

OBJECTIVE

This chapter sets forth procedures governing property management requirements relating to incident activities. These procedures apply to all incident operations.

RESPONSIBILITIES

Agency Administrator responsibilities:

- Provide agency property management guidelines and/or procedures to incident personnel.

Buying Team Leader responsibilities:

- Report the purchase of accountable property to the incident agency.
- Follow incident agency guidelines for the purchase of accountable property.
- Work with the incident agency to establish a set of guidelines for the current incident assignment if no guidelines are in place.

Incident Commander responsibilities:

- Establish and maintain a sound property management program for the incident.

Supply Unit Leader responsibilities:

- Order equipment and supplies; receive, store and maintain an inventory of supplies; and service non-NFES supplies and equipment (e.g., chainsaw repair).

Supervisor responsibilities:

- Inform subordinate personnel of their property accountability responsibilities and ensure adherence.

Incident personnel responsibilities:

- Ensure proper care, use, and custody of property (government and private) for prompt return of unneeded property, and for promptly reporting lost, damaged, or destroyed property.
- - Individuals will order, use, and return property in a cost-effective manner. If an individual assigned to the incident utilizes their home unit electronic devices (cell phones, laptops, GPS units, etc), they are responsible for obtaining a resource order for documentation and must adhere to property management procedures.

DEFINITIONS

Definitions used throughout this handbook are located in Appendix C - Glossary.

PROPERTY MANAGEMENT PROGRAM PROCEDURES

An effective incident property management program should include the following:

- Establishment of areas where property may be stored and protected.
- Designation of individuals to receive property and establishment of receipting procedures.
- Establishment of property identification and marking procedures for accountable and durable property purchased by the incident.
- Designation of individuals to issue property and establish property accountability controls.
- Establishment of property clearance and demobilization procedures. When delegated, these responsibilities must be delegated to individuals who are qualified to perform the duties.
- Establishment of procedures to ensure compliance with the principles of ethical conduct regarding waste, fraud, and abuse.

Incident Base Security/Storage

Property stored at incident base must be adequately protected to prevent theft or vandalism. A specific area must be designated for property storage. Access to the area is restricted at all times and under the observation of individuals with designated property management responsibilities. Appropriate protection measures may include use of agency law enforcement personnel, state and local law enforcement agencies, or private security agents.

Property Receipting Procedures

Property and supplies may be furnished from various sources and reports of receipt must be made to the incident agency. Shipments are generally accompanied by a packing list, bill of lading, or other shipping document. The supply unit must verify items shipped are received and must, in all cases, note shortages, overages, and damages and share this information with buying team personnel or others as necessary. When shipments are not accompanied by documents, the receiving unit must inventory and acknowledge receipt on the Interagency Incident Waybill, OF-316 (Exhibit 33) or appropriate document. Any information available from shipping containers or persons making delivery must also be noted.

From Government Sources of Supply:

- Agency Caches and Warehouses - Acknowledge receipt on Interagency Incident Waybill, OF-316 or appropriate document.
- Other Agencies, State and Local - Use packing lists or other documents accompanying shipments to acknowledge receipt.

From Commercial Sources of Supply - When incident orders for property and supplies cannot be filled by agency or GSA supply systems, orders may be placed with commercial sources for direct delivery to the incident base. Incident agency procurement regulations must be followed. The incident order number and request number, e.g., E#, S#, must be indicated on all receipts and documentation.

- Government Charge Cards and Convenience Checks - Receipt of property and supplies purchased by these methods must be acknowledged by an original bill, sales slip, cash register tape, or

1 invoice. (Chapter 20 Acquisition Methods.) The charge card
2 holder/convenience check writer is responsible for providing copies of
3 sales slips, etc. to the incident agency. Use of government charge cards
4 may be restricted by issuing agency or the incident agency for the
5 purchase of accountable property. The cardholder must follow the
6 more restrictive of their home agency or incident agency policy.

- 7
- 8 • Blanket Purchase Agreements/Charge Accounts - The incident agency
9 may establish blanket purchase agreements or charge accounts for
10 materials and supplies with local vendors. Sales slips or delivery
11 tickets must include a legible signature by the individual receiving the
12 merchandise.

