

Property Management and Accountability Standard Operating Procedure

Version 3.0
September 7, 2012

1. PURPOSE: The purpose of this Standard Operating Procedure is to establish a mechanism for the Bureau of Emergency Preparedness and Response to account for all Bureau of Preparedness and Response (BPR) equipment and manage it so that the equipment is ready for deployment.

2. SITUATION: The BPR, Medical Logistics Unit has overall management responsibility for equipment purchased by BPR that plays a key role in the Department's overall capabilities to respond to, and recover from, an emergency event occurring in the State.

A mission of the Medical Logistics Unit is to ensure all of the BPR's property is properly accounted for, issued, returned, and maintained. The Medical Logistics Unit will also ensure that the correct property accountability system is being used and that all property is entered into that system and that a 100% annual inventory is conducted.

3. ASSUMPTIONS:

- The BPR has overall management responsibility for its equipment and supplies.
- Accounting for all equipment and managing it is a key component of ensuring Department readiness.
- BPR personnel and ESF8 partners require equipment and supplies in order to perform their job related duties.
- Equipment not properly issued often results in loss of equipment.
- A detailed inventory of equipment is essential for the management of a mission ready pool of property.

4. AUTHORITIES:

- Legal Authorities:
 - Chapter 273.01, F.S., State-Owned Tangible Personal property
 - 60B-3, Florida Administrative Code, Disposal of Motor Vehicles, Watercraft, and Aircraft
 - Chapter 69I-73, F.A.C., Tangible Personal Property Owned by Local Governments
 - Chapter 274.11, F.S., County health department property
 - DOH Form 1345, Revised 11/11
 - Bureau of Preparedness and Response, Logistics Support Annex to the Department Emergency Operations Plan.

5. CONCEPT OF OPERATIONS: The concept of operations is to ensure that all BPR equipment is managed and that all property is properly accounted for, issued, returned, and maintained so that the equipment is always ready for immediate deployment. Readiness to deploy equipment is a key component of ensuring Department readiness.

6. ROLES AND RESPONSIBILITIES: The equipment under the management of the Logistics Section includes a wide variety of response and recovery assets such as response vehicles, communications equipment (including cell phones, satellite telephones, and laptop computers), small generators, durable medical equipment, and a host of other key assets. As such, it is the responsibility of the Medical Logistics Unit to ensure this equipment is properly managed. The Property Custodian for the Bureau of Preparedness and Response designates employee(s) within the Bureau to be Property Delegate(s).

- The Property Delegate(s) within the Medical Logistics Unit will manage all property purchased and assigned to BPR and will oversee the initial issuance and recovery of property. The Property Delegate(s) will maintain the appropriate property records using the Department's property management and accountability software.
- BPR staff located at the Logistics Response Center in Tallahassee and the State Logistics Response Center in Orlando will be responsible for receiving, issuing, and accounting for all property assigned to State ESF 8.
- When a Forward Operating Base (FOB) is established, the Medical Logistics Unit will appoint three personnel, one of whom will serve as a Property Delegate to work under the appointed FOB Unit Leader. Medical Logistics Unit personnel will be responsible for all property utilized by Department personnel at the FOB and other field assignments in support of the emergency response. Medical Logistics Unit personnel will be responsible for supporting all facilities and personnel in the field who are assigned to the FOB.

7. PROPERTY MANAGEMENT AND ACCOUNTABILITY SOFTWARE:

BPR's State Accountable Property that will carry Department information or data will be received by the Property Delegate(s) into the Division of General Services' Asset Manager System (AMS).

- Once property that meets the requirements of AMS has been received by BPR, it will be entered in the AMS by the Property Delegate(s). A state asset tag will be applied.

The BPR's inventory management system will be used to manage all property, equipment, and resources purchased or assigned to BPR. The inventory management system has the ability to track all equipment through the entire property lifecycle- from ordering, to issuance, to return to the property specialist, through disposal of the property. The following procedures will be used to input equipment and property into the inventory management system:

- After data entry into AMS, the property data will be entered in the BPR inventory management system software by the Property Delegate(s). At a minimum the

asset type, model number, serial number, date of purchase, cost, and asset number will be entered into the system. This will be completed prior to issuance of the property.

8. PROPERTY AND EXPENDABLE SUPPLY PROCUREMENT: The purchase requisition form for State Accountable Property and expendable supplies that are purchased by BPR shall be reviewed by the Medical Logistics Unit prior to purchase. This review will ensure that BPR does not purchase supplies and/or equipment that BPR has on hand. This review will also ensure that BPR is purchasing approved equipment and expendable supplies, and that the Medical Logistics Unit is capturing the equipment for accountability purposes.

