
	STANDARD OPERATING PROCEDURE	No.	SOP-1500-C&M-003
	GWA Vehicle Inventory & Accountability	Effective Date	2023.9.17
		Final Approver	 Miguel C. Bordallo, P.E. General Manager
		Revision Letter	A

1.0 Purpose

This Standard Operating Procedures (SOP) establishes Guam Waterworks Authority’s (GWA) procedures for the proper acceptance, recording, issuance, and monitoring of all GWA vehicles as summarized in the *flowchart (Attachments 1 & 2)*. It also establishes the procedures for conducting a physical inventory of all GWA vehicles, as well as the reconciliation of vehicle records maintained by GWA as summarized in the *flowchart (Attachment 3)*.

2.0 Scope

This SOP applies to all GWA employees who are designated to receive, record, update, and monitor the issuance and status of all GWA vehicles and employees assigned to conduct a physical inventory of all GWA vehicles as well as the update of the Vehicle Master List under E1 Fixed Assets system.

3.0 Policy

It is GWA policy that all vehicles are properly recorded, monitored, and accounted for at all times during the asset’s lifecycle including but not limited to established procedures for proper recording and monitoring of the current status of each vehicle and basic accessories as well as conducting physical inventory and reconciliation of vehicle records.

It is also GWA policy that the operation of any GWA vehicle shall adhere to existing laws relative to the use of government vehicles mandated by Title 4 of the Guam Code Annotated (GCA) §1103 (Government Vehicles and Use), Title 16 of GCA (Vehicles) and other applicable laws on government vehicles. These are covered in separate SOPs adopted by GWA as follows:

- SOP-1500-C&M-001, *Operation and Safety Guidelines for the Use of GWA Vehicles*, provides more detailed procedures on the proper use of GWA official vehicles; and
- SOP-1500-C&M-002, *24-Hour Official Vehicle*.

Detailed procedures relating to the purchase/lease, care & maintenance, and survey/disposal of GWA vehicles are in separate SOPs.

4.0 Definitions

- 4.1. **Authorized Representative:** GWA management assigned responsibility for a specific asset.
- 4.2. **Dallas Key:** a mobilization system that can enable or disable the ignition of a GWA official vehicle used by Operators.

The Dallas key is connected to the GPS Tracking that can be used for monitoring the official vehicle’s operation and whereabouts. This may include monitoring for location, speed, and idling time.

- 4.3. **E1 Computerized Asset Management (CAM) > Equipment Master:** A module under JD EnterpriseOne (E1), in which GWA assets are recorded and tracked upon receipt of supporting documents.
- 4.4. **E1 Computerized Asset Management (CAM) > Fixed Assets:** A module under E1 in which the acquisition and book value of GWA assets are recorded and tracked
- 4.5. **Fleet Number:** A code used to identify a fleet asset. The code is structured as, “FLT-XXXX”. FLT indicates that it is a fleet asset while the 4 numerical digits refer to the last 4 digits of the vehicle’s license plate number, or if not available, the last 4 digits of the serial number or VIN.
- 4.6. **GWA Vehicles:** All vehicles whether purchased/owned or leased/rented by GWA. Also referred to as Government or official vehicles.
- 4.7. **GWA Team:** A category code that identifies the GWA Business Unit that created the Digital Record on E1; its purpose is to filter and locate records quicker.

The E1 database/Data Table is called F1201. F1201 is similar to the E1 Address Book which is used by Finance, Human Resources, and Procurement. F1201 is used to store data by Asset Management, Customer Service Meters, and Finance.

- 4.8. **Heavy Equipment:** GWA transportation equipment whose gross weight is more than 5 tons including bucket trucks, tractor mowers, backhoes, forklifts, dump trucks, cranes, and trailers. It does not need a 24-hour sticker for operation outside of regular work hours. No heavy equipment is allowed to be taken home.
- 4.9. **Light Duty Vehicle:** An official GWA vehicle with a gross weight of 3 tons or less which includes trucks, utility trucks, sedans, sports utility vehicles, cargo, and step vans.
- 4.10. **Medium Duty Vehicle:** An official GWA vehicle with a gross weight of 5 tons or less which includes trucks, utility trucks, and step vans.
- 4.11. **Operators:** All GWA employees who are in actual physical control of GWA vehicles.
- 4.12. **Unit Number:** A multipurpose number used to meet the demands of both Asset Management and Finance for data migration, from JDE World to E1, to ensure that the old records are tied with the new ones.
- 4.13. **Vehicle Accessories:** Any item issued to the employees which are incidental for their use of GWA official vehicles, such as vehicle key, Dallas key, GPS Tracking System, insurance card, fuel card, and all other accessories included when the vehicle was initially issued to the requesting division and/or operator.

