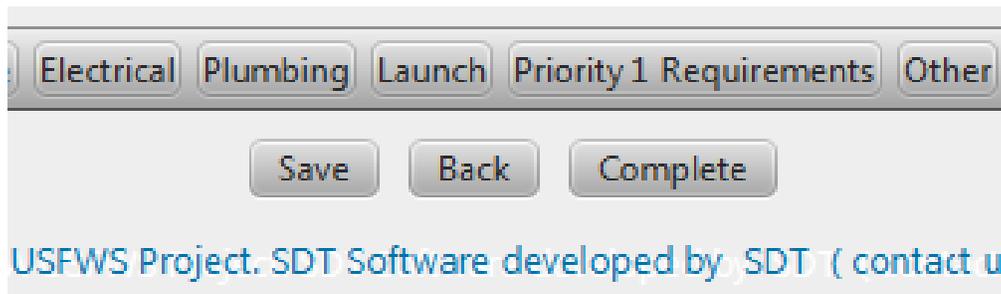
Single click any note, description or discrepancy to view, edit or delete.



To complete the asset you have to check the box "I have verified the asset code with the approved FWS DOI Asset Code List."



To complete the asset single click the complete button.

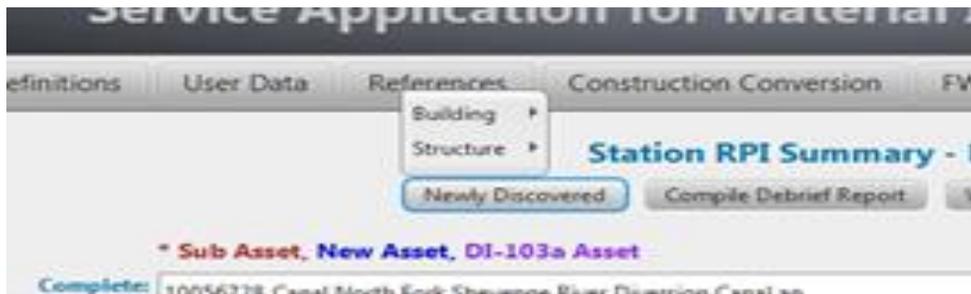


Once you single click the complete button you will be sent back to the Station Summary and the asset will be listed in the complete area.

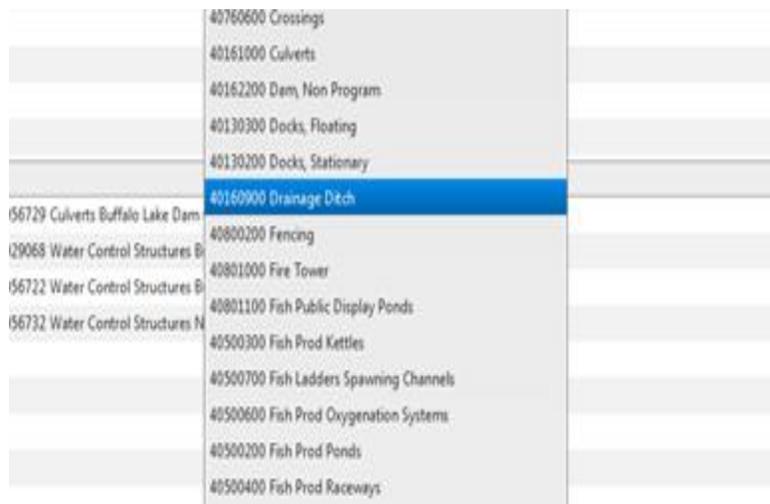


## 2. Scenario: Create new asset and access.

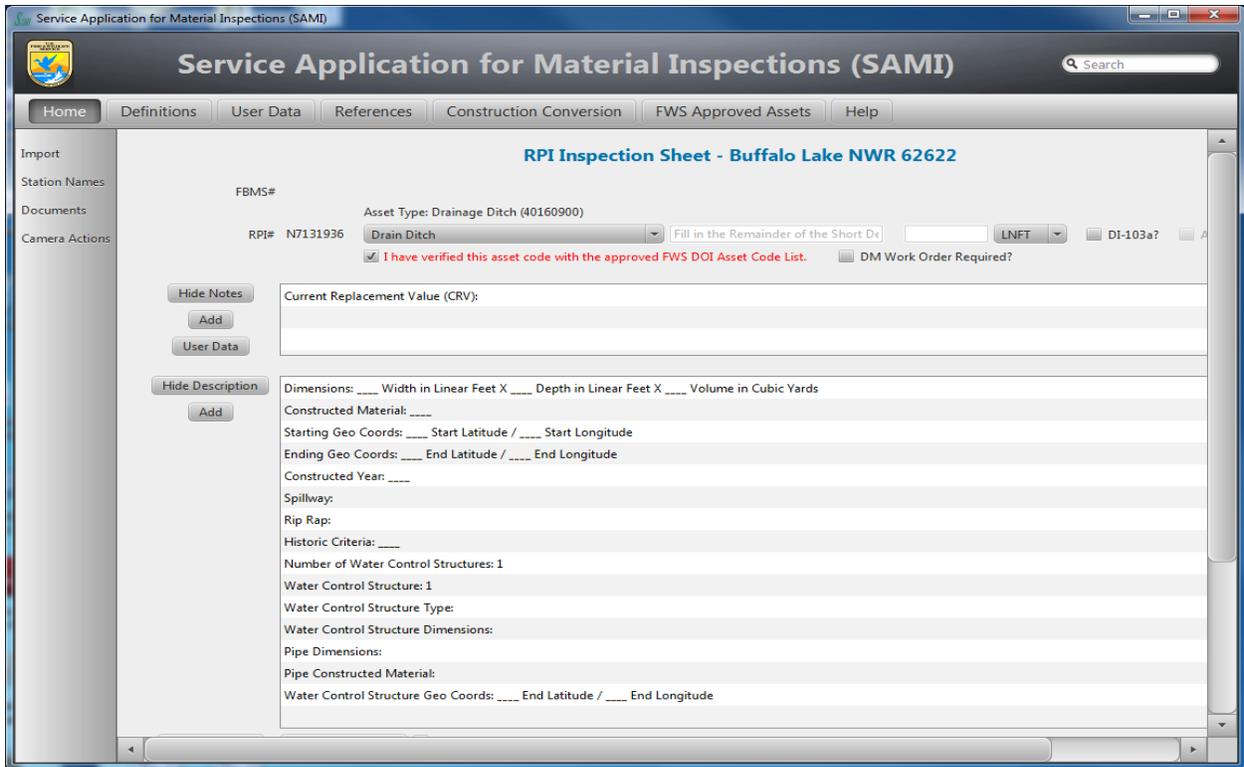
To create a new asset single click "Newly Discovered", select either Building or Structure



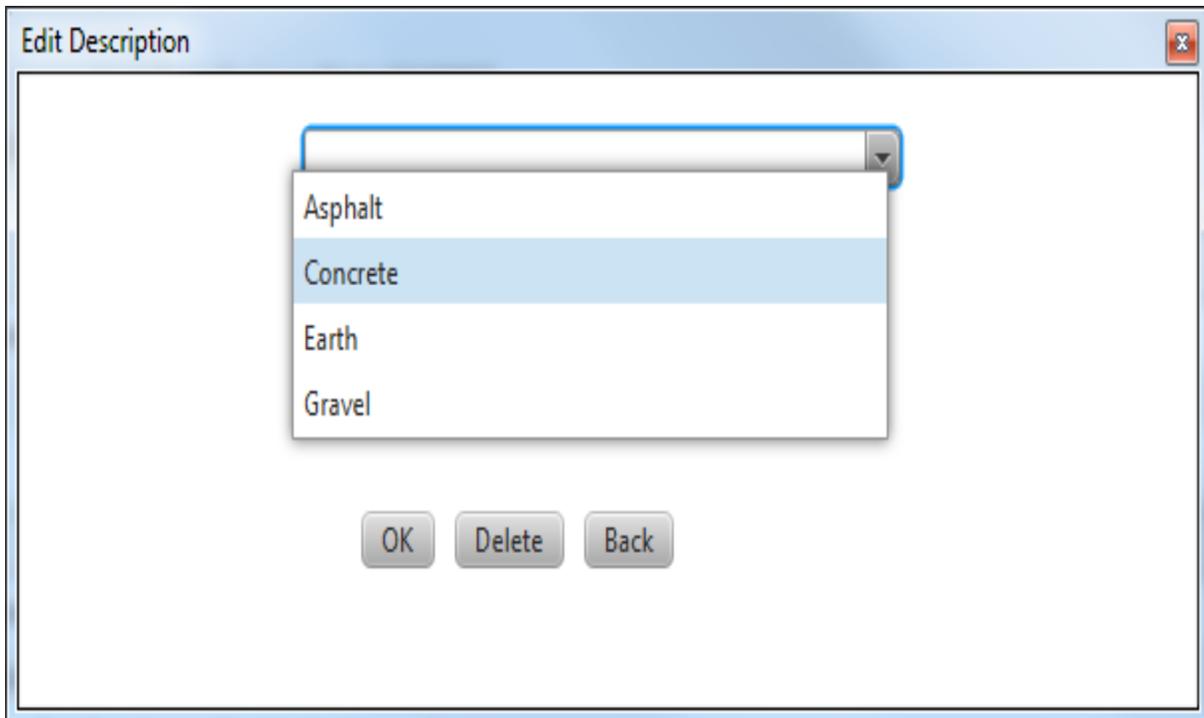
Structure: 40160900 Drainage Ditch was selected



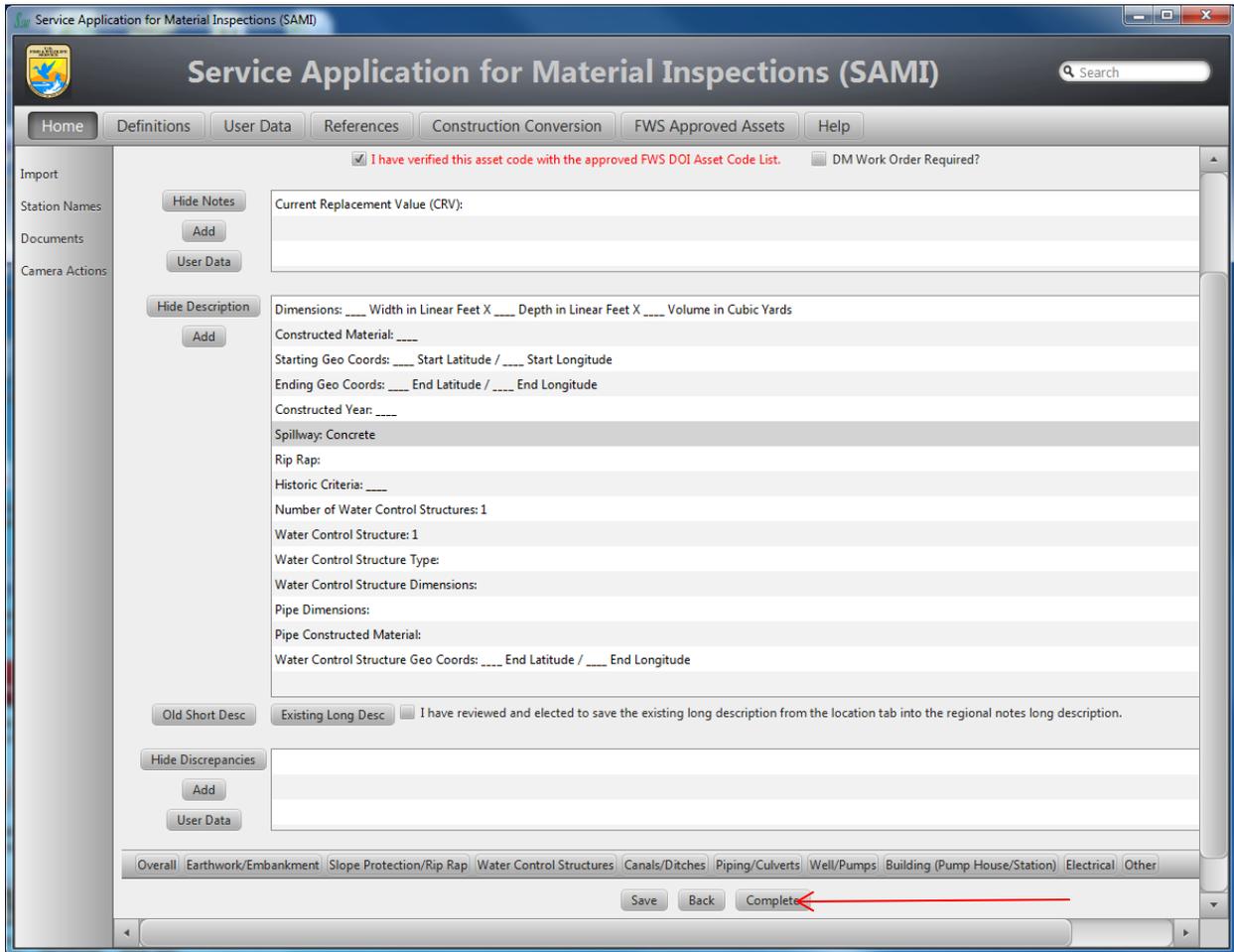
Drainage Ditch has been selected as new asset.