All computer purchases require the approval of the Bureau Section Administrator. All specifications for computers are developed exclusively by the Department's Information Technology division.

9. ISSUANCE OF PROPERTY: All Department Accountable Property, equipment and Expendable Property will be issued by the BPR Property Delegate(s).

The Property Delegate(s) will be responsible for the issuance of all Accountable Property, equipment and Expendable Property to an employee with the exception of:

- Cell phones and Blackberries/cellphones (issued by BPR Finance and Administration)
- DOH Identification cards (issued by Management Services)
- Purchase cards (issued by the Division of Administration)

All requests for equipment should be submitted to the designated BPR Personnel Liaison. The Personnel Liaison will then submit a request to the BPR Logistics Response Center mailbox with the following information:

- Employee name
- Employee work location and phone number
- Identification of equipment requested
- Date by which equipment is needed
- Supervisor approval

An e-mail reply to the request from the Property Delegate(s) through the Logistics Response Center's mailbox will provide property numbers and the status of the request.

The Property Delegate(s) will deliver the equipment to the designated BPR Personnel Liaison by the date the equipment is needed.

The BPR Personnel Liaison will then issue the equipment using the BPR Equipment Form (Attachment "A") to the requesting BPR staff member. All personnel receiving/returning property will complete and sign the form attesting that they have received or are returning the property.

Property may NOT be transferred from one person to another and must be returned to the Property Delegate(s).

All equipment and accountable property for the FOB will be returned to the FOB Property Delegate(s).

10. RETURNING OF PROPERTY: When BPR personnel end their employment with BPR they will turn in all issued property on/before their last day of work to the designated BPR Personnel Liaison. This includes vehicles, computers and accessories, cell phones, blackberries and accessories, GPS units and accessories, digital cameras and accessories, and any other Department issued equipment. Identification cards will be returned to the appropriate Bureau Administrative Assistant and P-cards will be returned to the **Division of Administration**.

Under no circumstances will property be transferred directly to another employee, even if it is a replacement employee for the same position, unless authorized and documented by the Property Delegate(s).

The Property Delegate(s) will ensure that:

- Cell phones, blackberries, and computers have been inspected and sanitized of all personal information by the Department's Information Technology Division prior to being reissued.
- Equipment and vehicles are completely checked to ensure that they are in a safe and serviceable/operable condition, and that any updates or repairs have been made before issuance or re-issuance.
- The equipment or supply record reflects that the property was returned and the condition in which it was returned.

11. EQUIPMENT AUTHORIZATION PROCEDURES;

- All Blackberry/cell phones, computers, cameras and GPS devices issued require the approval of the Bureau Chief. The employee's supervisor will send an e-mail request through channels to the Bureau Chief. The Bureau Chief will authorize/deny the request. The approved request will be forwarded to the BPR Medical Logistics Unit to the Logistics Response Center mailbox for action. The Medical Logistics unit will follow issuance procedures as noted in Section 9 above.
- It should be noted that previous authorization of equipment for a given position does not necessarily imply that equipment will be authorized for new employees filling the same position.

12. ESF 8 APPAREL ISSUE AND RETURN:

The Property Delegate(s) will issue all ESF 8 apparel. The ESF 8 apparel issue standards are as follows:

- All new BPR employees will be issued, based on availability, three (3) blue polo-style shirts with ESF 8 logo when they start work.
- If someone is assigned a field mission after activation, their apparel quantities can be supplemented to meet this standard.
- When an employee leaves the Department they are required to turn in all issued ESF 8 apparel to the Property Delegate(s).

13. ISSUANCE OF VEHICLES: The Property Delegate(s) will issue all Department vehicles. The vehicle issue standards are as follows:

- All Department vehicles are for **Official Use Only**.
- Regional Emergency Response Advisors will be issued their vehicles and form DH 6503, Vehicle Assignment Authorization Form. This form will be completed and turned into the General Services Fleet Manager. Related equipment that may be issued with the vehicle includes but is not limited to: jumper cables, battery charger, tire changing equipment, and personal protective equipment. All such equipment is documented on the Equipment Receipt (Attachment "A").
- Fleet vehicles can be issued temporarily by emailing the BPR Logistics Response Center Mailbox. Personnel utilizing these vehicles need to follow the basic vehicle usage guidelines found in the ESF 8 Maintenance SOG.
- Unless in an official travel status, these vehicles are not authorized for travel to restaurants, shopping centers, or other personal use.
- Issued vehicles no longer needed for service will be returned to the Property Delegate(s).
- Vehicles will be issued and returned to the Property Delegate(s) full of fuel.
- Personnel who are issued vehicles assume full responsibility for all equipment in the vehicle, such as jumper cables, battery chargers, flash lights, etc.
- All vehicles have a windshield SunPass affixed to the windshield.
- If a GPS unit is required, one can be issued by the Property Delegate(s).
- Guidance on what to do if the driver is involved in an accident or breakdown while driving a BPR vehicle can be found in the vehicle log book.