13

14 **Identification**

15

16 Property received from the incident supply system is generally identified as
17 government property. If not, or if property is received directly from a
18 commercial vendor or GSA, it must be identified as government property.

19

20 Accountable Property – Items with a purchase price of \$5,000 or more (USDI or
21 USDA), or items the incident agency considers sensitive, e.g., cameras,
22 chainsaws, personal or laptop computers, GPS units.

23

24 State and other federal agencies may have established a different purchase price
25 for accountable and sensitive property. This property is generally tagged with an
26 agency identification number. Property obtained through the cache system may
27 be designated as trackable property and should be handled the same as
28 accountable or sensitive property.

29

30 Incident management teams (IMT) or buying teams should create a separate
31 tagging/tracking system for property procured or rented for the incident from
32 commercial sources in order to facilitate the disposal of the property to the
33 correct location at the end of the incident, e.g., a label containing item, value,
34 resource request number, incident name, date purchased, and location for return
35 at end of incident, can be used as a tracking tool.

36

37 Durable Property – Durable property includes those non-accountable items,
38 which have a useful life expectancy greater than 1 incident, e.g., sleeping bags,
39 water handling accessories, tents, headlamps, tools. This property may be
40 marked with paint or etching to show GSA, FSS, or an agency-specific marking.

1 Consumable Goods – Consumable goods are items normally expected to be
2 consumed on the incident, e.g., batteries, Meals Ready to Eat (MREs), plastic
3 canteens, petroleum products. This property is not marked.

4
5 Trackable Property – Items maintained by a cache that are tracked due to their
6 dollar value, durability, and potential sensitive property classification will be
7 engraved or tagged with a cache identification number. Trackable property does
8 not meet the dollar threshold of accountable property.

10 **Property Accountability Controls**

11
12 Property and supplies obtained from all sources of supply are under the control
13 of the incident agency.

14
15 Accountable Property List – The incident base must maintain a list of
16 accountable property to ensure property control. This list must show serial
17 numbers of accountable property and may include additional items deemed
18 sensitive by the incident agency.

19 Issues, Transfers, and Returns

- 20
21
- 22 • Issues to Personnel – The transfer of all durable and accountable
23 property must be recorded at the time of issue. The Interagency
24 Incident Waybill, OF-316 (Exhibit 33) or approved automated
25 application may be used.
 - 26
27 • Transfers Between Personnel – To transfer assigned property to another
28 person on the incident, obtain and record the name of the individual to
29 whom the property is being transferred, notify their supervisor, and give
30 to the Supply Unit Leader.
 - 31
32 • Transfers Between Crews – To transfer a large quantity of property
33 between crews, the crew supervisor shall ensure an accurate accounting
34 of property is made, names of individuals accepting the property are
35 recorded, and notification of the transfer is given to the Supply Unit
36 Leader.
 - 37
38 • Transfers Between Incidents – When property is transferred directly
39 from 1 incident to another, the Supply Unit Leader will document all
40 items to be released. The documentation should consolidate groupings

1 of similar items, e.g., supplies, equipment, and must include the
2 following:

- 3
- 4 ○ The National Fire Equipment System (NFES) number.
- 5 ○ Item Number.
- 6 ○ Quantity.
- 7 ○ Description.
- 8 ○ Property number, if the property is accountable or trackable.
- 9 ○ Receiving incident name, incident number, and resource
10 order/request number.

- 11
- 12 • The Supply Unit Leader shall report the transfer(s) to the incident
13 agency and to the servicing cache upon completion of the
14 documentation. This process for cache items may be facilitated through
15 an automated program with the cache system.
- 16
- 17 • The cache will credit the issuing incident for these items and assign
18 them to the receiver. The Fire Loss/Use Tolerance Report will then
19 reflect accurate numbers for both incidents. Three copies of the
20 documentation are required for: the incident agency (Final Incident
21 Package), the servicing cache, and the Supply Unit Leader's records.
- 22
- 23 • Returns from Personnel – Items returned by incident personnel are
24 inspected and compared with the quantities recorded on the original
25 waybill document. Shortages or damages must be noted in the Remarks
26 section on the receipt form.

27

28 Property Utilization – Issued property/supplies that become unusable should be
29 reported to the incident Supply Unit. The Supply Unit Leader should identify
30 excess supplies and work with the servicing cache as soon as possible to
31 facilitate return of the items.