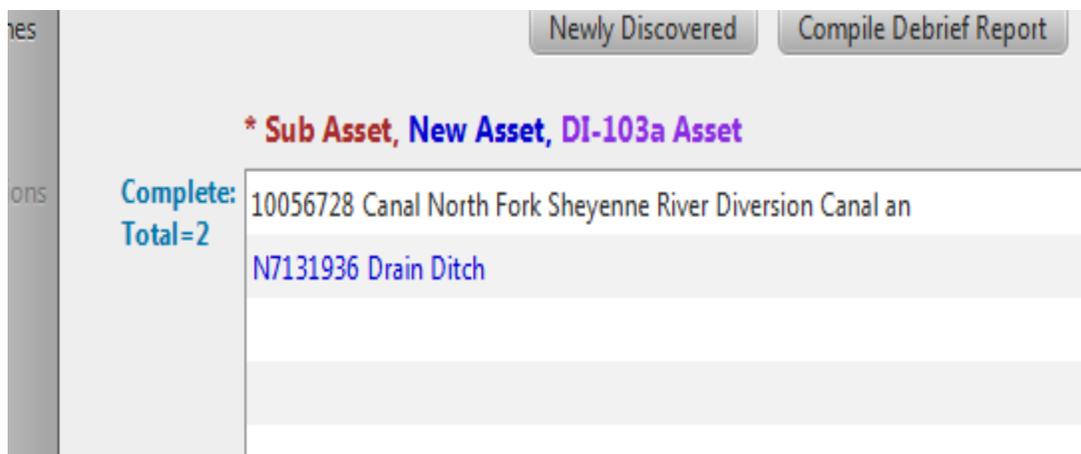
Single click the Note or Description to edit. Spillway has been selected, concrete the material.



Edit all information needed. Once you have edited the new asset, check the box "I have verified the asset code with the approved FWS DOI Asset Code List" and select the complete button on the bottom.



The Drainage Ditch appears in the complete section. New assets appear in Blue. New assets do appear in the Debrief Report; however they do not export to SAMMS.



### 3. Scenario: Retire existing asset (ROS)

Select the asset from the Station Summary page. 10029068 Water Control Structures Buffalo Lake Outlet Control Structure, corrugated

Check the DI-103a? box and check the “verify the asset code” box, single click the complete at the bottom.

Asset Type: Water Control Structures (WCS) (40161200)  
RPI# 10056732 WCS North Fork Sheyenne River Relief Sp 1.0 EACH  DI-103a?  
 I have verified this asset code with the approved FWS DOI Asset Code List.  DM Work Order Required?

Save Back Complete

The asset will appear in the complete section of the station summary page. Notice the color of the ROS asset. ROS assets do appear in the Debrief Report, however ROS assets follow the current ROS process, therefore only a note is exported to SAMMS.

\* Sub Asset, New Asset, DI-103a Asset

Complete: Total=3	10056728 Canal North Fork Sheyenne River Diversion Canal an
	N7131936 Drain Ditch
	10056732 WCS North Fork Sheyenne River Relief Spillway (con

### 4. Scenario: Compile Debrief report.

Single click “Compile Debrief Report”



Three options:

- Executive Report is a Debrief Report minus descriptions and discrepancies
- Debrief Report is an Executive Report plus descriptions and discrepancies
- Add Reference provides options which are placed in either the Debrief or Executive Reports

A Microsoft Word document will be created. Only completed assets will appear in report. At the top of the report are any assets you have marked as safety issues by clicking a discrepancy as a safety issue. The next section of the report has a list of all newly discovered assets. The next section of the report has a list of all assets you have marked as ROS. The body of the report will have all completed assets grouped by type. Lastly the end of the report has some common text and your username. Please edit anything in the report (since it is simply a MS Word Document) that you would like changed. Every time you press the "Compile Debrief Report" button the report will be re-created so if you don't want to overwrite your changes, then use the "View Debrief Report" button instead. A copy of the previous Debrief Report is saved before SAMI overwrites with the current compiled Debrief Report. The Debrief Report (and copy if you have compiled more than once) is on the file system in the c:\sami folder with the name of the imported station.docx (or .docx.sav).



September 17, 2014

1. **References:**

- DOI Safety Engineering Environmental Memorandum for Above Ground Storage Tanks

2. **Safety Issues:**

3. **RPI Data Sheets Needed:**

- N7131936 Drain Ditch

4. **DI-103a Needed:**

- 10056732 WCS North Fork Sheyenne River Relief Spillway (con

### Canals

**Asset# 10056728**      **Canal North Fork Sheyenne River Diversion Canal an**      **2798.4 LNFT**

- No discrepancies found.

### Drainage Ditches

**Asset# N7131936**      **Drain Ditch**      **LNFT**

- No discrepancies found.

### Water Control Structures

**Asset# 10056732**      **WCS North Fork Sheyenne River Relief Spillway (con**      **1.0 EACH**

- No discrepancies found.

## 5. Scenario: Export station report back to SAMM/MAXIMO

Select the “Export to SAMMS” button. This sends all your completed assets for your station back to SAMMS. Newly created assets are not sent back to SAMMS. You are responsible for deleting the station from your local device if so desired. If you export to SAMMS a second time, then you are overwriting your previous changes.

Note: The last export wins. Please be aware of this fact because if other assessors are assessing the same station then coordination must occur. For example, if you are assessing buildings and someone else is assessing bridges, don't accidentally complete a bridge and export the bridge back to SAMMS. In this situation, your export could overwrite the bridge assessor's export.

All exported data back to SAMMS are marked with your username and the date you compiled the Debrief Report in order that there is a record of who changed the data.



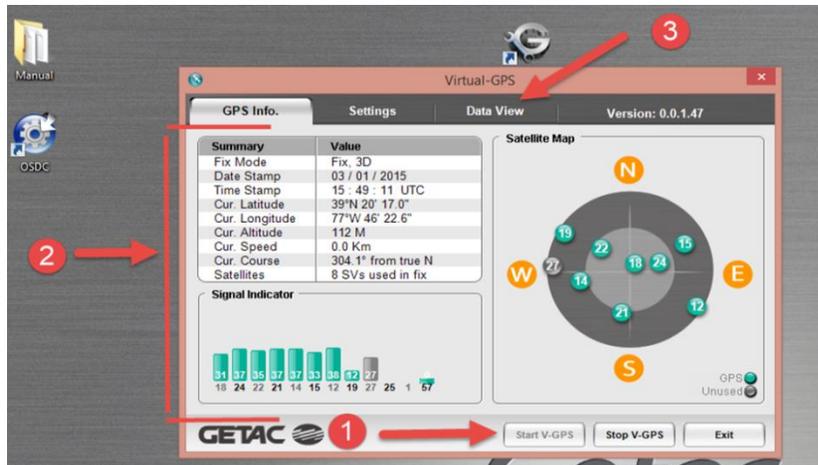
## 6. Checking Virtual-GPS, starting Getac Camera, Exporting pictures to SAMI

Start SAMI, import refuge, select asset to be evaluated, minimize SAMI.

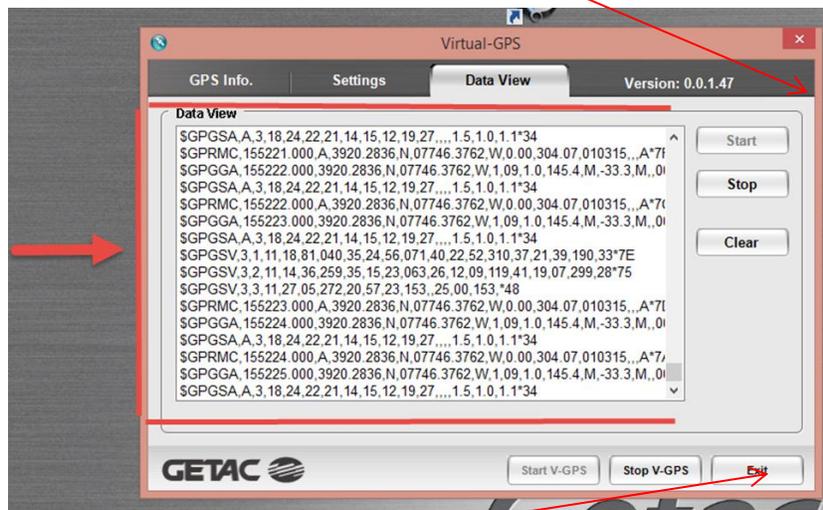
Virtual GPS, this is a desktop icon, double click the Virtual-GPS icon, and make sure the Virtual-GPS has started. The Virtual-GPS works best if you are outside, very often it will not work inside.



When the Virtual-GPS appears, select number 1, Start V-GPS. After data (Satellites) appears within the Signal Indicator; number 2. Select number 3 to verify data is streaming.



Below Data streaming in Data View tab. Click the Red "X" in the upper right corner to minimize V-GPS



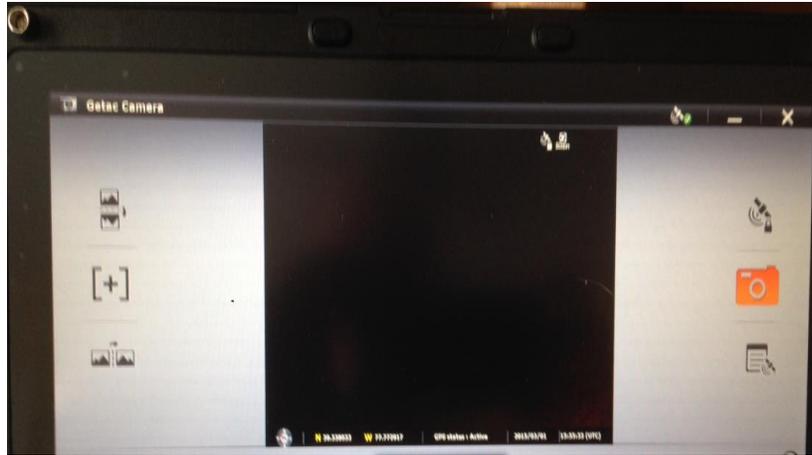
If you click the Exit option in the lower right it will turn the **V-GPS off**.

Once you have clicked the Red "X" in the upper right hand corner and minimized the V-GPS, double click on the Getac Camera on the desktop

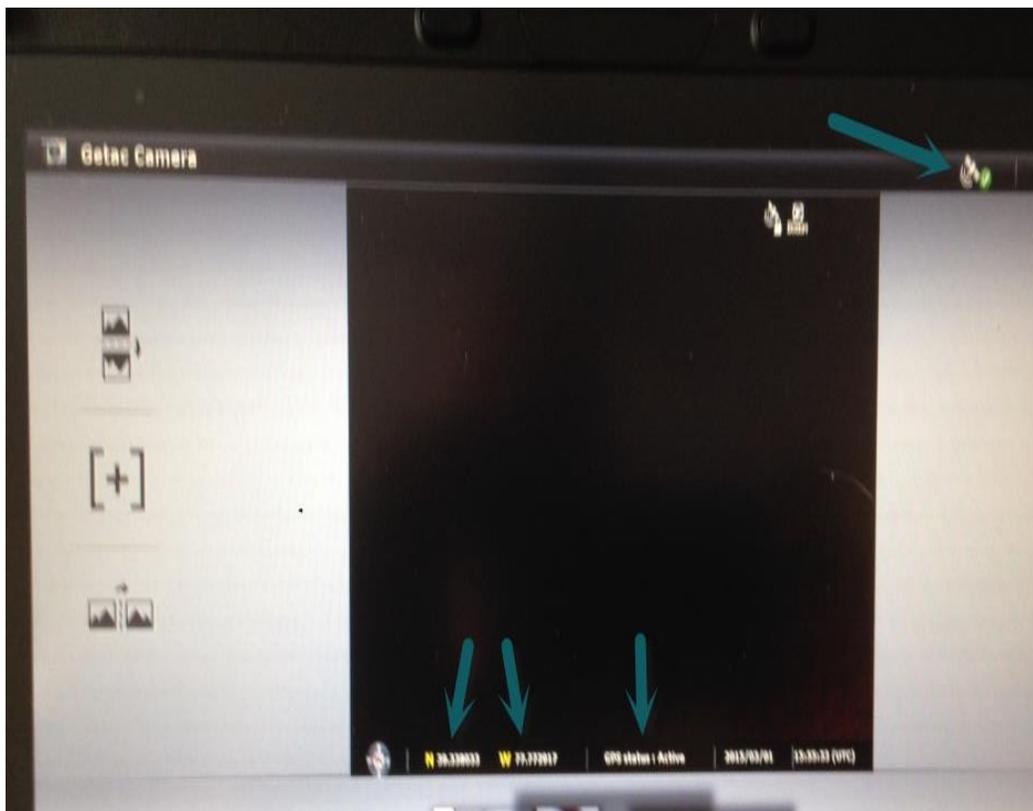


It will take a few minutes for the Getac camera and the Virtual-GPS to link together.