5.0 Roles and Responsibilities

5.1.	General Manager	<p>Approves this SOP and all its subsequent changes.</p> <p>Serves as the approving final authority for the use and assignment of all GWA vehicles.</p>
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5.2.	Assistant General Manager for Operations (AGM-O)	Oversees the development, revision, and implementation of this SOP as the Policy Owner.
5.3.	Assistant General Manager for (AGM): <ul style="list-style-type: none"> • Administration & Support • Operation • Engineering • Compliance & Safety Chief Financial Officer (CFO)	Endorse the applicable request for authorization, use, and assignment of GWA vehicles under his/her division for GM's approval.
5.4.	Operations & Maintenance Manager for Water Distribution Controller Utilities Services Administrator – Operations (USA-Operations)	Provides oversight, guidance, and applicable training to their respective employee under 5.6. to ensure full compliance with this SOP. Review this SOP annually and recommend necessary changes to the AGM-O, for consideration. Ensure recommendations are pursuant to the prevailing Guam laws.
5.5.	Managers, Administrators, and Supervisors	Ensure that operators are informed of the guidelines and procedures stated in this SOP, and other related SOPs on GWA vehicles before allowing them to use any of the GWA vehicles. Monitor personnel to ensure compliance with this SOP and provide guidance if needed.
5.6.	Facilities Maintenance and Equipment Support (FMES) Superintendent or Designee Asset Management Administrative Assistant Fixed Asset Accountant	Strictly abide by the contents of this SOP and conduct activities accordingly as the designated employees who are tasked to receive, record, update, and/or monitor the issuance and status of all GWA vehicles and basic accessories as well as employees who are assigned to conduct a physical inventory and reconciliation of vehicle records maintained by their divisions. When confronted by a situation not covered by this SOP or requiring clarification, communicate or recommend necessary changes with the respective manager, administrator, or supervisor for resolution or consideration.
5.7.	Operators	Comply with the provisions of this SOP, and other related SOPs on GWA vehicles. When confronted by a situation not covered by this SOP or requiring clarification, clarify with the respective manager, administrator, or supervisor.

6.0 Procedure Description

6.1. **Inspection and Acceptance of GWA Vehicles:** Below are the procedures for the inspection and acceptance of GWA vehicles.

- 6.1.1. FMES Superintendent inspects the delivered vehicles for any visible defects, tests their functionality, and compares their details to the approved purchase order and other supporting documents provided by the Procurement division.
- 6.1.2. If there is a visible defect or inconsistencies in the details contained in the documentation of the delivered vehicle, FMES should not accept the delivery of the official vehicle and communicate with the Procurement division the reason for non-acceptance to resolve the issue¹.
- 6.1.3. If everything is in order, FMES Superintendent will receive the GWA vehicle and sign receiving documents for processing.
- 6.1.4. For official vehicles purchased by GWA, FMES Superintendent provides supporting documents to the Department of Public Works to proceed with the registration of the new official vehicle with the Division of Motor Vehicles, Department of Revenue and Taxation. The copy of the registration along with the supporting documents is then forwarded to Asset Management and Finance for proper recording in the GWA E1 system. Original documents are filed by the FMES Superintendent.
- 6.1.5. A copy of the Certificate of Registration (COR), whether owned/leased, shall be placed inside the official vehicle's glove compartment.

6.2. **Marking of GWA Vehicles:** Below are the procedures for the marking of all GWA vehicles whether owned or leased.

- 6.2.1. FMES Superintendent should place GWA sticker decals on the driver and passenger side doors. The sticker decal should be at least two (2) inches in height, and must contain a clear GWA logo, and below it should be written "Guam Waterworks Authority."²
- 6.2.2. If the official vehicle will be designated as a **24-Hour Vehicle**, it should also be marked as "24-HOURS OFFICIAL" in addition to the above-prescribed marking in accordance with SOP-1500-C&M-002.

6.3. **Issuance of GWA Vehicles:** The newly purchased vehicle may only be issued to its requesting division after it is properly received and marked by FMES. Below are the procedures for the issuance of the GWA official vehicle to its requesting division:

- 6.3.1. FMES Superintendent notifies, via email, the manager/supervisor of the requesting division of the availability of the official vehicle for issuance.

¹ Refer to SOP covering the purchase and lease of GWA vehicles.

² PL28-90, "A distinguishing word, letter and symbol indicating to which agency or department the vehicle is assigned... This logo shall include the proper name of the agency or department and shall be affixed to the sides of the driver and passenger doors in a fashion that makes it easily visible. The letterings on the signs shall be no less than two (2) inches in height."

