

June 15, 2017
**GSA Personal Property
Disposal Concepts
Training Presentation**





EPA, Region 9: Personal Property Overview

- Region 9 Property Team
- Property Inventory Process
- Excess Property Procedures
- Update on the Region's Property Management System "Sunflower"
- Pre and Post Construction Overview
- Lesson Learned
- Q&A



EPA, Region 9: Property Team

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- Carl Warren, Manager, Facilities, Security & Health Section – warren.carl@epa.gov; 415-972-3355



EPA, Region 9: Property Inventory Process

- Each Accountable Area “Custodial Officer” Conduct their own Inventory – 29 Areas
- Individual Reports Return to the Facilities Office and are Compiled in the Agency Inventory System “Sunflower”
- Certificate Letter Submitted to EPA HQ’s – Annually
- Sensitive and Reportable items (<2.5K) are Accounted in the Annual Reports
- 2014: Items: 2,209; Value: \$10,008,129.91
- 2015: Items: 2,035; Value: \$11,051,307.90
- 2016: Items: 2,227; Value: \$9,432,747.74



EPA, Region 9: Excess Property Procedures

- Excess equipment is posted on GSAXCESS
- During the recent regional office building renovation, i.e., furniture (task chairs, desk, cabinets, conference table & chairs, white boards, system furniture) Items excessed via our furniture contract
- Normally, we would have posted the items on GSAXCESS; because of the large quantity of items and condition, we worked with GSA to obtain a wavier which allowed EPA to excess via our furniture contract – i.e. recycle. The items were over 25 years old and was in poor condition

Note: Agencies are required to go through GSA to excess useable items. However, if items are not usable, agencies can issue to green companies



EPA, Region 9: Agency Property Management System “Sunflower”

- Sunflower: Is an enterprise asset management solution to simplify lifecycle asset management tasks – for all types of assets, i.e., personal property, IT assets, materials, vehicles and more
- EPA is in the process of deploying the system throughout the agency and Region 9 is has not fully embraced the system
- Over next several months, the Facilities Office will undertake greater efforts to become more familiar with Sunflower



EPA, Region 9: Former Regional Office Space





EPA, Region 9: Construction of the New Regional Office Space





EPA, Region 9: Current Regional Office Space





Lessons Learn From the Construction Project

- **Do NOT Renovate while still in the Building!**



EPA, Region 9: Q/A

- Questions and Answers
- Thank You.