32

33 Damage/Loss – The individual responsible for or assigned the property is
34 responsible to document loss or damage on the Property Loss or Damage Report,
35 OF-289 (Exhibit 35 or available electronically at www.gsa.gov) or appropriate
36 incident or home unit form(s). The individual, supervisor, and witness document
37 facts and circumstances on the form. The Incident Commander or Logistics
38 Section Chief shall review, sign, and take any follow-up action. All reports of
39 loss or damage must be submitted to the incident agency.

- 1 • Government Equipment – The home unit normally adjudicates
2 government equipment damage/loss reports to ensure the correct
3 accounting code is charged.
4
- 5 • Government Property – The incident agency should limit replacement
6 to those items that are consumed, lost, damaged or rendered
7 unserviceable on the incident. These items can be replaced at the
8 incident or the incident can approve an Incident Replacement
9 Requisition, OF-315 (Exhibit 34) for replacement of items by a cache
10 or at the home unit.
11

12 Caches may only process requests for NFES items. Requests for non-
13 NFES items should be requested on a separate incident replacement
14 requisition to be processed by the home unit.
15

16 IMTs or other incident personnel (e.g., IBA) may authorize replacement
17 of non-NFES or non-standard cache items if delegated authority by the
18 incident agency. If no delegation exists documentation is provided to
19 the incident agency for review and determination. Written
20 documentation is provided to the home unit, authorizing replacement of
21 government property items that have been destroyed or rendered
22 otherwise unserviceable while being used on the incident.
23

24 Replacement of non-standard items not procured through mandatory
25 sources of supply (Chapter 20) may be authorized up to a dollar limit
26 identified through these sources; costs beyond this amount should be
27 covered by home unit program dollars. Prototype equipment will not
28 be replaced with suppression funds. The incident agency may require
29 the damaged property be turned in before replacement is authorized.
30

31 Property numbered items must be carefully tracked and property
32 records documented.
33

- 34 • Contractor Property – Contractor owned property, e.g., hose,
35 fittings, Personal Protective Equipment (PPE), tents, may not be
36 replaced through incident supply. The contractor must document
37 damaged or lost property and submit the claim through the
38 Procurement Unit Leader or Contracting Officer for a
39 determination. Do not issue an Incident Replacement Requisition,
40 OF-315 to a contractor.

- Employee Owned Property – Employee claims from regular federal government employees and federal casualties are covered under the Military Personnel and Civilian Employees Claims Act. (Chapter 70). Claims from state and local government employees are covered under applicable state regulations.

Fire Loss Tolerance – A goal of property management on incidents is to prevent the loss of property and supplies. To accomplish this goal, IMT and incident agencies should review and follow loss tolerance guidelines. The Incident Commander is accountable for meeting fire loss use rate guidelines. These guidelines are frequently a percentage of the durable property. Fire Loss/Use Rate is defined as all property and supplies lost, damaged, or consumed on an incident.

National Incident Support Cache managers monitor incident ordering and returns to ensure stocking levels are adequate to meet current and projected needs. Inventories are established on an average use rate.

If the loss of durable items exceeds loss tolerance guidelines, and it is known prior to the release of the IMT, the IMT will provide documentation of the loss to the incident agency and the servicing cache.

Accountable Property – At the end of the incident, all accountable property must be returned to the appropriate owner, e.g., incident agency or local, geographic, or national cache. If accountable property is missing, damaged or unserviceable, complete the forms as noted under the Damage/Loss section in this chapter.

Property Record Reconciliation – The Logistics Section will provide the incident agency with documentation of receipt and return of all accountable and durable property. Differences will be documented on the Property Loss or Damage Report, OF-289 or appropriate incident or home unit forms.

Clearance and Demobilization Procedures

Upon receiving instructions to demobilize, property management personnel shall ensure adequate staffing to effect closure in an efficient and timely manner.

Return of Property – After checking in property (accountable and durable), property management personnel shall inspect all property. If property is damaged to the extent it is not economical to repair, a record must be made of the items, quantities, serial numbers, and agency property numbers. Return all

1 property and supplies to the appropriate locations using an Interagency Incident
2 Waybill, OF-316, or an approved incident document.