- 6.3.2. Both the division Manager or authorized representative and FMES technician inspect the GWA official vehicle and FMES Superintendent fills out the *Vehicle Inspection form (Attachment 4)* to be signed by the division Manager or authorized representative.
- 6.3.3. The FMES Superintendent fills out and signs the *Issuance of Official Vehicle (Attachment 5)* and *Property Responsibility Agreement*³ (**Attachment 6**) and signed by the division Manager or authorized representative, and submits forms to FMES Superintendent. FMES Superintendent verifies the forms submitted and keeps the forms in his/her records. All significant information on the condition of the official vehicle and its accessories should be annotated/listed in the *Property Responsibility Agreement*.
- 6.3.4. Car key, Dallas key, fuel, and/or insurance cards will also be issued by FMES Superintendent to the manager or his authorized representative and listed in the *Property Responsibility Agreement (Attachment 6)*.
- 6.3.5. FMES Superintendent issues the GWA vehicle along with applicable accessories to the requesting division's manager or his designee.
- 6.3.6. FMES Superintendent as well as the Requesting Division should then monitor the status of the vehicles until it is surveyed by GWA along with the Asset Management and Fixed Asset Accountant.
- 6.4. **Recording and Monitoring of GWA Vehicles by the Requesting Division:** As soon as the official vehicle and applicable accessories are issued to its requesting division, accountability passes to the division manager/supervisors and its Operators. Below are the guidelines for the monitoring of GWA vehicles assigned to the requesting division:
- 6.4.1. The division manager/supervisor or administrative assistant should maintain a complete listing of all the official vehicles and accessories assigned to its division, which contains the following information:
- License/Fleet Number;
 - Vehicle Description (Make, Model, Color, Type, etc.);
 - Vehicle Year/Acquired Date (Initial Registration Year/Date);
 - Section/Location where the vehicle is assigned;
 - Operator to whom the vehicle is assigned; and
 - Other information needed to monitor the status and condition of the vehicle until it is surveyed by GWA.
- 6.4.2. A monthly physical inventory of the vehicles and accessories provided should be conducted to determine the status of each vehicle.
- 6.4.3. Any change in the vehicle status or condition should be communicated to the FMES Superintendent⁴.
- 6.5. **Recording of GWA Vehicles by FMES:** FMES maintains an *Inventory List of All GWA Official Vehicles*, which contains the following information:
- License/Fleet Number;

³ Will be issued to the requestor and should remain on the vehicle compartment at all times.

⁴ Procedures for the Care and Maintenance of GWA Vehicles are covered in a separate SOP.

- Vehicle Description (Make, Model, Color, Type, etc.);
 - Vehicle Year/Acquired Date (Initial Registration Year/Date);
 - Division/Section/Location where the vehicle is assigned; and
 - Other information needed to monitor the status and condition of the vehicle until it is surveyed by GWA.
- 6.5.1. FMES Superintendent shall forward the purchase order, vehicle registration, and other supporting documents to Asset Management for the recording of the GWA Vehicles in the *E1-CAM>Equipment Master* tile.
- 6.5.2. FMES shall provide updates to the status of the GWA vehicle to Asset Management when applicable for the update of its E1 records.
- 6.6. **Recording of GWA Vehicles by Asset Management:** After receiving applicable documents from FMES, Asset Management Administrator records the details of the GWA vehicles in the *E1-CAM> Equipment Master* tile to include but not limited to the following information:
- License/Fleet Number (under *Unit Number*);
 - Vehicle Description (Make, Model, Manufacturer, etc.);
 - Vehicle Year/Acquired Date (under *Installation Date using Initial Registration Year/Date*);
 - Division/Section/Location where the vehicle is assigned; and
 - Other information needed to monitor the status and condition of the vehicle until it is surveyed by GWA.
- 6.6.1. The aforementioned recording will appear in the *E1-CAM>Fixed Assets >Asset Master Revisions* Tile (Hubble Generated Report).
- 6.6.2. Asset Management will then inform the FA Accountant of the recording of the acquisition value of the official vehicles purchased/owned by GWA in the E1 system.
- 6.6.3. Asset Management shall maintain the vehicle acquisition documents on file.
- 6.7. **Recording of the Acquisition Value of the GWA Owned/Purchased Vehicles by FA Accountant:** Once informed by Asset Management, FA Accountant records the acquisition value of the official vehicles owned/purchased by GWA in the *E1-CAM>Fixed Assets >Asset Master Revisions* Tile and create a *Hubble Generated Report* to include but not limited to the following information:
- License/Fleet Number;
 - Vehicle Description (Make, Model, Manufacturer, under *Asset Number-Description*);
 - Vehicle Year/Acquired Date (Initial Registration Year/Date);
 - Original Cost;
 - Employee to whom the vehicle was issued under the *Property Responsibility Agreement*; and
 - Other information needed to monitor the status and value of the vehicle until it is surveyed by GWA.
- 6.7.1. Once the acquisition value of the new vehicle is entered in the E1 *E1-CAM>Fixed Assets >Asset Master Revisions* Tile, the FA Accountant sends to the FMES Superintendent the insurance card of the GWA-owned vehicle.