14. PROPERTY INVENTORY: The Medical Logistics Unit will conduct a 100% inventory on all Bureau property once each year. The inventory will verify serial numbers, asset numbers, and location of property. The Medical Logistics Unit will work with the

Department's Bureau of General Services to determine the date and time of the inventory check. In addition, the Medical Logistics Unit will conduct spot checks to ensure that the property is located where assigned and that it is in serviceable condition.

All Department vehicles and trailers will be inventoried annually. An inventory sheet of all equipment assigned to that trailer will be maintained in each trailer.

The finalized inventory report will be presented to the Property Custodian for review and signature, and then will be forwarded to the Department's Bureau of General Services, Support Services Section, Property Management and Fleet Unit.

15. LOST, STOLEN OR DAMAGED PROPERTY: All lost or damaged property must be fully documented in accordance with State Purchasing Guidelines. Lost, stolen, or damaged property will be immediately reported to the employee's supervisor, and the Property Custodian or Delegate. The person reporting the loss or damage will complete form DH 1163 (Support Statement for Notification of Lost or Stolen Property) and the form DH 1152 (DOH Incident Report). Depending on the circumstance and at the discretion of the Bureau Chief, the report may be made to local law enforcement for follow-up. The documentation should then be forwarded to the central office Property and Fleet Management.

The Property Delegate(s) will photograph the equipment that has been damaged and attach the photo to the report provided by the employee. Damaged equipment will be either repaired or replaced based on service contract or warranty, and a determination of negligence or misuse will be made by the Medical Logistics Unit Manager. The replacement or repair cost of the property will be determined by the Department at the time of the loss. Individuals may be held personally responsible for full repair or replacement cost to the Department if the property is found to be damaged, lost, or stolen as a result of neglect or misuse. Any payments will be made directly to the Department by personal check, bank check or money order to Bureau's Finance and Administration Unit Manager. Note that in some instances, an insurance claim may also be required.

If there are discrepancies between physical inventory and property records, the Property Custodian shall undertake an investigation(s). When this investigation(s) is completed, the Property Custodian and Property Delegate(s) shall complete and sign an affidavit indicating the circumstances surrounding the missing items and any additional steps that will be taken to prevent further loss or theft. If property remains unaccounted for, for two consecutive physical inventories, the Property Custodian or Delegate will work with the Property Office to request a write-off through the Department of Financial Services.

16. FEDERAL GRANT FUNDED PROPERTY: Property purchased using grant funding must follow specific Audit Guidelines. All grant purchased property will also follow the same BPR issue, return, authorization, and audit procedures as outlined above. The recording of this property in the Asset Manager System and the BPR inventory management system software, and the identification of the property will be carried out as follows:

Property Decals - All DOH offices, including CHDs, are required to record IT assets in AMS and appropriately affix property decals.

- All property purchased using Federal grant funding will be received through IRMS.
- All Accountable Property purchased using Federal grant funding will have the appropriate property decal affixed to it.
- The grant year, type of grant, and location of this property will be recorded in the AMS/IRMS software.
- All property purchased under Federal funds will undergo the same issue, return, and audit inspection process as all other BPR property.

17. PROPERTY SURPLUS, SALVAGE, AND DISPOSAL: All accountable property determined to be in excess of the needs of the Bureau will be reported in writing to the Property Custodian by the Medical Logistics Unit. Upon examination and recommendation by the Medical Logistics Unit Leader, a determination of the means of disposing of the surplus property will be made.

The Property Delegate(s) will initiate a disposition request in AMS. The disposition method for the item will be selected on the form DH 1100 (Attachment "C"). The signed document, signed by the Property Delegate(s) must be forwarded to the Department's Bureau of General Services, Property and Fleet Managements Unit, for approval. Information Technology assets require certification from the local system administrator that any property that processes and/or stores data has been inspected and sanitized pursuant to DOH standards prior to transfer or dispositions. Property will be disposed of in accordance with the following property disposal guidelines:

- Offer to Other State Agencies at No Cost: A listing of usable surplus property may be forwarded to other state agencies. If another agency would like the property a transfer will be made at no cost to the receiving agency. Signed receipts are required when the property is transferred.
- Trade-Ins
 - A DOH office may use dispositioned property, with the exception of motor vehicles and watercrafts, as a trade-in or in exchange for like or new equipment with proper authorization from the supporting purchasing office. Trade-ins are handled on a case-by-case basis and are approved by the supporting purchasing office in conjunction with the Department Property Administrator. When acquiring property, the Department may exchange property with the seller for all or part of the purchase price.
 - The trade-in must be documented on the business letterhead stationery of the vendor, offering the price of the item being purchased less the amount of the trade-in. This document should be attached to the requisition and the purchase order. A copy of the purchase order and the letter from the vendor is to be sent to the Bureau of General Services, Property Administrator.

