Maintenance Advisory

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Maintenance Material
Reporting in LAPS

In order to promote statewide consistency for maintenance material reporting, the Winter Operations Team would like to provide the following guidance to our contract local agencies:

An item description and a unit of measure should be given for all materials charged within a billing. Whenever possible the vendor name should also be provided.

When entering the item description for salt, sand, liquid de-icer, salt/sand mix or any other maintenance materials please list the general item name first in the item description field. Below are several examples of how materials should be reported.

- When entering in salt quantities always start the Item Description with the word "Salt". If there are multiple locations within a contract agency where salt is stored the item description can be followed by the garage name or location of the salt shed that the salt was taken from. Examples: "Salt-Grand Marais" or "Salt, Bay City". The unit of measure for salt is tons (TN).

- When entering sand quantities always start the item description with the word "Sand". Any other description can follow the word "Sand". Examples: "Sand-Winter" or "Sand-MDOT" or "Sand, Screened". The unit of measure for Sand is tons (TN).

- When entering de-icing liquids always start the item description with the words "De-icer, LQD" followed by the type of liquid. The liquid types are generally one of the following: Agricultural bi-product (ABP), Brine, Calcium, or Magnesium. A few examples: De-icer, LQD-ABP, De-icer, LQD-Calcium. The unit of measure for De-icer, LQD is gallons (GL).

- When entering salt/sand mix quantities always start the item description with the words "Mix, Salt/Sand". Please include the salt to sand mix ratio in the item description. Examples: "Mix, Salt/Sand 2:1", "Mix, Salt/Sand 50/50", the unit of measure for Mix is tons (TN).