- 6.7.2. The FA Accountant monitors the value of the vehicles owned/purchased by GWA by ensuring that Accumulated Depreciation and Net Book Value are included in its record.
- 6.7.3. The FA Accountant coordinates with Asset Management to ensure changes in the information enumerated in section 6.7. have been made on E1.
- 6.8. **Inventory of GWA Vehicles and Reconciliation of Records:** Below are the procedures for conducting an annual inventory of GWA vehicles and reconciliation of vehicle records maintained by FMES, Asset Management, and FA Accountant:
- 6.8.1. The FMES Superintendent & the FA Accountant will conduct an annual inventory of all vehicles (owned and leased by GWA) assigned to each Requesting Division to confirm the existence, status, and condition of each vehicle included in its Master List, on or before the 30th of July.
- 6.8.2. The FMES and FA Accountant should update their records and any change in the vehicle status, location, condition, etc., and should be communicated to Asset Management for the update of their records in the E1 system, on or before the 30th of August.
- 6.8.3. The FMES Superintendent, Asset Management, and FA Accountant should ensure that their vehicle records are reconciled, on or before the 30th of September.
- 6.8.4. The FA Accountant shall update any change to the employee to whom the vehicle was issued under the *Property Responsibility Agreement* in the E1 system.
- 6.9. **Reporting of Incidents Involving GWA Vehicles and Accessories:** Below are the procedures for reporting incidents involving GWA Vehicles and their assigned accessories:
- 6.9.1. The Operators are responsible for the safekeeping of the GWA vehicles and assigned keys and accessories (GPS, Dallas key, fuel card, insurance card, etc.). If any of this is lost, the Operator shall immediately report it to his/her manager/supervisor, FMES Superintendent, Safety Officer, and GWA Water and Wastewater System Control Center (WSCC) at [300-6892/94/58/59](tel:300-6892945859). The Operator must also fill out the *Vehicle Operator Report* and submit it to GWA Safety Officer within 24 hours as stated in §6.5 of *SOP-1500-CM-001 Operation and Safety Guidelines for the Use of GWA Vehicles*, if applicable.
- 6.9.2. If the vehicle key is lost due to the Operator's fault, s/he should submit the *Vehicle Operator Report*⁵ to her/his manager/supervisor and FMES Superintendent within 24 hours of the discovery of the loss. In addition, she/he is responsible to obtain a replacement key. The replacement shall be made within 24 hours from the discovery of its loss, and such replacement shall also be communicated to her/his Manager/Supervisor and FMES Superintendent. The fact of loss and replacement should be noted on the inventory records (division and FMES) of the vehicle.

⁵ see SOP-1500-C&M-001, *Operation and Safety Guidelines for the Use of GWA Vehicles*

- 6.9.3. Lost fuel cards should be immediately reported by their assigned Operator to the FMES Superintendent. The FMES Superintendent should immediately send a written notice of loss to the vendor to request a replacement.
- 6.10. **Separation Clearance:** Employees who are separating from GWA must clear with FMES Superintendent and turn over the issued GWA official vehicle key, Dallas key, and/or fuel card as noted in the signed *Property Responsibility Agreement*.
- 6.11. **Non-Compliance with this SOP:**
 - 6.11.1. **Vehicle Operator:** Failure of the Operator to adhere and comply with any and all of the guidelines, policies, and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as provided by GWA Personnel Rules & Regulations.
 - 6.11.2. **Managers, Administrators, and Supervisors:** Failure of the Manager, Administrator, or Supervisor to report and enforce any and all the guidelines, policies, and procedures stated herein may result in progressive or adverse disciplinary action, including but not limited to suspension, demotion, or termination of employment as provided by GWA PR&R.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Authors	Management Analyst I Fixed Asset Accountant	Elgine E. Alfonso & Bryan Iriarte	Approval on File	On File
Policy Owner	Assistant General Manager for Operations (AGM-O)	Thomas A. Cruz, P.E.	Approval on File	On File
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	Page 1

In accordance with existing Guam and federal laws, the contents of this SOP were reviewed thoroughly by its Policy Owner and were found to be:

- appropriate for publication on the GWA website without compromising the security of GWA’s system or the public’s health and safety.
- not appropriate for publication on the GWA website because it might jeopardize the security of GWA’s system or the public’s health and safety.

8.0 Records of Revisions

All suggestions for improvement shall be directed to the Policy Owner indicated below. The Policy Owner will consider the input received, develop recommendations on how to address the suggestions, and obtain authorization to make the recommended changes. Updates, revisions, corrections, and waivers to this SOP shall be made in writing and approved by the GM.