- The Department Property Administrator will ensure the property is removed from the property inventory.
- Cannibalizing or Scrapping
 - The Medical Logistics Unit may authorize the removal of parts from a property item that can be used for the maintenance of other property items.
 - The Bureau of General Services, Property Office or field offices may dispose of property considered to be scrap by disposal in landfills or other appropriate sites, such as recycling, or through cannibalization for usable parts.
 - The disposal process should include removing property decals, disassembling property when possible, and if any part of the property can be recycled, do so prior to cannibalizing or scrapping the property.
 - All costs incurred in the disposing of property shall be the responsibility of the Property Custodian.
 - If the item being cannibalized or scrapped is an Information Technology asset, IT must inspect and sanitize the equipment pursuant to standards for sanitization of Information Technology assets.
- Donations and Other Transfers: Items may be donated to non-profit organizations as defined in Chapter 273.01(3), Florida Statutes. Items may be transferred to other governmental entities without cost. In order for the non-profit organization to receive the property, they must produce a current 501(c)(3) letter from the Internal Revenue Service or Florida Certificate of Exemption denoting that the organization has met the federal 501(c)(3) standards, certifying them as a non-profit organization.
- Inventory: Records of surplus items disposed of will be transferred to an “Inactive and Disposed” property file, and maintained in accordance with rules established by the Auditor General and the Department of Financial Services.
- Disposition of Motor Vehicles: In accordance with Chapter 273.055, Florida Statutes and 60B-3, Florida Administrative Code, to initiate a disposition, a Department of Management Services (DMS), **Request for Disposal of Mobile Equipment** Form (MP6401) and a **Certification of State Surplus Property** Form (DH1100) must be submitted to the Bureau of General Services, Property Office. Vehicles titled to the state can only be disposed of with the prior written approval of the DMS, Bureau of Motor Vehicles and Watercraft.
- Documentation of disposition: All property disposed of by BPR will be properly documented in both Asset Manager System and the BPR inventory management system software as applicable.

18. RECORD OF CHANGES and APPROVAL: This Property Management and Accountability Standard Operating Procedure is an initial procedure and does not supersede or replace any previously approved procedures. A copy of this Property Management and Accountability Standard Operating Procedure shall be made available to all Bureau of Emergency Preparedness and Response staff and will be posted to the Bureau's Intranet website at: <http://dohiws/Divisions/DEMO/BPR/bpr.html>.

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August 6, 2012

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September 7, 2012

Signature on File _____ Date: September 7, 2012
Mike McHargue
Acting Chief, Bureau of Preparedness and Response
ESF8 Emergency Coordination Officer

19. ATTACHMENTS

- A. Equipment Receipt
- B. Acronyms and Definitions
- C. Certification of State Surplus Property

Attachment A: Equipment Receipt

State of Florida
Department of Health
Division of Emergency Preparedness & Community Support
Bureau of Preparedness & Response
EQUIPMENT RECEIPT

Item Description: _____

Property Number: _____

Serial Number: _____

Individual Information of person to whom property is being issued

Name (Print): _____

Office Phone Number: _____

Office Location (Building, Room, Cubicle) _____

Date of Return (Approximately): _____

Equipment Sign Out

I understand that I am fully responsible for the State of Florida's equipment I have been issued. I will return the equipment in the same manner in which I received it. If I do not, I understand that appropriate actions will be taken.