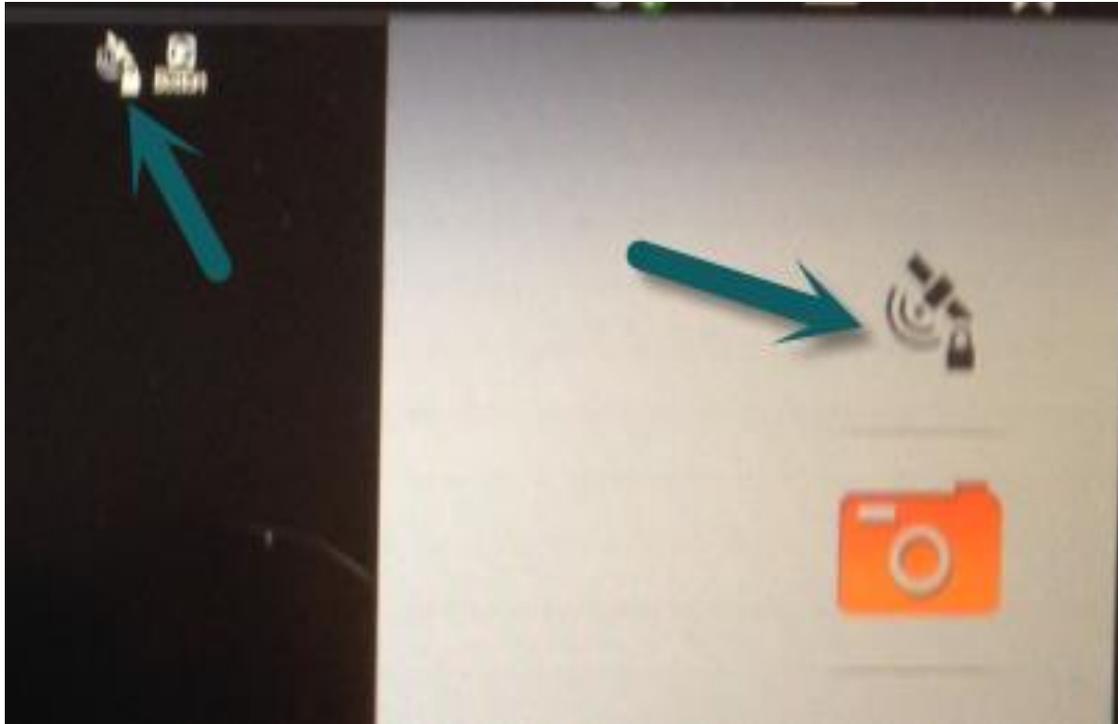
The camera will open to and appear like the screen shot below:



When the camera is properly linked to the GPS, a green check mark will appear, you will see geo-coordinates on the screen, and the GPS Status will be active.



**Critical Step:** At this time you must select the lock button in the upper right hand corner above the orange camera button. You will see a lock appear on the camera screen. This will keep the camera and GPS unit linked and locked together. Failure to do this may cause failure to capture geo-coordinates on the photograph and in SAMI.



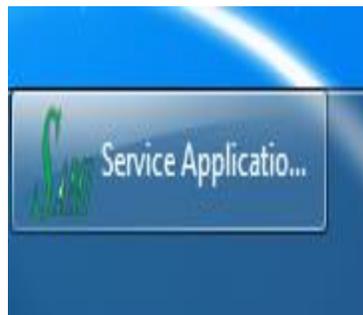
**All pictures must be taken while the inspector is logged onto the RPI Inspection Sheet for the asset being inspected.**

Take a picture(s) of the asset.

After the above steps are complete, minimize the camera and return to SAMI.

**Remember switching form regular laptop mode to tablet mode while the Getac Camera and the Virtual-GPS are started will require a re-starting of the Getac Camera. It is recommended to start both in the mode you will be using for your assessment.**

Open SAMI from the Task Bar, single click



## To Capture Geo-Coordinates via the GETAC Computer

**RPI Inspection Sheet - National Conservation Training Center 97310**

Save Back Complete

FBMS# IB14001000192620000034 (10001926)  DI-103A?  
Asset Type: Bridge Trail (40760800)  Recommended for Disposal?  
RPI# 10035812 Bridge Trail Pedestrian Bridge 330' long 10 366.67 SQYD  DM WO Required?  
 I have verified this asset code with the approved FWS DOI Asset Code List.  Asset Code Modified?  DM WO Highest Priority?

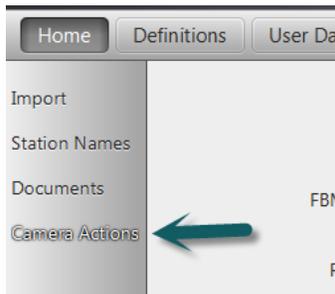
Work Order #	Wor...	SubType	Status	Short Description	...
2015258259	DM	DMCM	WAPPR	Replace Bridge Deck	

Hide Work Orders

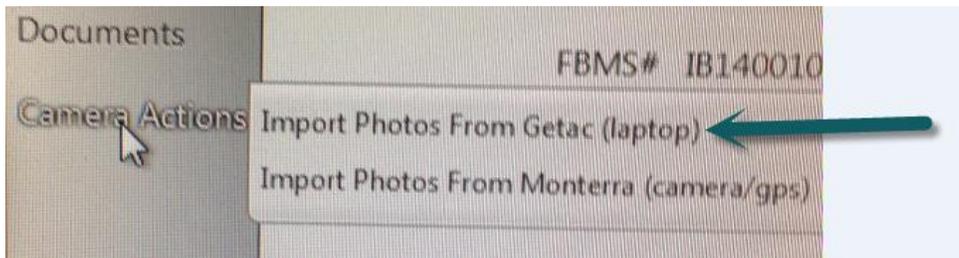
Hide Notes

Current Replacement Value (CRV): \$402,650.00

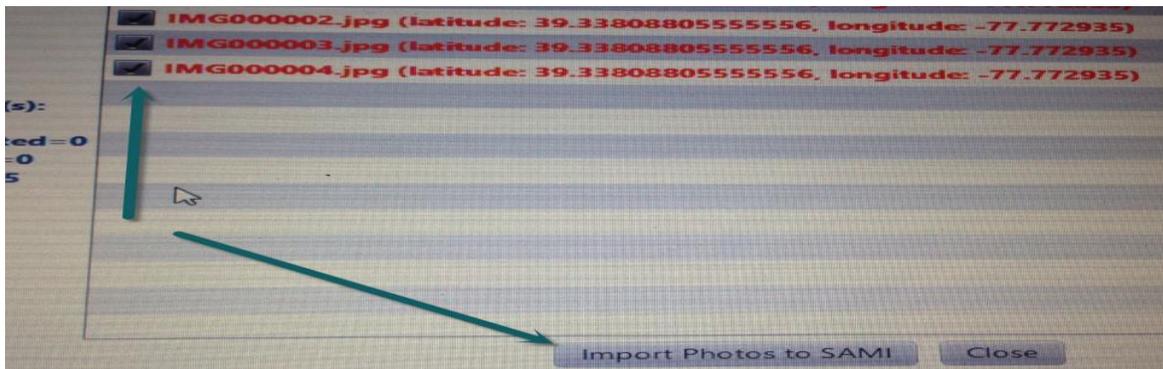
Select Camera Actions



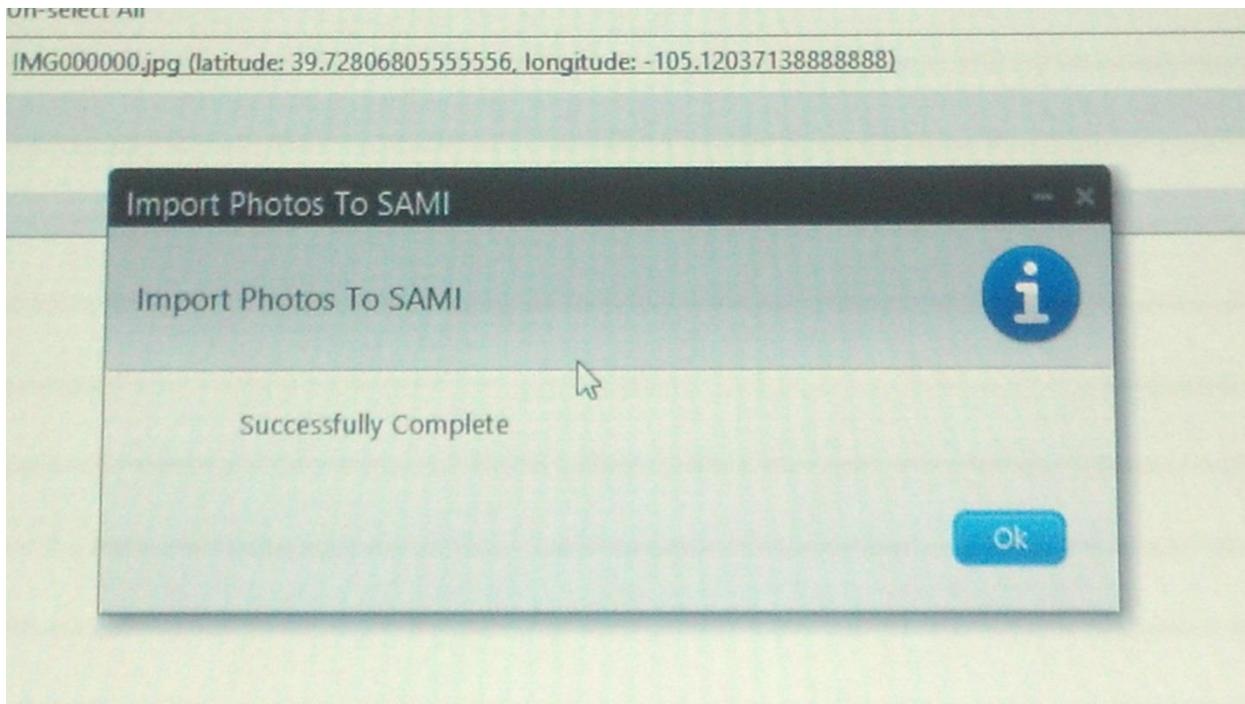
Select Import Photos from Getac (laptop)



Select Import Photos to SAMI; if multiple pictures were taken you can select the appropriate pictures.



Message stating "Import Photos to SAMI Successfully Completed"



Picture(s) are located in "Documents, SamiData, Specific NWR,

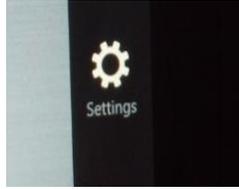
Name	Date modified	Type	Size
Estimate	3/1/2015 9:04 AM	File folder	
Pictures	3/1/2015 9:04 AM	File folder	



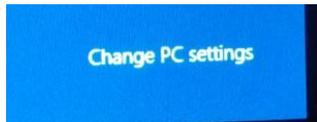
## 7. Pairing Garmin Monterra GPS with Getac laptop

If you are having a problems pairing your Garmin Monterra GPS to the Getac follow these procedures:

1. Make sure SAMI has started and you have selected the specific asset you are taking picture of
2. Delete Blue Z
  - a. Swipe screen from right to left
  - b. Select Settings



- c. Select Change PC Settings on bottom of screen



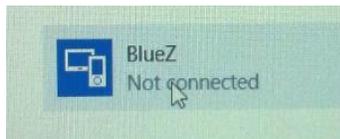
- d. Select PC and devices



- e. Select Bluetooth



- f. Select Blue Z



- g. Select Remove device, if there is no device listed, no problem

### 3. Start pairing process

- a. Turn on Garmin Monterra GPS
- b. Select Camera and take a picture
- c. Select Gallery
- d. Select button with three lines
- e. Select "Select items"
- f. TAP on the pictures

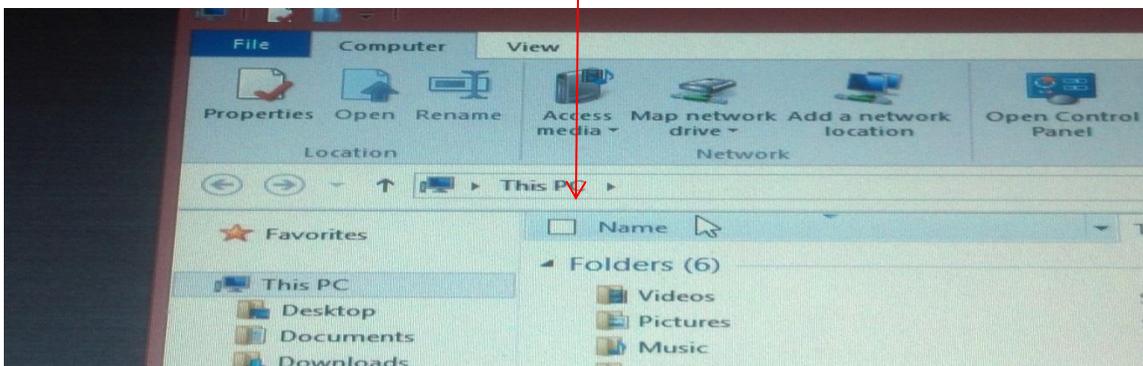
- g. Select the Bluetooth ICON
- h. Select your machine IFW9ANRS - ????
- i. On GETAC a Pink screen will appear Select Accept and wait for all pictures to download
- j. Go to SAMI and select the asset you need
- k. The RPI Inspection Sheet
- l. Select Camera Actions
- m. Select Import Photos From Monterra (Camera / GPS)
- n. Select the photos you need and Select Import Photos to SAMI
- o. Photos will go directly into the Documents / SamiData/Specific Refuge/Asset Name / Pictures Folder

