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
DeBorah Crosby-Brown – Property Management Officer – Crosby-brown.deboarh@epa.gov; 415-972-3868

Karen Wu – Property Accountable Officer – wu.karen@epa.gov; 415-972-3690

Carl Warren, Manager, Facilities, Security & Health Section – warren.carl@epa.gov; 415-972-3355
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
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 waiver 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
Do NOT Renovate while still in the Building!
Questions and Answers

Thank You.