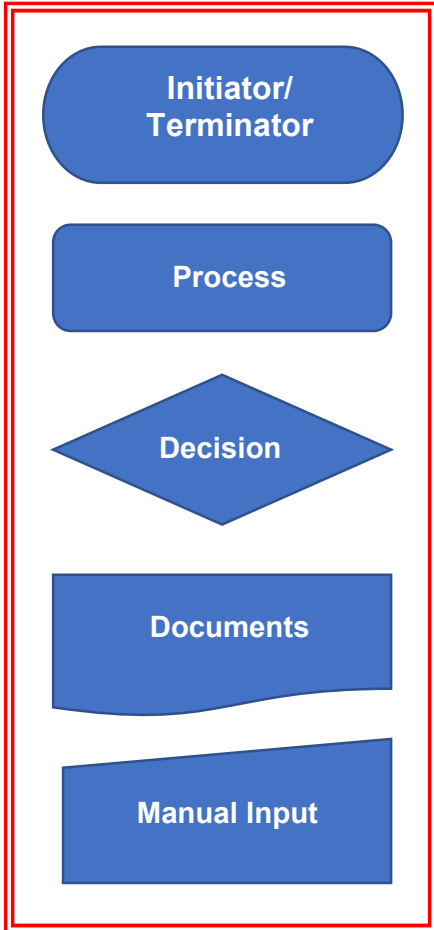
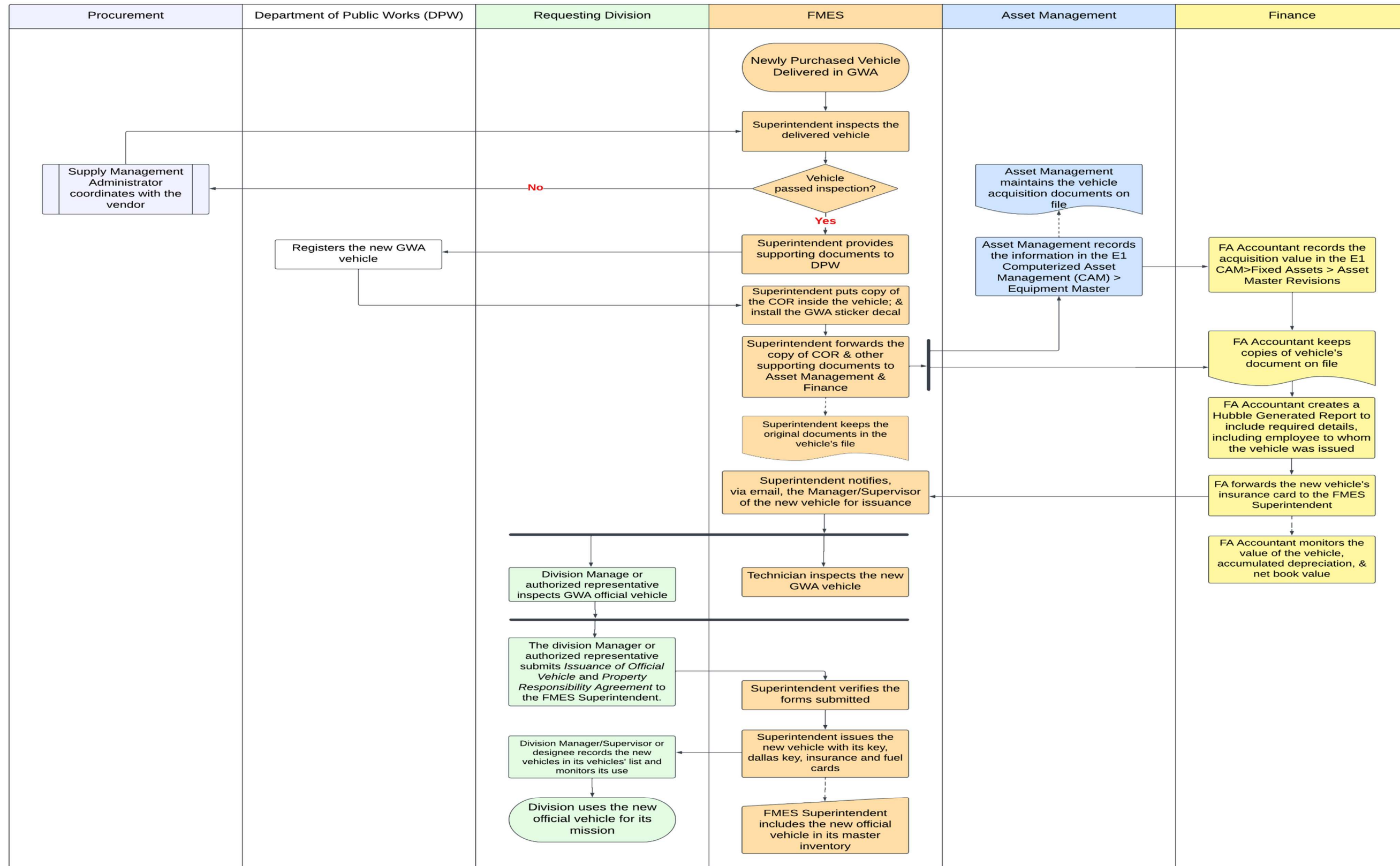
- 8.1. Policy Owner: Assistant General Manager for Operations
- 8.2. Authorization: General Manager

Effective Date	Revision Letter	Document Author	Description of Change
Page 1	B	Elgine E. Alfonso & Bryan Iriarte	Amendment of Policy/Procedure