## 8. INSTALLATION AND UPDATE for SAMI

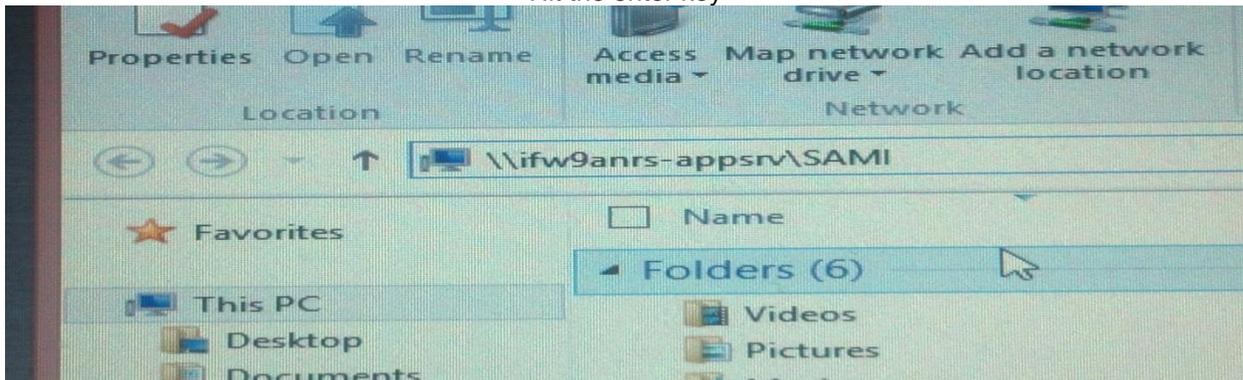
Click on the Folder on the task bar



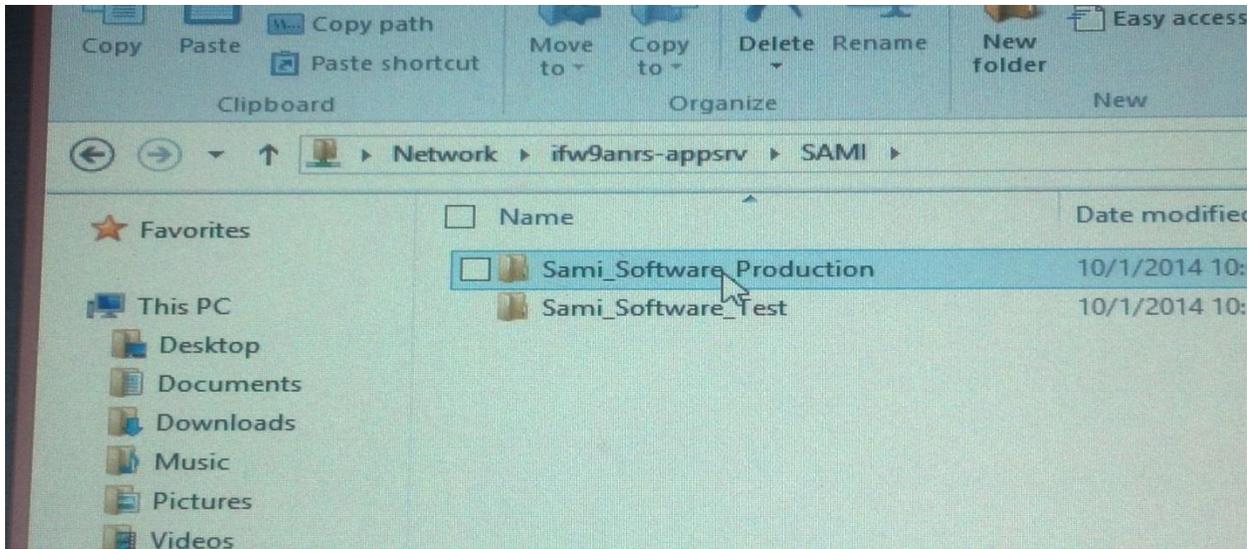
Click in the "This PC"



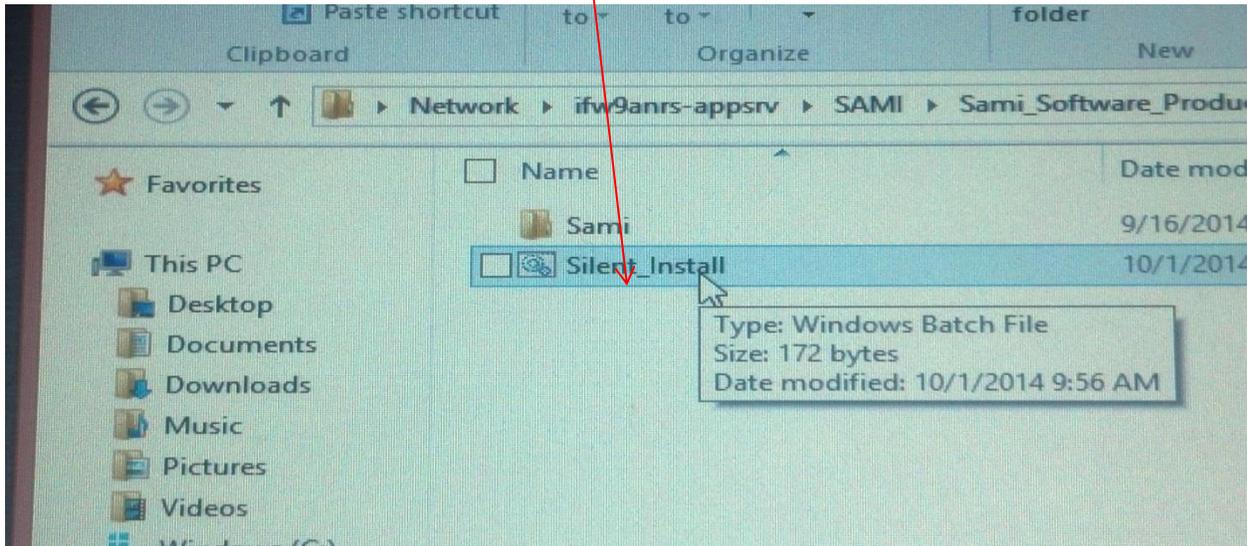
Type [\\ifw9anrs-appsrv\SAMI](#)  
Hit the enter key



Select Sami\_Software\_Production



Double Click on Silent\_Install



You will see a scrolling black screen. Once it is finished SAMI has been updated.

## 9. Tips of the SAMI Masters

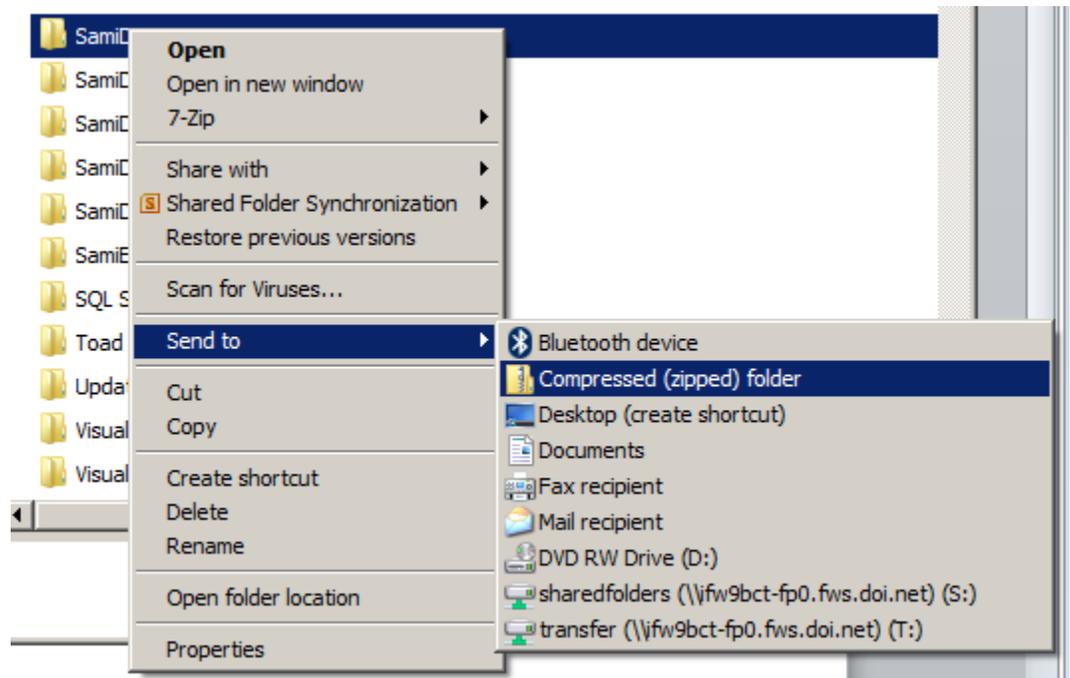
1. Your most important asset in the SAMI application is your data. Backup your data regularly.
  - a. All your SAMI Data is located in your Documents/SamiData folder.
  - b. Documents/SamiData is a folder that is managed by SAMI. Do not add folders, or files to this folder unless you know what you are doing or SAMI will think a new station has been

added. Only add pictures or estimates to the sub-folders of Documents/Sami-Data/<StationName>/<Asset>/. Do not edit the <StationName>.json files unless you know what you are doing. Also if your <StationName>.json file ever becomes corrupt, the previous save has the name <StationName>.json.sav and you can revert back to it, by renaming it back to <StationName>.json.

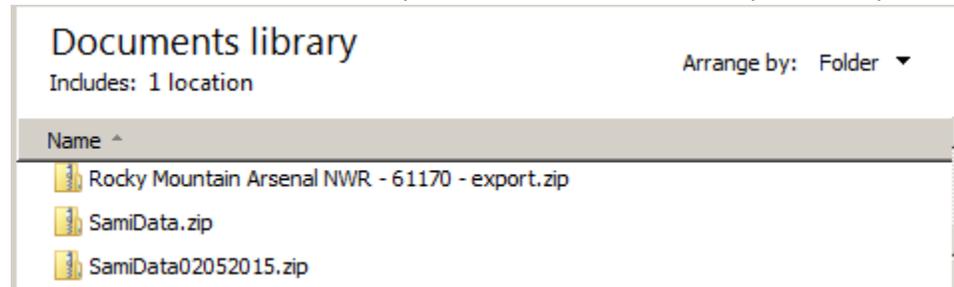
- c. IMPORTANT: If you don't have your file browser settings showing file extensions, then you will not see ".json" or ".zip" extensions, however your file browser will show that it is a "JSON" or "ZIP" file if you look in the right column.
- d. Backup all your SAMI Data regularly (including all your stations and your user data)



- i. Run your windows file browser
- ii. Right click on Documents/SamiData and select "Send to->Compressed (zipped) folder"

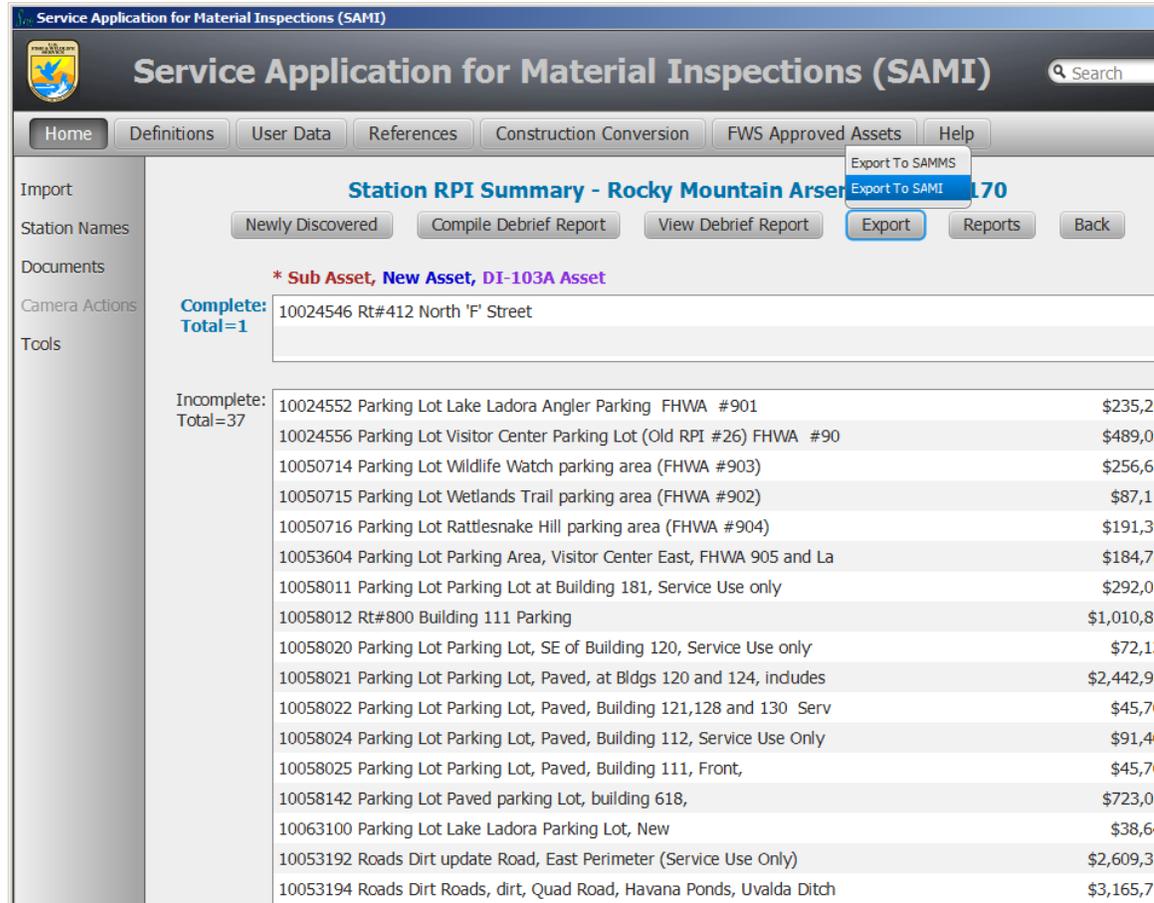


- iii. Now you have a new file named Documents/SamiData.zip
- iv. Rename Documents/SamiData.zip to SamiDataMMDDYYYY.zip for example:



- v. IMPORTANT: do not confuse your Documents/SamiData folder with this new Documents/SamiData.zip file. Do not accidentally rename your Documents/SamiData folder, rename the zip file.

