



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

July 8, 2014

MEMORANDUM 14-01

To: District Maintenance Engineers
From: Tim Lattner, P. E., Director, Office of Maintenance
Copies: Michael Soto, Kristin McCrary, Jim Lane
Subject: Purchase of Electrolyte Drink Mixes

The Office of Maintenance (OOM) has requested approval from the Department of Financial Services (DFS) to consider the purchase of electrolyte drink mixes as an allowable expense for Maintenance employees who work in the field. The request was made to protect our employees from dehydration and other heat related illnesses such as muscle cramping, stupor, heat exhaustion and, in extreme cases, heat stroke. DFS has approved the Department's request with some specific conditions as defined for employees within the Office of Maintenance working in the field.

Electrolyte drink mixes will only be provided to employees when the Specific Heat Index forecast for the day is 95 °F or higher, which typically occurs during the summer months (June – August). The drink mixes will only be purchased in powder form. The heat index may be checked using an internet site such as the one in the link below and checking the hourly heat index chart.

<http://www.intellicast.com/Local/Hourly.aspx?chart=HeatIndex&location=USFL0479&day=Tomorrow>

Management authorization will be required prior to the distribution of electrolyte drink mixes to any field crew by the local warehouse. The management authorization may be delegated by the District Maintenance Engineer to multiple individuals, including the warehouse agent.

It is the responsibility of issuing personnel to adhere to the rules and guidance as set forth by DFS. ADA requirements for personal accommodations set forth in the topic "Requirements for Certain Purchases – Personal Accommodations/ADA Payments" should be followed in cases where there is an employee that has specific medical orders to consume electrolytes during work related activities not covered above.

If you have any questions, please feel free to contact Renee Matthews, at (850) 410-5726.

Lattner, Tim

From: Lewis, Amanda
Sent: Wednesday, June 18, 2014 9:03 AM
To: Blanchard, Brian; Lattner, Tim
Cc: Boxold, Jim; Lane, Jim
Subject: FW: FDOT: Request for Purchase of Electrolytes
Attachments: FDOT Request for Purchase of Electrolytes.pdf

Importance: High

Good Morning Brian & Tim –

Mary Merry at DFS has approved the purchase of electrolyte drink mixes as outlined in the attached memorandum.

Please let me know if you have any questions or concerns.

Sincerely,

Amanda Lewis
Florida Department of Transportation
Office: 850.414.5237

From: Merry, Mark A [mailto:Mark.Merry@myfloridacfo.com]
Sent: Wednesday, June 18, 2014 7:04 AM
To: Lewis, Amanda
Cc: Lane, Jim; Read, Crystal L; Oliver, Michelle H
Subject: RE: FDOT: Request for Purchase of Electrolytes

Amanda,

I am approving the request for electrolyte drink mixes based on the concern for employee safety and the restrictions provided in the Chief of Staff's letter. This approval is only for those individuals stated in the letter and is not applicable to DOT as a whole or any other State agency.

Please let me know if you have questions.

Mark

From: Lewis, Amanda [mailto:Amanda.Lewis@dot.state.fl.us]
Sent: Thursday, June 12, 2014 11:05 AM
To: Merry, Mark A
Subject: RE: FDOT: Request for Purchase of Electrolytes

Perfect, thank you! I'll await your response.

Have a great day! -A

Amanda Lewis
Florida Department of Transportation
Office: 850.414.5237



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ANANTH PRASAD, P.E.
SECRETARY

To: Mark Merry, Bureau Chief
Department of Financial Services, Bureau of Auditing

From: Jim Boxold, Chief of Staff
Department of Transportation

Date: May 30, 2014

Subject: Request for Purchase of Electrolytes

The Florida Department of Transportation (FDOT or Department) would like to request the Department of Financial Services to consider the purchase of electrolyte drink mixes an allowable expense in specific conditions as defined below for Department employees within the Office of Maintenance working in the field.

FDOT is making this request to protect employees from dehydration and other heat related illnesses such as muscle cramping, stupor, heat exhaustion and, in extreme cases, stroke. Individuals suffering from heat related illnesses may inadvertently place themselves, co-workers and the traveling public in hazardous conditions. As a result the Department feels compelled to take measures to assist in the reduction of potential injury and/or death.

Upon approval by the Department of Financial Services for the purchase of electrolyte drink mixes, the following administrative controls will be employed by FDOT to manage use:

- Specific Heat Index for Use: FDOT will only provide electrolyte drink mixes when the heat index for the day is 95+ °F.
- Management Approval Required: FDOT will only distribute electrolyte drink mixes following a review of the local weather forecast to determine if the heat index forecast meets or exceeds the established specific heat index. Management authorization will be required prior to the issuance of electrolyte drink mixes to any field crew by the local warehouse.
- Limited Stocking Period: FDOT will only provide the electrolyte drink mixes during months of high temperature and high humidity, which typically occurs during the summer months. A supply of electrolyte drink mixes would not be maintained outside of this timeframe.

Electrolyte drink mixes would be provided by the Office of Maintenance for all employees working in the field. Employees within the Office of Maintenance include positions such as, but not limited to

Equipment Operators, Highway Maintenance Specialists/Technicians and Field Supervisors. These employees perform the following types of duties and responsibilities operating small and medium sized equipment while performing bridge and roadway repairs; assembling and erecting highway signs; inspecting work performed by inmate crews; and supervising crew members throughout all phases of highway maintenance operations, which often results in long periods of exposure to the extreme heat and humidity conditions previously described during summer months.

Using the criteria provided above of only providing electrolyte drink mixes to employees during periods of high temperature and humidity, FDOT estimates the annual cost of providing electrolyte drink mixes to be \$16,500 per fiscal year.

Thank you for your consideration of this request. If additional information is required to make a determination please contact me directly.