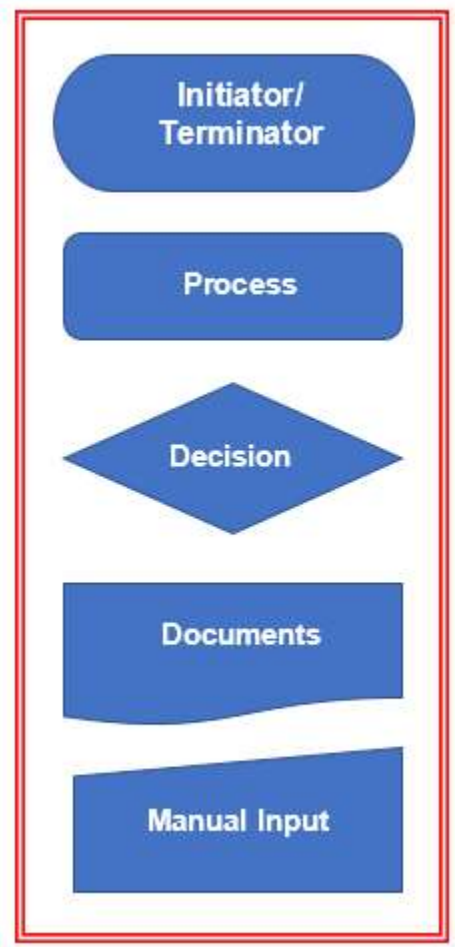
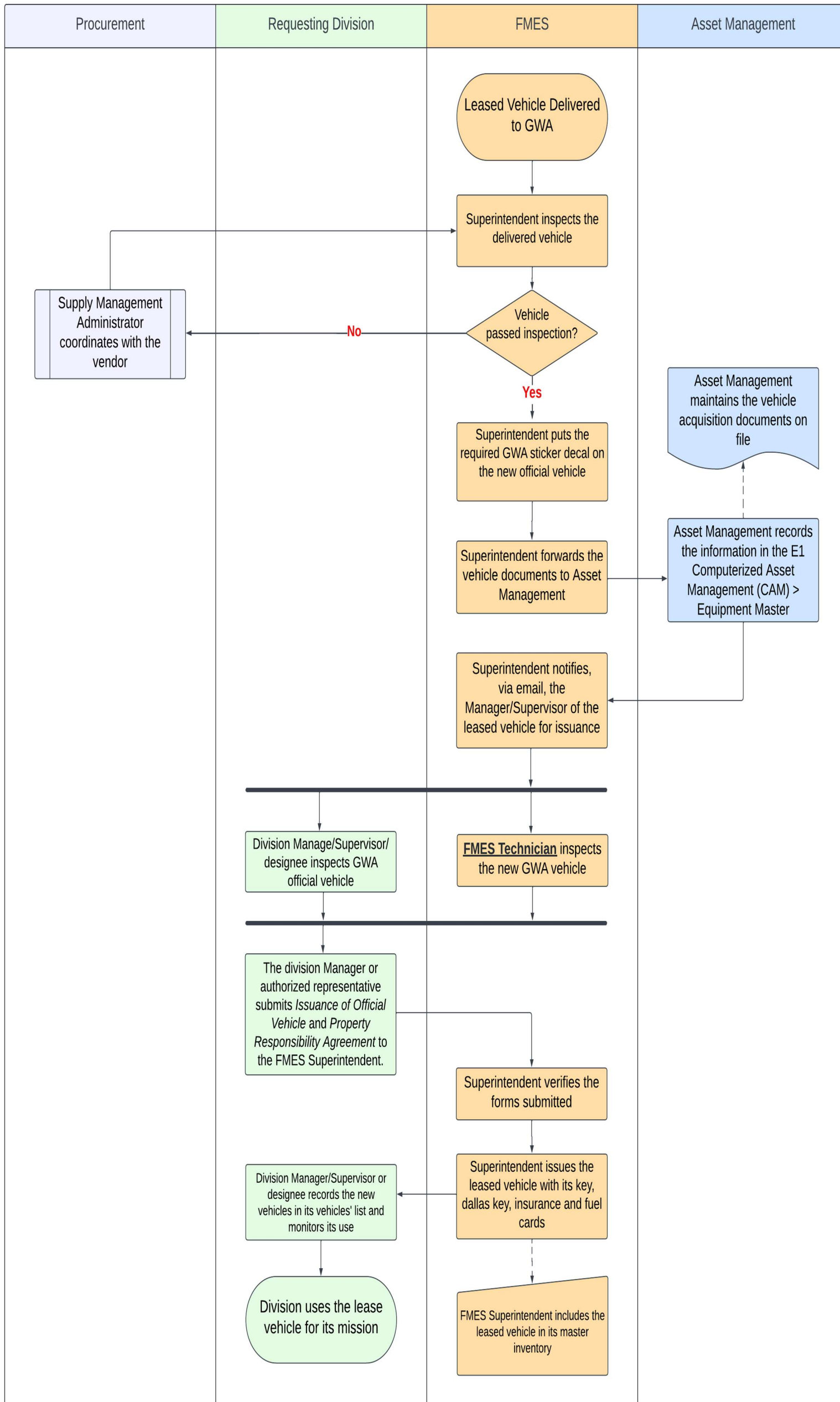
9.0 References

- 9.1. Documents provided by FMES, Asset Management, and FA Accountant as of September 2022.
- 9.2. GWA SOP GM-012 - Official Vehicle and Key Accountability
- 9.3. SOP-1500-C&M-001 - Operation and Safety Guidelines for the Use of GWA Vehicles
- 9.4. GWA IA Final Report No. 01-2022 - Inventory Records Maintained by FMES and Finance