- vi. Lastly, move or copy the Documents/SamiDataMMDDYYYY.zip file to a back-up location. For example to a USB thumb drive or a share drive on the network. The requirement is that it is on a different disk drive than your local computer.
  - vii. Now you have a backup of all your SAMI Data.
- e. Backup just a single station of data using the “Export->To SAMI” feature in SAMI
- i. Run Sami
  - ii. Select a station
  - iii. From the Station Summary Page in SAMI press the “Export->To SAMI” button.



- iv. Notice the name of the file that is created:
  1. Documents/<StationName>-export.zip
  2. IMPORTANT: Do not confuse this zip file with your Documents/SamiData/<StationName> folder. Do not rename your Documents/SamiData/<StationName> folder or SAMI will have problems.
- v. Rename the <StationName>-export.zip to <StationName>-exportMMDDYYYY.zip
- vi. Lastly, move or copy the Documents/<StationName>-exportMMDDYYYY.zip file to a backup location. For example to a USB thumb drive or a share drive on the network. The requirement is that it is on a different disk drive than your local computer.
- vii. Now you have a backup of your station including the SamiData/<StationName> and all sub-folders.

2. Notable differences between importing data into SAMI.
  - a. Import from SAMMS overwrites your existing station on your local machine. Make sure you export the station to SAMI if you want your existing station data to be merged into your import from SAMMS later. For example the following steps produce the following result:
    - i. Import only Bridges from SAMMS.
    - ii. Import only Roads from SAMMS (same station).
    - iii. The final result will be only Roads on your computer in SAMI.

However , the following steps produce the following result:

- i. Import only Bridges from SAMMS.
      - ii. Export station to SAMI
      - iii. Import only Roads from SAMMS (same station).
      - iv. Import station file from step ii. from SAMI
      - v. The final result will be Bridges and Roads on your computer in SAMI. (tip: It would have been easier to just import both Bridges and Roads the first time, however sometimes we don't plan ahead perfectly.)
    - b. Import from SAMI merges the imported data into an existing station and only overwrites the assets selected for import.
    - c. Import from FHWA merges the imported data into an existing station and only overwrites predefined data fields of a road or parking lot on the RPI Inspection sheet.
3. Reports on the Station Summary Page "Report" button

- a. Station Portfolio w/DM is a report similar to the Crystal Report in SAMMS in MS Word format

**Station RPI Summary - Rocky Mountain Arsenal NWR**

\* Sub Asset, New Asset, DI-103A Asset

**Complete:** 10024546 Rt#412 North 'F' Street  
**Total=1**

**Incomplete:**  
**Total=37**

10024552	Parking Lot Lake Ladora Angler Parking FHWA #901	\$235,203
10024556	Parking Lot Visitor Center Parking Lot (Old RPI #26) FHWA #90	\$489,081
10050714	Parking Lot Wildlife Watch parking area (FHWA #903)	\$256,678
10050715	Parking Lot Wetlands Trail parking area (FHWA #902)	\$87,114
10050716	Parking Lot Rattlesnake Hill parking area (FHWA #904)	\$191,394
10053604	Parking Lot Parking Area, Visitor Center East, FHWA 905 and La	\$184,787
10058011	Parking Lot Parking Lot at Building 181, Service Use only	\$292,008
10058012	Rt#800 Building 111 Parking	\$1,010,887
10058020	Parking Lot Parking Lot, SE of Building 120, Service Use only	\$72,139
10058021	Parking Lot Parking Lot, Paved, at Bldgs 120 and 124, indudes	\$2,442,960
10058022	Parking Lot Parking Lot, Paved, Building 121,128 and 130 Serv	\$45,702
10058024	Parking Lot Parking Lot, Paved, Building 112, Service Use Only	\$91,405
10058025	Parking Lot Parking Lot, Paved, Building 111, Front,	\$45,702
10058142	Parking Lot Paved parking Lot, building 618,	\$723,084
10063100	Parking Lot Lake Ladora Parking Lot, New	\$38,643
10053192	Roads Dirt update Road, East Perimeter (Service Use Only)	\$2,609,334
10053194	Roads Dirt Roads, dirt, Quad Road, Havana Ponds, Uvalda Ditch	\$3,165,714

- b. Asset Report w/DM is the Station Portfolio w/DM report but in MS Excel format
  - c. Asset Report is a limited set of fields of all assets in the station in MS Excel format
  - d. Inspection Work Orders (INCA) is the MS Excel file of Completed assets that can be sent to a SAMMS administrator to create INCA work orders
  - e. Inspection Work Orders (INFH) is the MS Excel file of Complete assets that can be sent to a SAMMS administrator to create INFH work orders
4. Do not overwrite or delete wanted data!
- a. Compile Debrief Report
    - i. Remember that you are free to edit the Debrief Report after you compile it for a station, however remember that each time you press the "Compile Debrief Report" button, SAMI will overwrite the previous Debrief report. Copy your Debrief Report for a station to another location from Documents/SamiData and then edit it, rather than editing the one that SAMI will overwrite if you press the "Compile Debrief Report" button. There is also a .sav file for the previous Debrief Report to which you can revert.
  - b. On the SAMI Home page there is an "X" icon for deleting a station. If you press this delete icon, SAMI will delete your entire Documents/<StationName> folder and that is where your pictures are located. Do not delete the station if you haven't backed up your station or you will lose all your station data including pictures, estimates and FHWA data that has been imported to your computer.

- c. Backup your station using “Export to SAMI” before you merge from FHWA or another SAMI user just in case you want to get back to your original data for the asset.
5. Your Documents/SamiData folder can be copied to another computer and it will work fine if you install SAMI on the other computer as well.
6. Export/Import to SAMI is the best way to get an entire station on one computer so the SAMI Reports can be run on all completed assets.
7. SAMI can be installed on any computer using \\ifw9anrs-appsrv\SAMI\Sami\_Software\_Production\Silent\_Install.bat

**Date:**

**SUBJ: Request to Schedule a Comprehensive Condition Assessment (CCA) for (Station)**

1. Request to conduct a Comprehensive Condition Assessment (CCA) on subject refuge from (Start Date) through (Ending date). The CCA will consist of learning Refuge's primary mission and review of all Real Property Inventory (RPI) assets over \$100,000 and / or mission critical to:
  - a. Verify and validate inspected assets for proper real property asset codes, description of asset, sizes, geo-coordinates, constructed materials, accessibility, public use and other critical items as needed
  - b. Update each inspected real property asset Current Replacement Value (CRV)
  - c. Determine and document the condition of inspected real property assets, associated components, and identify repair, rehabilitation, and / or replacement needs and costs
  - d. Take photographs of each RPI Asset assessed
  - e. Complete a SAMMS Inspection (IN) work order and Deferred Maintenance (DM) work order if needed. DM and DMFP work orders will be submitted if cost of repairs exceeds \$5,000 and there are no immediate plans to correct it with station's Operating and Maintenance (O&M) funds

**General Note:** FMCs, do not assess roads, parking lots, bridges and dams. While part of the condition assessment process, these assets are inspected under contracted engineering firms or other government agencies on periodic cycles that differ from the CCA. Coordination is through Regional, Transportation Coordinator (Roads & Parking Lots), Regional, Dam Safety Officer (Dams), and Bridge Safety Officer (Bridges). Latest assessment reports can be obtained from personnel identified above.

2. The data obtained from the CCA is recorded in the SAMMS/FBMS data bases. Additionally, all reports from the condition assessment will be made available to the assessed station and Regional Office Leadership / Management, Safety Manager and Headquarters.

3. Logistical Support.

- a. Assessor will need an escort throughout assessment with keys and combinations to controlled spaces/areas. Escort should be familiar with refuge assets and operational needs.
  - 1) May require vehicle with driver and use of ladder to access attics, lofts and roofs.
  - 2) May require use of a ladder to access attics, lofts, and roofs.
  - 3) Request aerial view print outs of refuge displaying breakdown of units or compounds if available.
  - 4) Request aerial view print outs of all levees, moist soil units, ponds and location and size of Water Control Structures (WCS).
  - 5) Request an assigned working area with internet connection availability and use of a copier.
  - 6) For any occupied quarters being assessed will need resident present during time of assessment

4. Supporting Information (Please let assessor know if any of the following applies):

- a. Any knowledge of existing environmental or personnel hazards such as asbestos, mold, lead paint and etc., and provide formal documentation if available. This information will be used to create a DM WO for survey or abatement as required where no DM exists.
- b. Any building leaks.
- c. Are there active Memorandum of Understandings / Agreements (MOUs / MOAs) on current real property assets? Service Managed, not Service Owned (SMNSO) assets. Provide copies of documents if available.
- d. Identify assets that FWS own or maintain per a MOU and provide funding and or labor for, but are not on RPI.
- e. Identify any asset that has been demolished/destroyed/abandoned/transferred, but remains on RPI.
- f. Identify any assets not accessible due to flooding, downed trees or other restrictions.
- g. Identify any other key concerns with assets that you may want assessor to pay special attention too.

5. Tentative Plan/Schedule. Can change based on daily progress and refuge working hours. I'll travel on (date).

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 7</b>
<b>8:00</b>	In Brief	CCA	CCA	CCA	End CCA		
<b>8:30</b>	Start CCA						
<b>Approximately 10:00 am</b>					Debrief		
<b>Approximately 4pm</b>	Secure	Secure	Secure	Secure			

\*Alternate Dates - If primary dates are not workable, proposed alternate dates are: (Dates).

6. If my proposed primary and alternate dates are not workable, please provide recommended alternates.

7. If you have any questions or concerns, please contact me at (**Phone Number**).

## Standard Scheduling and Completion Check Sheet

**Date:** \_\_\_\_\_

**CCA Preparation Check Sheet for** \_\_\_\_\_ **NWR, ORG Code:** \_\_\_\_\_

1. Four weeks prior make phone contact with Refuge Manager
2. Two weeks prior send follow up e-mail confirming using standard "Schedule CCA Template."
3. Verify Regional Parent WO# (For current cycle). WO#:
4. Create Station Parent WO# for CCA (Child of Regional Parent). WO#: \_\_\_\_\_

**4a. Description Block:** Station Name Parent CCA FY-14

5. Create List of INCAs and send to Headquarters (John Dyer) with Refuge Parent WO#. Send via e'mail and use INCA Template BOE/BI
6. Create Asset Assessment List, RPI assets valued at \$45,000 and above
7. Create Asset List, All Refuge RPI Assets
8. 10. Schedule/Reserve Hotel. Reservation #: \_\_\_\_\_
9. Prepare Orders (CONCUR); Verify Fund Source if NFH or out of ordinary
10. Update Calendar
11. Input Travel Comp Time in QUICKTIME
12. Upload NWR & Hotel address in Vehicle GPS
13. Prep vehicle (ensure gas card) and load CCA materials: Tools, Gear, HH GPS, Books, Binders, Water Cooler
14. Travel to site (Ensure to have refuge address and Managers Phone #) and conduct in-brief. Conduct CCA
15. Prepare CCA Report/Out-brief
16. Finalize CCA Report and send to applicable personnel
17. Complete Travel Claim

**After Completing CCA Ground Work**

1. Finalize all INCAs by completing INCAs in SAMMS
2. Complete follow up DM work orders on INCAs as required. Also create a DMFP work order for each DM work order created.
3. Complete all follow up Cost Estimates on work orders as required
4. Update all CRV's on assets assessed. Also, update Lat/Lon & Values as needed.

5. Update Short descriptions on assets as needed per HQ Standard Short Descriptions (6/1/2014)
6. Create File Folder and file copy of CCA Report, Photo's & Cost Estimates.
7. Place the File Folder on the "S" Drive under "Assets" and applicable refuge and "Condition Assessment."
8. Follow up on completing any required ROUPs (DI-103As) to remove non applicable assets.
9. Follow up on completing any required ABZONs to add newly discovered assets.