Signature: _____ Date Issued: _____

Person Issuing Equipment: _____

<p><i>Warehouse Use Only:</i></p> <p><input type="checkbox"/> Signed <input type="checkbox"/> Scanned <input type="checkbox"/> Entered In Property Inventory Database (Initials _____)</p> <p><input type="checkbox"/> Over \$1000 Entered in AMS Database (Initials _____)</p>

Equipment Return

Returned By: _____

Received By: _____

Signature: _____ Date Returned: _____

Warehouse Use Only:

Signed

Scanned

Entered In Property Inventory Database (Initials _____)

***Additional
Comments:***

Attachment B: Definitions

- **Accountable Property:** Any equipment, furniture, fixture, computer, projector or other property of a non-consumable and non-expendable nature that has a normal life expectancy of one year or more, and/ or any item regardless of cost, that can be easily stolen. This property will have a property decal affixed to it. Accountable property will carry a 3-year depreciation schedule value unless otherwise noted on the property books.
- **Asset Manager System (AMS):** On-line system used by the Department for the management of assets, including state, county, and Information Technology assets.
- **BPR Administration Section Personnel Liaison:** Position in BPR that coordinates the requisition for equipment between the employee and the Property Custodian.
- **Equipment Receipt Form:** A BPR document used to record the issuance and return of accountable property.
- **Expendable Property:** Any property or commodity that is consumed during use. Examples include: toner for copiers, printers, and ink pens and paper. Repair parts, regardless of value are considered expendable property.
- **Florida Accounting Information Resource (FLAIR):** The Department's official online double entry general ledger accounting system.
- **Forward Operating Base (FOB):** A logistical support operation in the field to support ESF8 responders who are deployed to impacted areas.
- **Inventory Resource Management System (IRMS) -** The Bureau's inventory software system for managing and maintaining property accountability.
- **Property Custodian:** Persons appointed pursuant to Chapter 273.01, F.S., responsible for the supervision, control, and disposition of the property in their custody. The Property Custodian may delegate this use and immediate control to a person under their supervision and may require custody receipts. The Property Custodian **may not** be involved in conducting the physical inventory of the property but is charged with accountability.
- **Property Decals:** The Department property decals will identify the property asset number that is used in tracking and maintaining property records. The two types of decals the Department will use to identify property are:
 - State Asset Tag - All technology, furniture and property/equipment with a value of \$1,000 or more will be affixed with this decal.
 - BPR Item Number Tag - This decal will be placed on **all** accountable property purchased by the Bureau.

- **Property Delegate(s):** Position(s) designated by the Property Custodian to supervise or perform the labeling, controlling, transferring, and disposal of the state's tangible personal property in their control.
- **State Accountable Property:** Property valued over \$1,000 or equipment that will carry Department information or data will be received by the Property Delegate(s) into the Department's Asset Manager System (AMS).

Attachment C:

Forward completed form to:

CERTIFICATION OF STATE SURPLUS PROPERTY



Department of Health
 Bureau of General Services
 Property Management Office
 4052 Bald Cypress Way, Bin #B-06
 Tallahassee, FL 32399-1734

Office Title: _____
 Contact Name: _____
 Telephone #: _____
 Building Name: _____
 Building Address: _____

DATE: __ __
 PAGE: __ OF __
 CERT. NO: _____

LINE NO.	INVENTORY CONTROL #	QTY	DESCRIPTION OF PROPERTY	SERIAL NUMBER	AGE YRS	COND	SALVAGE VALUE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

PROPERTY PHYSICAL LOCATION:

CONTACT PERSON:

TELEPHONE NUMBER:

SUNCOM NUMBER:

13							
14							

CONDITION OF PROPERTY CODE: E-Excellent G-Good F-Fair P-Poor S-Scrap DESCRIBE ON REVERSE SIDE ANY ADDITIONAL INFORMATION WHICH MAY BE PERTINENT

PLEASE COMPLETE ONLY FOR COMPUTER EQUIPMENT

I certify that the above listed computer equipment no longer complies with the minimum Information Technology standards issued by the Department and that all equipment as been sanitized in accordance with departmental procedures issued by the Department of Health, Information Technology.

Method of Sanitization Used:

Overwrite Software Used _____
 Degauss
 Destruction

Signature of System Administrator

Print Name

Date

PLEASE COMPLETE FOR ALL PROPERTY DISPOSITIONED

I certify that I have reviewed the above referenced list of equipment and certify this property as surplus is accordance with Chapter 273 of the Florida Statutes .

Signature of Property Custodian

Print Name

Date

I certify that I have reviewed the above referenced list of equipment and certify this property as surplus is accordance with Chapter 273 of the Florida Statutes .

Signature of DOH Property Administrator

Print Name

Date

DISPOSAL - All methods of disposal are to be documented and witnessed. Attach original documentation and forward to the DOH Property Administrator. Documentation must be received to ensure that items are removed from the inventory.

Disposal Method Used (Check one):

Transferred to CHD or other Governmental agency.....
 Donated
 Scrapped Destroyed
 Traded

Notes:

Attach 1206 Transfer Form
 Attach 501C-3 Letter (Proof of Non-profit status from the IRS)
 Please indicate best method of disposal
 Attach PO or Requisition

Comments: _____

Witnessed by DOH: _____

Witnessed by DOH: _____