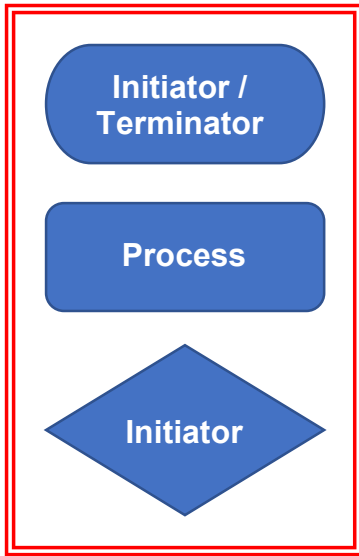
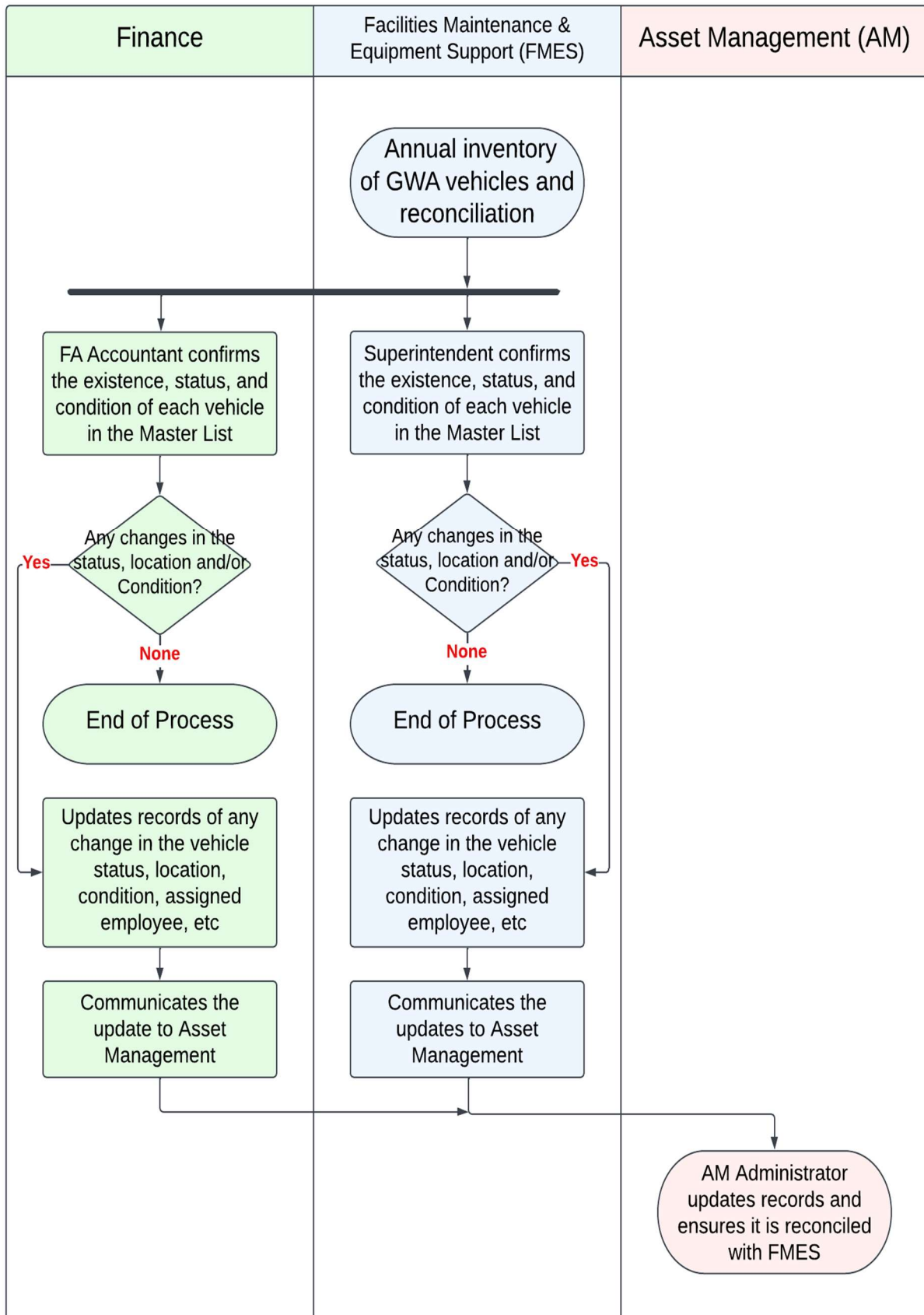
Attachment 1: Flowchart for Purchased Vehicles (Receipt, Issuance, & Recording)



Attachment 2: Flowchart for Leased Vehicles (Receipt, Issuance, & Recording)



Attachment 3: Flowchart for Inventory of Vehicle and Reconciliation of Records



Attachment 4: Vehicle Inspection



Suite 200, Gloria B. Nelson Public Service Building
 688 Route 15
 Mangilao, Guam 96913
 Telephone: (671) 300-8347