## Pre-Inspection On-Site In-brief Outline

1. Introduction
2. Our Goal this week:
  - a. Learn Refuge's Primary Mission.
  - b. Conduct field review/assessment of all Real Property Inventory (RPI) assets valued above \$100,000, or are mission critical, or are a major concern to Refuge Manager.
  - c. Verify/validate asset type codes, descriptions, dimensions, geo-coordinates & accessibility and update in SAMI/SAMMS as required.
  - d. Take current photo of asset and asset problem areas.
  - e. Conduct out brief and provide Refuge Manager a copy of the CCA Report.
  - f. \*Update CRVs in SAMMs via CRV Calculator.
  - g. \*Determine and document assets condition, and record any repair, rehab or replacement needs and costs for each assessed asset by recording in and INCA Work Order in SAMMS as children of refuge CCA Parent Work Order. Your assigned Parent WO# is 2015263300.
  - h. \*Create follow on DM Work Orders in SAMMs for each INCA Work Order with deficiencies above \$5,000.
  - i. \*Complete all INCA Work Orders after DM Work Orders are created.
  - j. \*Complete in SAMMs any DM Work Orders identified as outdated, invalid or complete, but remain open/active.
  - k. Offer Refuge Manager: If you would like to offer comments about refuge mission and any mission critical assets concerns.

Note (1): \* May not be completed on site, but will be completed within 45 days of completing field portion of CCA.

Note (2): FMCs, do not assess roads, parking lots, bridges and dams. While part of the condition assessment process, these assets are inspected under contracted engineering firms or other government agencies on periodic cycles that differ from the CCA. Coordination is through Regional, Transportation Coordinator (Roads & Parking Lots), Regional, Dam Safety Officer (Dams), and Bridge Safety Officer (Bridges). Latest assessment reports can be obtained from personnel identified above.
3. Logistical Support.
  - a. Assessor will need an escort (vehicle & driver) throughout assessment with keys and combinations to controlled spaces/areas. Escort should be familiar with refuge assets and operational needs.
  - b. May require use of a ladder to access attics, lofts, and roofs.
  - c. Request aerial view print outs of all levees, moist soil units, ponds and location and size of Water Control Structures (WCS).
  - d. Request an assigned working area with internet connection availability and use of a copier.
  - e. For any occupied quarters being assessed will need resident present during time of assessment.
4. Supporting Information (Please let assessor know if any of the following applies):
  - a. Any knowledge of existing environmental or personnel hazards such as asbestos, mold, lead paint and etc., and provide formal documentation if available. This information will be used to create a DM WO for survey or abatement as required where no DM exists.

- b. Any building leaks.
  - c. Are there active Memorandum of Understandings / Agreements (MOUs / MOAs) on current real property assets? Service Managed, not Service Owned (SMNSO) assets. Provide copies of documents if available.
  - d. Identify assets that FWS own or maintain per a MOU and provide funding and or labor for, but are not on RPI.
  - e. Identify any asset that has been demolished/destroyed/abandoned/transferred, but remains on RPI.
  - f. Identify any assets not accessible due to flooding, downed trees or other restrictions.
  - g. Identify any other key concerns with assets that you may want assessor to pay special attention too.
5. Tentative Plan/Schedule. Work within refuge planned working hours.

# National Conservation Training Center Comprehensive Condition Assessment Debrief

March 29, 2015



1. **References:**

- International Building Code 2009 Version
- National Fire Protection Association (NFPA) 101 Life Safety Code
- National Fire Protection Association (NFPA) 13 Sprinkler Systems Code
- National Fire Protection Association (NFPA) 30 Flammable and Combustible Liquids Code
- National Fire Protection Association (NFPA) 54 National Fuel Gas Code
- National Fire Protection Association (NFPA) 58 Liquefied Petroleum Gas Code
- National Fire Protection Association (NFPA) 70 National Electrical Code (NEC)
- Occupational Safety and Health Administration (OSHA)

2. **Safety Issues:**

- 10035785 BLDG OFFICE WEST POND
- 10035779 BLDG MULTI-PURPOSE MAIN ENTRY VISITOR CENTER
- 10035787 BLDG OFFICE KREAT
- 10035788 BLDG MAINT SHOP SUPPORT SERVICES
- 10035781 BLDG QTRS# H3 RACHEL CARSON LODGE
- 10035780 BLDG QTRS# H1 ALDO LEOPOLD LODGE
- 10035805 BLDG QTRS# H2 Bunk "DING" DARLING LODGE
- 10050274 BLDG QTRS# H4 BLDG QTRS#SF76 MURIE LODGE
- 10035776 BLDG CAFETERIA COMMONS DINING / LOUNGE
- 10035786 BLDG GYM PHYSICAL TRAINING
- 10035784 BLDG LAB TRAINING
- 10052263 BLDG SECURITY GUARD MAIN ENTRANCE w/Veh. Barrier
- 10035783 BLDG SCHOOL INSTRUCTIONAL EAST
- 10035782 BLDG SCHOOL INSTRUCTIONAL WEST
- 10035791 POLE BARN RECYCLING CENTER
- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER

3. **RPI Data Sheets Needed:**

- N5667866 BULKHEAD CAMPUS WIDE STONE RETAINING WALLS AND STAIRS
- N5736755 TRAIL PAVED CAMPUS WIDE SIDEWALKS
- N5607009 POWER DISTRIBUTION CAMPUS WIDE SYSTEM

4. **DI-103A Needed:**

5. **Recommended for Disposal:**

# National Conservation Training Center Comprehensive Condition Assessment Debrief

**6. Highest Priority Deferred Maintenance Work Orders:**

- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER (Chillers Overhaul and Replace Monitor Panels (Phase Replacement))
- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER (Boilers Replacement (Phase Replacement))
- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER (METASYS (Monitoring System))
- N5667866 BULKHEAD CAMPUS WIDE STONE RETAINING WALLS (Bridge Abutment and other retaining walls / stairs (Masonry) Repairs)
- VARIOUS LOCATIONS HVAC inspections

### Building

**Asset# 10035785**

**Bldg. Multi-Purpose WEST POND**

**9066.0 SQFT**

**Notes:**

- (1) Dimensions recorded or verified during this CCA.
- (2) Current Replacement Value (CRV): \$4,045,737.01
- (3) Building measurements are unique and therefore the raw numbers are used for estimating purposes only. Square feet measurements were recorded from as-built.

**Description:**

- (1) Dimensions: 167 Length in Linear FT X 31 Width in Linear Feet X 2.0 Number of Stories
- (2) Constructed Material: Masonry
- (3) Geo Coords: 39.487928 Start Latitude / -77.807831 Start Longitude
- (4) Constructed Year: 1997
- (5) Electric Meter: Shared Meter
- (6) Natural Gas Meter: No Natural Gas
- (7) Water Meter: Not Metered
- (8) Historic Criteria: 5
- (9) Disable Access: Yes
- (10)Public: No
- (11)Potable Water Source: Community
- (12)Waste Water Collection: Community
- (13)Foundation: Basement
- (14)Roof: Metal
- (15)Overhead Doors:
- (16)Lightning Protection:

- **Missing ceiling in the electrical room on the 1st floor. Recommend installing ceiling to prevent spreading in case of fire**

# National Conservation Training Center

## Comprehensive Condition Assessment Debrief

- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative in the library. Investigate and replace if needed
- Electrical junction boxes without covers in various places. Install covers
- Kitchen electrical outlet within 6' feet of water source are not GFCI IAW NEC 70. Recommend a certified electrician investigate and replace outlets IAW NFPA 70 and IBC
- Missing fire caulking which could assist in the spread of a fire in communication room and basement. Fill in hold penetrations with approved fire caulk
- ADA automatic door operator is inoperative at entrance. Investigate and replace if needed
- Metal Shows signs of oxidation refer to specialized inspection notes Replace roof in accordance with phase replacement
- Downspouts are insufficient for maximum flow. Recommend replacing down spouts and pipes from 4 inches to 6 inches
- Air ducts in attic leaking in multiple locations Recommend seal all air leaks
- Exposed underside of library appears to be a form of sheetrock and is deteriorating. Recommend replacing with PT 5/8inch plywood and painting for long term protection

**Asset# 10035779      Bldg. Multi-Purpose MAIN ENTRY VISITOR CENTER      32223.0 SQFT**

#### Notes:

- (1) Dimensions recorded or verified during this CCA.
- (2) Current Replacement Value (CRV): \$13,323,590.25
- (3) Building measurements are unique and therefore the raw numbers are used for estimating purposes only. Square feet measurements were recorded from as-built.

#### Description:

- (1) Dimensions: \_\_\_\_\_ Length in Linear FT X \_\_\_\_\_ Width in Linear Feet X 2.0 Number of Stories
- (2) Constructed Material: Masonry
- (3) Geo Coords: 39.486943 Start Latitude / -77.805446 Start Longitude
- (4) Constructed Year: 1997
- (5) Electric Meter: Shared Meter
- (6) Natural Gas Meter: No Natural Gas
- (7) Water Meter: Not Metered
- (8) Historic Criteria: 5
- (9) Disable Access: No
- (10)Public: No
- (11)Potable Water Source: Well (Water Treatment Facility)
- (12)Waste Water Collection: Other
- (13)Foundation: Basement
- (14)Roof: Metal
- (15)Overhead Doors: N/A
- (16)Lightning Protection: Yes

# National Conservation Training Center

## Comprehensive Condition Assessment Debrief

- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative in both men and women restroom 1st floor. Investigate and replace if needed
- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative in the kitchen preparation area. Investigate and replace if needed
- Due to higher than average fire concerns, mechanical and electrical rooms should not be used for storage. Recommend removing files and other stored items
- Exposed electrical wires (Tested and appears to be non-energized) in the basement electrical room floor. Recommend properly terminating wires IAW NEC
- Missing fire caulking which could assist in the spread of a fire in electrical and telephone rooms. Fill in hold penetrations with approved fire caulk
- Electrical junction boxes without covers in basement electrical room. Install covers
- Second floor electrical room has what appears to be a make shift office with computer, desk and some with storage. Mechanical and electrical rooms should not be used as offices
- Circuit breaker missing locking mechanism (basement electrical room) Recommend replace locking mechanism
- Junction box missing cover to the west of chiller AC-E-5 up wall about 10 feet. Install cover
- Electrical junction box without cover in the mechanical tunnel. Install covers
- Electrical wire splices to a control damper are not protected in a junction box in the mechanical tunnel. All spliced electrical wires must be in an approved electrical box
- Electrical junction boxes without covers in first floor electrical room by check in desk. Install covers
- Electrical egress exit sign electrical cable secured with bailing wire adjacent to WH-E-1 water heater Secure electrical wires IAW NEC
- Possible leak or high condensation causing possible mold on lagging at chilled water supply elbow near mechanical tunnel entrance. Recommend evaluate and repair as necessary.
- Rusted chiller air outlet AC4 of chiller H-E-4 rusting (mechanical room - G floor west) Recommend replace air vent connections at chiller
- Rusting valves near AC4 rusting (mechanical room G floor west) Recommend repair or replace
- Corroded electrical cooling pipe corroding at penetration point into chiller return air at chiller AC-E-5 Recommend repair or replace penetration points
- Various piping brackets are missing appropriate membrane to prevent metal to metal contact and /or vibration. Some may not require them but they add some extra protection and extended life. Recommend installing membrane on saddles.
- Missing 6 sprinkler head covers in auditorium. Replace or reinstall covers
- Missing ceiling tile in museum active storage Recommend replace tile
- Entrance to archive work area C23, signs of possible ceiling leak. Recommend evaluate and repair as needed
- Double doors in loading area needs adjustment and weather seal is not effective allowing air flow. Recommend adjusting doors and replacing seal
- Basement janitor's closet missing vent cover. Recommend replace vent cover
- Improper lagging on split a/c unit in basement electrical room. Recommend replacing with proper lagging

# National Conservation Training Center

## Comprehensive Condition Assessment Debrief

- G level electrical room showing signs of leaking from the ceiling. Evaluate and repair as needed
- Minor drywall cracking in 2nd floor auditorium audio-visual hall. Repair as needed
- Ceiling tile missing in auditorium mechanical room, opening space into attic environment  
Recommend replace ceiling tile
- Ceiling tiles are removed, exposing storage room to attic environment (2nd floor audio-visual storage). Recommend re-installing ceiling tiles
- Duct work has been modified and left open ended in the mechanical tunnel. No air flow detected and it may be out of service. Investigate and repair or remove and cap
- Attic has not permanent lighting. Install lights
- Attic false decking is loose. Recommend securing all decking

### Pole Barns

**Asset# 10035791**

**Pole Barn RECYCLING CENTER**

**1.0 EACH**

**Notes:**

- (1) Current Replacement Value (CRV): \$1,317,717.22
- (2) CRV appears overvalued.

