

## RECORD KEEPING

Get PO to Oxford Lumber or wood supplier of choice and order material

When lumber is delivered make copies of invoice/packing slip

Give the original to shipping/receiving and keep the copy. Store the invoice/packing slip chronologically in the woodshop binder under the appropriate month

Use invoice/packing slip to log incoming wood shipment. All board footage purchased must be accounted for and logged.

Log into wood tracker <http://package-testing.com/>.

Under the PURCHASED HT LUMBER and HT RECEIVED enter the appropriate information. Enter ATAP PO under the Invoice ID. Under the Board Feet column click on the calculator and enter the dimensions of received lumber in inches and the unit quantities. The board feet will then be calculated automatically.

PRL Wood Tracker - Purchased HT LUMBER - HT RECEIVED

age-testing.com/tracker/atap?sort=date&dir=asc

HOME | WOOD TRACKER | LOGOUT

**PACKAGE RESEARCH LABORATORY**  
CUSTOMER PORTAL

**ATAP**

**WOOD TRACKER - PURCHASED HT LUMBER - HT RECEIVED**

PURCHASED HT LUMBER | HT RECEIVED | WPM | DUN | CUT HT | CHAMBER HT | WPM | DUN | HT

« October 2020 »

Date ↑	Invoice ID	Supplier	Board Feet	Delete

Save

Keyboard Shortcuts

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Total Monthly Board Footage: **0.00**

Click Save when done with the Board Feet calculator and click save again when the invoice/packing slip has been fully logged. This will store all the HT lumber shipments and eliminate the need for a paper log form.



## Woodshop Record Keeping and Stamp Procedure

Continue to do this for every shipment, adding a line for each additional shipment in a month. When the month changes be sure to click the appropriate month and enter the shipments starting again on the first line.

This will now serve as the auditable record for our heat treated lumber.

When PRL comes for the monthly inspections get the invoice for the inspection and make a copy.

Give the original to purchasing and store the copy in the woodshop binder for the appropriate month. For every month the binder should have however many wood shipments we received (invoices) and 1 invoice from PRL for their inspection.

At year end, empty binder and bring contents to Chad Campbell for record retention.

### STAMPING

After each box is completed it should be stamped according information shown in <http://www.package-testing.com/index.html>.

Wood stamp should be stored in a secure location. Immediately after use, it should be put back in secure location.