3
4 Clearance – Logistics and Finance/Administration Sections shall coordinate
5 during demobilization to ensure property is returned. An individual's final time
6 report must not be processed until clearance is obtained from the Logistics
7 Section Chief. If a regular government employee or cooperator is to be held
8 liable for property loss, the Finance/Administration Section will submit the
9 appropriate incident agency Property Loss or Damage form(s), OF-289 to the
10 incident agency for submission to employee's or cooperator's home unit. A
11 casuals deduction will be made on the Emergency Firefighter Time Report, OF-
12 288. A contractor's deductions will be made on the Emergency Equipment Use
13 Invoice, OF-286 or other established payment document.

14
15 All Other Property Records – All other property records, such as receipts and
16 issues, must be forwarded to the incident agency for necessary action.

17 **RECYCLING AT INCIDENT BASE**

18
19
20 Federal Executive Order No. 12873 requires federal agencies to promote cost-
21 effective waste reduction and recycling of reusable materials for wastes
22 generated by federal government activities. Public Law 103-329, (H.R. 4539),
23 Sec. 608 authorizes all federal agencies to receive and use funds resulting from
24 the sale of materials recovered through recycling or waste prevention programs.

25
26 Recycling at incident base requires coordination with the incident agency. The
27 incident agency provides information on recycling procedures and requirements
28 to the IMT at the Agency Administrator briefing.

29
30 The Logistics Section will manage incident recycling. Incident agency recycling
31 guidelines should provide details for collecting and storing of material, and
32 arranging for pickup and disposition.

33
34 Initiating recycling could include the following steps:

- 35
36
- 37 • Determine if recycling is an option - Coordinate with the incident
38 agency and use established agreements or contracts to the extent
39 possible as well as contact the servicing cache for their capability of
40 supporting re-cycling.
 - 41 • Identify what items can be recycled and how they will be disposed - If
the incident agency does not have a program in place, check to see if

1 collection services are available locally. Items may be separated for
2 pick up by local charitable organizations. A disposition plan for
3 recycling materials should include collection points and disposition.
4

- 5 • Demobilization - The Logistics Section will coordinate with the
6 incident agency to ensure all recyclable material is disposed of
7 properly.
8

9 **EXHIBITS**

- 10
- 11 • Exhibit 33 – Interagency Incident Waybill (OF-316) and Incident
12 Waybill
- 13 • Exhibit 34 - Incident Replacement Requisition (OF-315)
- 14 • Exhibit 35 – Property Loss or Damage Report (OF-289)

EXHIBIT 33
INTERAGENCY INCIDENT WAYBILL, OF-316

Date	Time	INTERAGENCY INCIDENT WAYBILL			Page 1 of _____
Ship To			Shipped From		
Incident name			Carrier/Driver name:		
Incident number		Vehicle number		Trlr number	
Accounting/Mgmt Code		Pieces		Weight	
Contact name/phone		ETD		ETA	
HAZARDOUS MATERIALS DECLARATION					
Proper Shipping Name		Hazard Class	Identification Number	Packing Group	Total Quantity
<p>This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.</p>					
Signature of Shipper				Emergency Response Phone Number	
Item #	NFES #	Quantity	UII	Item Description	Property Number
Received by (signature)		Position Title		Date/Time	

7540-01-475-4307

OPTIONAL FORM 316 (4-2000)



COPY 1 SHIPPER

50316-101

EXHIBIT 33 – Continued**Interagency Incident Waybill Instructions**

The completion of this form: 1. insures that hazardous materials shipments are listed in the required format.
2. documents the return of supplies from an incident.

The completion of this form is the responsibility "Ship From" unit. This would be the Supply Unit Leader (SPUL) at an incident; the Cache Manager (FCMG) or delegate at an incident support cache.

Ship To: Enter the unit name and physical street address. Do not use a P.O. Box.

Ship From: Enter either the name of the incident base or the address from where the load is being shipped.

Incident Name: Name of the incident.

Incident number: Do not forget the state identifier.

Accounting/Management Code: Enter Original numbers assigned, P number and BLM charge codes.

Contact/Phone: Name and telephone number in case of questions or a problem with the shipment.

Carrier/Driver/Vehicle #: Name and number of the vehicle and driver.