**Description:**

- (1) Dimensions: 3300.0 Size in SQFT X 132 Width in Linear Feet X 25 Length in Linear FT
  - (2) Constructed Material: Masonry
  - (3) Geo Coords: 39.487701 Start Latitude / -77.803703 Start Longitude
  - (4) Electric Meter: Shared Meter
  - (5) Historic Criteria: 5
  - (6) Disable Access: Yes
  - (7) Public: No
  - (8) vinyl coated chain link fence 214 ft (Needs personnel gate near fuel tanks)
- **Electrical junction box is corroded and not properly secured. Recommend replacing conduit and box**
  - Bollards missing, improperly sized, deteriorated, or otherwise do not meet FWS compliance. Repair, repaint, or replace 10 bollards.
  - OVHD lighting present but corroded and needs replacing. Recommend replacing 16 low sodium lights
  - Trash compactor hydraulic hoses are deteriorated. Recommend replacing hoses
  - Load bearing pipe deteriorated by corrosion. Recommend replacing pipe

### Utilities

**Asset# 10035777**

**HVAC Plant CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER**

**1.0 EACH**

# National Conservation Training Center

## Comprehensive Condition Assessment Debrief

### Notes:

- (1) Current Replacement Value (CRV): \$19,093,299.00
- (2) Metasys connects your HVAC, lighting, security and protection systems, and gets them all “talking” to each other in a single language, on a single platform to give you information to make better decisions, save money and improve the way your building functions. Johnson Controls strives continuously to find new ways to make Metasys work better, and help you work smarter. We’re constantly innovating to make sure its software, user interface, monitoring and analytics are the best available. Now, and in the future.
- (3) Building measurements are unique and therefore the raw numbers are used for estimating purposes only. Square feet measurements were recorded from as-built. Building is 4,746 SQFT Overall
- (4) Current DM work orders (2015258252/3/4) to overhaul chillers 1, 2, and 3.
- (5) Current DM work order (2015258255) to upgrade METASYS.
- (6) Current Capital Improvement (CI) (2015258256) to monitor refrigerant campus wide.

### Description:

- (1) Dimensions: 42 Width in Linear Feet X 93 Length in Linear Feet
- (2) Constructed Material: Masonry
- (3) Geo Coords: 39.487778 Start Latitude / -77.800839 Start Longitude
- (4) Electric Meter: Shared Meter
- (5) Historic Criteria: 5
- (6) Disable Access: No
- (7) Boiler (1)
- (8) Manufacture: Donlee (York- Shipley Package Horizontal Fire tube)
- (9) Manufactured Year: 1995
- (10) Model: 500 Series (Hot Water)
- (11) Boiler (2)
- (12) Manufacture: Donlee (York-Shipley Package Horizontal Fire tube)
- (13) Manufactured Year: 1995
- (14) Model: 500 Series (Hot Water)
- (15) Boiler (3)
- (16) Manufacture: Bryan (Force Draft)
- (17) Manufactured Year: 2002
- (18) Model: RV550-W-FDO
- (19) Boiler (4)
- (20) Manufacture: HB Smith
- (21) Manufactured Year: 1995
- (22) Model: LO-28A-W-8 (Hot Water)
- (23) Chiller (1)
- (24) Manufacture: Trane
- (25) Manufactured Year: 1999
- (26) Size: 450 ton
- (27) Refrigerate: R-123 @750lbs

# National Conservation Training Center

## Comprehensive Condition Assessment Debrief

- (28)Chiller (2)
- (29)Manufacture: Trane
- (30)Size: 450 ton
- (31)Refrigerate: R-123 @750lbs
- (32)Chiller (3)
- (33)Manufacture: Trane
- (34)Manufactured Year: 1999
- (35)Size: 230 Ton
- (36)Refrigerate: R-123 @390lbs
- (37)Chilling Tower (46'x 57')
- (38)Manufacture:
- (39)Manufactured Year:
- (40)Size:

- East chiller exit door exit sign half of the light bulbs are burned out. Recommend replace burned out light bulbs or sign
- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative at the Northwest door. Investigate and replace if needed
- Egress doors emergency exit signs are missing or inoperative. Signs are required to be hardwired with battery backup IAW NFPA 101, 70 and IBC. East chiller door area. Investigate and repair or install
- Flammable liquids improperly stored in boiler electrical switchboard room. Recommend removal of flammable liquids and properly store in an approved location
- Electrical junction boxes above the boiler/chiller double doors, on boiler side, open cover. Recommend replace cover onto junction box.
- Improperly secured outlet at the circuit breaker in boiler electrical room Recommend removal or proper reinstall
- Boilers 1, 2, and 3 are starting to show signs of normal wear and tear. Boiler 4 is out of commission. All boilers are approaching their normal life expectancy and should be replaced. Start a phase replacement over the next 10 years.
- Chillers 1 and 2 are showing signs of wear and tear and should be overhauled. Chiller 3 is currently being overhauled. The chiller casings appear to be in good condition. Currently, the plant is surging creating higher than acceptable temperatures. Normal temperatures should be less than 80 degrees. Normal overhauls should last between 4 and 8 years in normal situations. Overhaul all chillers. Recommend phasing over a two or three year period.
- Cooling tower deck missing grading. Install missing grading
- Chiller control panels are not supported and quickly becoming obsolete. Recommend upgrading control panels
- METASYS monitoring system is not performing as designed allowing the maintenance plant to reach unacceptable pressures and temperatures. Failure to update and install proper monitoring system could create abnormal wear and decrease life expectancy on critical equipment. Recommend researching and installing up-to-date monitoring systems.

# National Conservation Training Center

## Comprehensive Condition Assessment Debrief

- Fuel tanks need to have bollards installed to protect from damage. Install bollards in accordance with code
- South exit door of the boiler room does not close completely and does not seal. Recommend evaluate and repair or replace as needed
- Fire alarm bell has bird nest in it. Possibly interfering with operation. Recommend removing bird nest and maintaining a functional alarm.

**Asset# N5607009**

**Power Distribution Campus wide system**

**EACH**

Notes:

- (1) Current Replacement Value (CRV):

Description:

- (1) Dimensions: \_\_\_\_ Length in Linear Feet X \_\_\_\_ Number of Poles  
 (2) Constructed Material: \_\_\_\_  
 (3) Geo Coords: \_\_\_\_ Start Latitude / \_\_\_\_ Start Longitude  
 (4) Electric Meter: \_\_\_\_  
 (5) Historic Criteria: \_\_\_\_  
 (6) Disable Access: \_\_\_\_

### 7. General Notes:

- A. The Comprehensive Condition Assessment (CCA) conducted was a complete and semi-thorough inspection of NCTC's real property assets and associated mechanical equipment. Much of the mechanical equipment was in an operational status; therefore, no open inspections were conducted.
- B. The assessment identified a significant undermining of proper electrical safety procedures. It is recommended that leadership develop, implement, and train person immediately in this area. It is also recommended that all non-emergency electrical work stops until this issue is corrected.
- C. Improper and poor housekeeping is producing a higher than normal fire probability. The quantities and location of HAZMAT in unauthorized spaces should be addressed and corrected. Additionally, the spread of a fire has been increased significantly with the removal of fire caulking throughout most buildings conduit and the absence of non-fire rated doors and ceilings in the attic and electrical closets.
- D. There appears to be a culture of run to failure on mechanical equipment. It's recommended that leadership develop a strategic equipment phase replacement and overhaul plan for all major mechanical equipment. This plan should also include valves and piping.
- E. Preventative and corrective maintenance is critical to NCTC's normal operating procedures. NCTC's leadership should verify that all mechanical equipment is included for normal preventative maintenance. Additionally, it is recommended that a formal procedure is developed to verify the maintenance was completed as reported. There are too many signs indicating that basic maintenance is not being conducted on all equipment.

## National Conservation Training Center Comprehensive Condition Assessment Debrief

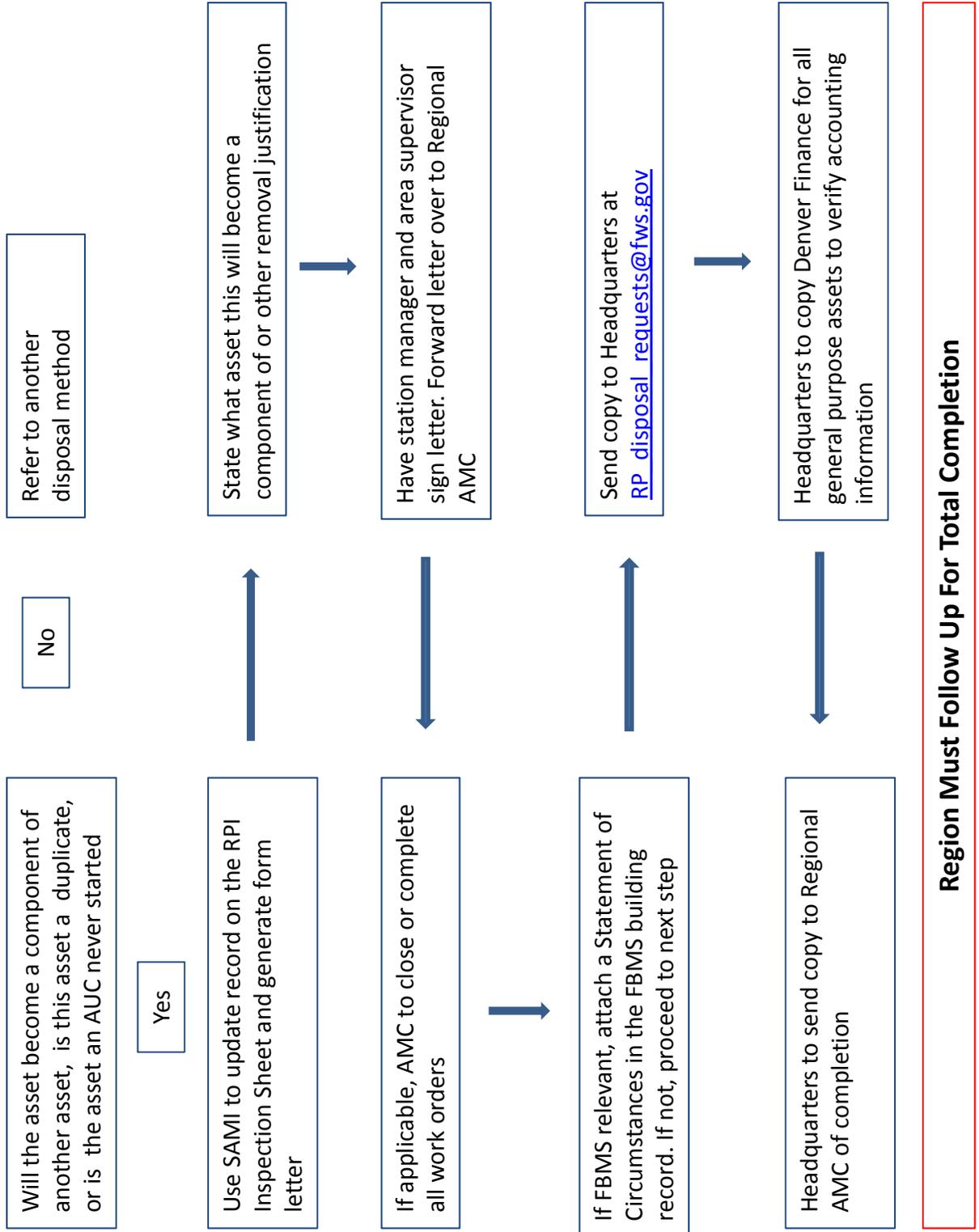
F. NCTC's facilities must meet the construction standards of a federal installation. (Check on Environmental) All inspections conducted must meet or exceed federal level requirements.

The onsite CCA was conducted by the following personnel:

Peter Martin, Region 1, Facility Manager  
Kristopher Johnson, Region 6, Facility Manager  
John Stricklan, Region 4, Chief of Facilities  
Brian Ellington, Region 4, Chief of Engineering  
Steve Denbow, Region 4 Architect  
Steve Suder, Headquarters, National Transportation Program Manager  
Andrew Vazquez, Headquarters, Transportation Scholar  
Greg McCleaf, NCTC, Facility Manager  
David Medaris, NCTC,

Submitted by Brad Long, Headquarters, National Facility Manager

# Administrative Deletion of Real Property Assets During a CCA



UNITED STATES DEPARTMENT OF THE INTERIOR  <b>CERTIFICATE OF UNSERVICEABLE PROPERTY</b>  May only be used when property is unserviceable through fair wear and tear; there are no apparent property irregularities; no need to determine employee financial liability; no possible claims against the Government; firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included.	Page _____ of _____  Certificate No. _____  Date _____
--	--

A. Originating Office and Telephone No. <i>(include area code)</i>	Accountable Office and Location
--	---------------------------------

Identified Item(s) are:  Unserviceable  Obsolete  Other *(specify)*

**STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED**

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE <i>(See Reverse)</i>	ESTIMATED VALUE

**B. Recommended disposition (check one):**  Repair / Reutilization  Sale / Trade-in  Salvage  Scrap / Destruction  Abandon  Other *(specify)*:

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government.