GWA VEHICLE INVENTORY & ACCOUNTABILITY¹
VEHICLE INSPECTION
 Page 1 of 1

DATE: _____
 EMPLOYEE'S NAME: _____
 BADGE NO.: _____
 JOB TITLE: _____

DIVISION: _____
 CONTACT NO.: _____
 SUPERVISOR /
 MANAGER NAME: _____

GWA OFFICIAL VEHICLE:				
MAKER	MODEL	YEAR	VIN	LICENSE PLATE

***Check if found in the vehicle

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> BATTERY: Serial No. _____ | <input type="checkbox"/> TIRES | <input type="checkbox"/> SPARE TIRE |
| <input type="checkbox"/> GWA LOGO | <input type="checkbox"/> JACK w/ ACCESSORIES | <input type="checkbox"/> ANTENNA |
| <input type="checkbox"/> WIPER BLADES | <input type="checkbox"/> GAS CAP | <input type="checkbox"/> HUB CAPS |
| <input type="checkbox"/> SIDE MIRRORS | <input type="checkbox"/> HEADLIGHTS | <input type="checkbox"/> TAIL LAMPS |
| <input type="checkbox"/> SIGNAL LAMPS | <input type="checkbox"/> MARKER LIGHTS | <input type="checkbox"/> FRONT GRILLS |
| <input type="checkbox"/> BODY PAINT | <input type="checkbox"/> RADIO | <input type="checkbox"/> HORN |

REMARKS:

I hereby acknowledge receipt of the above-identified vehicle and confirm its inspection in my presence. During its inspection, the items checked above were found to be present in the subject vehicle, and the vehicle is in good condition and roadworthy.

I am responsible for the safekeeping and proper maintenance of the vehicle while it is in my division and I am bound to return it to Facility Maintenance and Equipment Service (FMES) in the same condition it was turned over to me. In this regard, I am responsible for any missing or damaged parts and/or accessories.

Lastly, I am responsible to report to the FMES superintendent or technician and Guam Police Department (if applicable) any incident/accident involving the subject vehicle or any damage or alteration to it.

EMPLOYEE'S NAME & BADGE NO:	SIGNATURE:	DATE:
FMES SUPERINTENDENT / TECHNICIAN	SIGNATURE:	DATE:

If the custodian finds any discrepancies with the vehicle issued or needs clarification, they must clear the matter with his or her immediate supervisor before operating the vehicle. Weekly maintenance schedule must be strictly observed and performed: 1) Washing of the vehicle; 2) water and oil check; 3) tire pressure check; 4) batter check; 5) others.

Attachment 5: Issuance of Official Vehicle



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 Mangilao, Guam 98913
 Telephone: (671) 300-6347

GWA VEHICLE INVENTORY & ACCOUNTABILITY¹
ISSUANCE OF OFFICIAL VEHICLE
 Page 1 of 1

DATE: _____
 MANAGER/DESIGNEE _____
 NAME: _____
 BADGE NO.: _____

DIVISION: _____
 CONTACT NO.: _____
 EMAIL: _____

GWA OFFICIAL VEHICLE:				
MAKER	MODEL	YEAR	VIN	LICENSE PLATE

ALL GWA VEHICLES, WHETHER GWA-OWNED, LEASED OR RENTED, SHALL BE USED FOR GWA OFFICIAL BUSINESS ONLY.

- **Using Vehicle for Personal Reason:** No GWA vehicles may be used for the personal purpose; however, when an employee is making rounds and/or assigned in the field throughout the shift, he/she is allowed to stop somewhere within the vicinity to eat and/or pick up lunch using the assigned GWA vehicle. The same exception, however, is not extended to any employee who is stationed at a GWA facility or office.
- **Taking Vehicle Home:** No GWA vehicles may be driven home unless specifically authorized in writing by his/her manager concurred by the AGM-O and the GM.

REQUIREMENTS TO OPERATE GWA VEHICLES:

- **Prior Authorization:** No GWA employee shall operate a GWA vehicle without prior authorization from his/her supervisor and manager after meeting all the requirements set forth under SOP-1500-C&M-001.
- **Active-Duty Employee & GWA Badge:** Only GWA authorized employees on active duty can operate GWA vehicles. They must wear their GWA badges at all times while using GWA vehicles.
- **License and Certificate Requirement:** Operators of GWA vehicles must have the required driver's license, special certification, and/or special license at all times while operating GWA vehicles. Operator licenses must be current and valid when operating GWA vehicles; operators are solely responsible for keeping their licenses current.

The undersigned manager/designee understands the rules enumerated above and undertakes to adhere to it and to enforce it within his/her division/department.

The undersigned manager/designee understands that he/she is responsible for the upkeep of the herein subject vehicle and to report immediately to Facility Maintenance and Equipment Service (FMES) superintendent or technician any damage, alteration and changes in its current condition.

MANAGER'S / DESIGNEE'S NAME:		SIGNATURE:		DATE:	
FMES SUPERINTENDENT:		SIGNATURE:		DATE:	