Signature of Cognizant Employee:		Date:	Signature of Custodial Officer:		Date:
Property Staff Recommendations:	Signature:	Date:	Signature of Accountable Officer:	Date:	

**C. Reviewing Authority:**  Approved  Disapproved  
 Comments Attached

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**D. Certificate of destruction:** *I certify that the Item(s) No.(s) \_\_\_\_\_ listed above has been destroyed.*

Official Responsible for Destruction:	Title:	Signature:	Date:
Witness Name:	Title:	Signature:	Date:

E. Adjustment to property records (Property Official Signature):	Date Completed:	Financial Official (If Required):	Date Completed:
--	-----------------	-----------------------------------	-----------------

## CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.

DI-103A  
(Rev 6/88)

UNITED STATES  
DEPARTMENT OF THE INTERIOR

Page 1 of 1

**CERTIFICATE OF UNSERVICEABLE PROPERTY**

Certificate No

May only be used when property is unserviceable through fair wear and tear, there are no apparent property irregularities, no need to determine employee financial liability, no possible claims against the Government, firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included

Date

08/2/2012

A. Originating Office and Telephone No (include area code,

Sacramento NWRC  
(530) 934-2801

Accountable Office and Location

Sacramento NWRC  
81620

Identified Item(s) are:

Unserviceable  Obsolete  Other (specify)

STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED

ITEM NO	QUANTITY OR PROPERTY ID NO	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE
1	10000306	Oil/Paint Storage Building (1314001000182520000005) constructed in 1957. Building fails environmental audits & contains asbestos and lead-based paint.	unknown	S	

B. Recommended disposition (check one)  Repair / Reutilization  Sale / Trade-in  Salvage  Scrap / Destruction  Abandon  Other (specify)

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government

Signature of Cognizant Employee

*[Signature]*

Date:

8/2/2012

Signature of Custodial Officer

*[Signature]*

Date:

8/2/12

Property Staff Recommendation

WARRANT STATEMENT OF CIRCUMSTANCES

Signature

*[Signature]*

Date:

27 Aug 2012

Signature of Accountable Officer

*[Signature]*

Date:

8/2/12

C. Reviewing Authority  Approved  Disapproved

Comments Attached

Signature:

*[Signature]*  
Margaret T. Kolar

Date:

8/29/12

D. Certificate of destruction I certify that the Item(s) No.(s)

1

listed above

ARD, Refuges, Region 8

Official Responsible for Destruction

*[Signature]*  
Christopher L. Leane

Witness Name

Steven R. Emmons

Date:

Work leader

Date:

Wildlife Refuge Manager

Signature

*[Signature]*

Signature

*[Signature]*

Date:

10/30/2012

Date:

10/30/2012

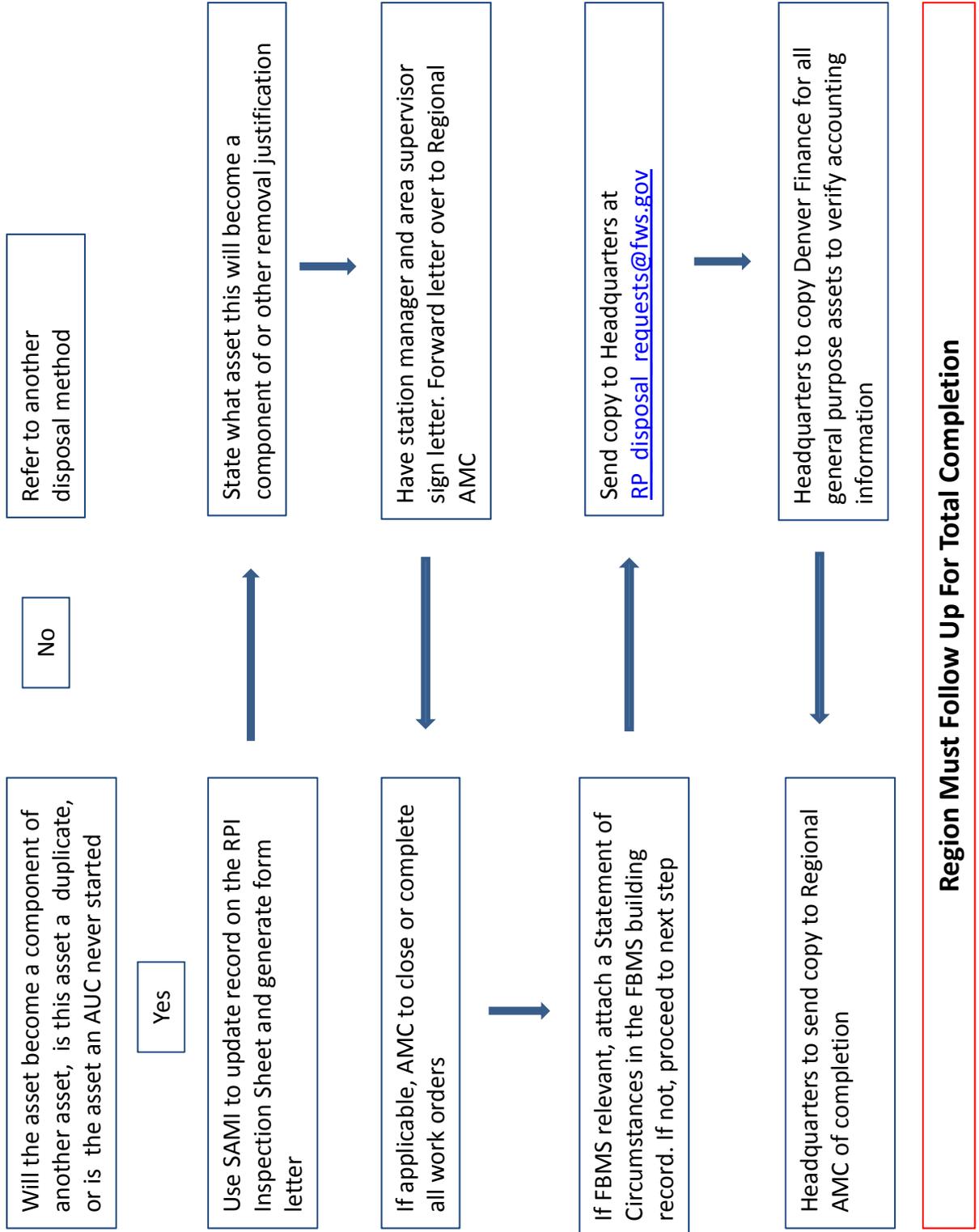
E. Adjustment to property records (Property Official Signature)

Date Completed: Financial Official (if Required)

Date Completed

UNITED STATES DEPARTMENT OF THE INTERIOR <b>TRANSFER OF PROPERTY</b>		Page _____ of _____ Report No. _____ Date _____	Transfer From: (Organization and Complete Address)  Transfer To: (Organization and Complete Address)	Appropriation and Accounting Data:
ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION <i>(Include model &amp; serial number)</i>	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE
<b>SHIPPING AND RECEIVING INFORMATION</b>				
Date Shipped:		Date Received:		
Authorized Signature:		Authorized Signature:		
Official Title:		Official Title:		
Adjustment to property records (Property Official Signature):		Date Completed		
Signature):		Financial Official Signature (if Required):		
Date Completed		Date Completed		

# Administrative Deletion of Real Property Assets During a CCA



## Administrative Disposal (RPI Record Removal) Memo



August 13, 2015

**MEMORANDUM**

To: Headquarters Facility Branch Real Property Disposal Coordinator

From: Bon Secour NWR Manager

Via: (1) Area Supervisor

(2) Regional Office Asset Manager

Subj: REAL PROPERTY ASSETS REQUIRING ADMINISTRATIVE REMOVAL

1. The following SAMMS asset records require an administrative removal from the database:

Asset Number	Property ID Number	Short Description	Reason
10057553	IB14001000135020000037 (10001350)	BLDG QTRS123 MOBILE HOME BLDG, MAINT OFFICE	This asset is a component of RPI #

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Station Manager

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Area Supervisor

**Appendix 12, Required and Recommended Materials for FMCs**

<b>Item</b>	<b>Required or Recommended</b>	<b>Bring on Assessment?</b>
Storage Containers (for books when traveling)	Recommended	Yes
Carry Bag for Equipment	Recommended	Yes
Measuring Wheel	Required	Yes
Measuring Tape (100ft)	Required	Yes
Measuring Tape (25ft)	Recommended	Yes
Flashlight (Quality Light Only)	Required	Yes
Receptacle GFCI Tester (Hand)	Required	Yes
Line Voltage Tester (Hand)	Required	Yes
Portable Hard Drive	Required	Yes
Thumb Drive (8 GB, min. to leave with station management and back up or transfer data)	Required	Yes
GPS	Required	Yes
Calculator Construction	Required	Yes
3-Ring Binders for printed copies of station (1) in-briefs, (2) out briefs, and (3) reference information	Required	Yes (1, 2) No (3)
All SAMI Items - spare batteries, DC inverter, shoulder harness, etc.	Required	Yes
Safety Toe Shoes	Required	Yes
Snake Proof Boots	Regionally Required	Yes
Reflective Vest	Required	Yes
Bug Spray	Recommended	Yes
Hat	Required	Yes
First Aid Kit (Vehicle)	Required	Yes
Back Pack or Storage Bag for Lap Top Computer	Recommended	Yes
<b>Code Books:</b>		
ADA/ABA Handbook: Accessibility Guidelines for Buildings and Facilities ISBN-13: 9781557014993	Required	No
*OSHA 29 CFR-1910 General Industry Regulations ISBN 159959385-8	Required	No
*Code Check: An Illustrated Guide to Building a Safe House ISBN 978-1-60085-775-1	Required	No
*Code Check Complete: An Illustrated Guide to Building, Plumbing, Mechanical, and Electrical Codes ISBN 978-1-56158-911-1	Required	No
*Code Check Commercial: An Illustrated Guide to Commercial Building Codes ISBN 978-1-60085-082-0	Required	No

**Appendix 12: Required and Recommended Materials for FMCs**

*Code Check Plumbing and Mechanical: An Illustrated Guide to the Plumbing and Mechanical Codes ISBN 978-1-60085-339-5	Required	No
*Code Check Electrical: An Illustrated Guide to Wiring a Safe House ISBN 13: 978-1-60085-334-0	Required	No
*International Residential Code for One- and Two-family Dwellings ICC-IRC ISBN 978-1-58001-727-5	Required	No
*IBC International Building Code ISBN 978-1-58001-725-1	Required	No
*National Electrical Code Handbook ISBN 13: 978-087765916-7	Required	No
*NFPA- 101: Life Safety Code ISBN 978-161665129-9	Required	No
*NFPA- 58: Liquefied Petroleum Gas Code ISBN 978-1455907113	Required	No
*RS Means Estimating Handbook ISBN 978-0876292730	Required	No
*Wetland Trail Design and Construction (USDA Forest Service) ISBN 978-1304069511	Required	No
*USDA Trail Construction & Maintenance Notebook 2007 Edition <a href="http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm">http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm</a>	Required	No
<b>*Order the newest publication and / or addition</b>		



## U.S. Fish and Wildlife Service

### Construction Year Attestation

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**Station Org/Name:** \_\_\_\_\_

**Asset No./Description:** \_\_\_\_\_

**Asset Type:** \_\_\_\_\_

**DOI Asset Code:** \_\_\_\_\_

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This note to the file provides documentation that Asset \_\_\_\_\_ was  
constructed in (*insert year yyyy*) \_\_\_\_\_ .

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**Signature and Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_



## U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: More than Half Its Useful Life Remaining

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**Station Org/Name:** \_\_\_\_\_

**Asset No./Description:** \_\_\_\_\_

**Asset Type:** \_\_\_\_\_

**DOI Asset Code:** \_\_\_\_\_

**Construction Year:** \_\_\_\_\_ **Useful Life:** \_\_\_\_\_

**Recorded Replacement Cost:** \_\_\_\_\_

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Based upon my professional experience, this is to certify that the recorded replacement cost For Asset Number \_\_\_\_\_ is accurate to the extent necessary to determine that it is less than \$50,000; which is the materiality threshold for a newly discovered asset with more than half it's useful life remaining.

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**Signature and Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_



## U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: Less than Half Its Useful Life Remaining

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**Station Org/Name:** \_\_\_\_\_

**Asset No./Description:** \_\_\_\_\_

**Asset Type:** \_\_\_\_\_

**DOI Asset Code:** \_\_\_\_\_

**Construction Year:** \_\_\_\_\_ **Useful Life:** \_\_\_\_\_

**Recorded Replacement Cost:** \_\_\_\_\_

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Based upon my professional experience, this is to certify that the recorded replacement cost For Asset Number \_\_\_\_\_ is accurate to the extent necessary to determine that it is less than \$500,000; which is the materiality threshold for a newly discovered asset with less than half it's useful life remaining.

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**Signature and Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_



## U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: Fully Depreciated

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**Station Org/Name:** \_\_\_\_\_

**Asset No./Description:** \_\_\_\_\_

**Asset Type:** \_\_\_\_\_

**DOI Asset Code:** \_\_\_\_\_

**Construction Year:** \_\_\_\_\_ **Useful Life:** \_\_\_\_\_

**Recorded Replacement Cost:** \_\_\_\_\_

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Based upon my professional experience, this is to certify that the recorded replacement cost For Asset Number \_\_\_\_\_ is accurate to the extent necessary to determine that it is less than \$1,000,000; which is the materiality threshold for a newly discovered asset that is fully depreciated.

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**Signature and Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_



## U.S. Fish and Wildlife Service Statement of Project Completion

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**Station Org/Name:** \_\_\_\_\_

**Asset No./Description:** \_\_\_\_\_

**Asset Type:** \_\_\_\_\_

**DOI Asset Code:** \_\_\_\_\_

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This note to the file provides documentation that Asset \_\_\_\_\_ was substantially complete and available for, or placed in service by (Insert Station Name) \_\_\_\_\_ on (Insert Date MM/DD/YYYY) \_\_\_\_\_

Therefore, according to Service guidance on Property, Plant and Equipment Financial Management, financial data for the asset will be entered into the Real Property Database.

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**Signature and Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_