Pieces: Number of cartons/boxes/packages on the delivery.

ETD: Estimated time of departure from "Ship From" location.

ETA: Estimated time of arrival to "Ship To" location.

Hazardous Materials Declaration: Complete per 49 CFR. If you are not trained in the proper handling of hazardous materials, obtain assistance from qualified individual.

Total Quantity: Total, gross or net, including unit of measurement.

Hazardous material must be entered as the first item or highlighted on this form. Hazardous materials must be correctly labeled and placarded.

Emergency Response Phone Number: Obtain from local unit with incident responsibility. Must be a 24-hour, on-call response number.

Item #: Incident use to identify a specific line item.

NFES #: National Fire Equipment System assigned number.

Qty: Quantity

U/I: Unit of issue

Item description: name of the item.

Property number: Entered if the item being returned has an assigned property number.

Medical waste must be transported to a licensed facility for proper disposal. Do not ship medical waste to an incident cache. Recycling of plastics, cardboard, etc., is highly recommended and is the responsibility of the incident.

OPTIONAL FORM 316 (4-2000) BACK

EXHIBIT 33 – Continued

INTERAGENCY INCIDENT WAYBILL, Continuation Page _____ of _____ (Void if OF-316 page is not attached)					
ITEM #	NFES #	QUANTITY	U/I	ITEM DESCRIPTION	PROPERTY NUMBR
Received By (signature)			Position Title		Date/Time

7540-01-475-4306

OPTIONAL FORM



COPY 1 – SHIPPER

EXHIBIT 33 – Continued

INCIDENT WAYBILL

Vendor's Name: _____ Incident Name: _____

Phone Number: _____ Incident Number: _____

Ordered By: _____ Relayed To: _____ Accounting Code: _____

Address: _____ Date & Time Needed: _____

_____ Delivery Location: _____

Form of Payment: Purchase Card
 Check BPA

Special Instructions:

Resource Order No.	Quantity	Description	Cost

Please Return Original WAYBILL & SUPPORTING RECEIPTS to the BUYING TEAM

◀ **US GOVERNMENT IS TAX-EXEMPT** ▶

Buying Team Signature _____ Date Assigned _____ Time _____
 Runner's Signature _____ Date Received _____ Time _____
 Transportation Signature _____ Date Received _____ Time _____
 Supply Leader Signature _____ Date Received _____ Time _____

Buying Team • White Camp Copy • Yellow Transportation Copy • Pink

EXHIBIT 34 - Continued
INSTRUCTIONS FOR INCIDENT REPLACEMENT REQUISITION

TYPE I OR TYPE II INCIDENTS

The incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type I or Type II incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the Supply Unit and forwarded to the geographic area cache.

All national geographic area caches will accept Incident Replacement Requisitions.

Authorized approvals and signatures **MUST** be included on the requisition. For Type I and II incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator or Representative.

EXHIBIT 34 – ContinuedINSTRUCTIONS FOR INCIDENT REPLACEMENT REQUISITION**TYPE III OR TYPE IV INCIDENTS**

The hosting unit agency administrator or representative, such as the Fire Management Officer, will be responsible for handling incident replacement requisitions on Type III and IV incidents. The agency representative approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.
- If equipment and supplies are unavailable at the incident for replacement, AND the requesting resource is being demobilized, an Incident Replacement Requisition will be completed by the host unit and forwarded to the geographic area cache.
- All national geographic area caches will accept Incident Replacement Requisitions.
- Type III and IV incident approvals are limited to the Agency Administrator or Representative (i.e., Fire Management Officer).

Replacement orders must be processed within 30 days of control of the incident.

The incident's servicing cache may forward completed requisitions to the requesting unit's geographic area cache for processing.

If a cache is unable to fill the request (i.e., does not stock item), the cache will forward request to the closest cache that does stock the item for processing.

EXHIBIT 35
PROPERTY LOSS OR DAMAGE REPORT, OF-289

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. CREW NAME OR NO.	2. ID NO. (FORM of-288, Emerg. Firefighter Time Report)
		3. ISSUED TO (Name and Address)	
4. ISSUING OFFICE OR CAMP			
5. FIRE NAME	6. FIRE NO.	7. TYPE EMPLOYEE (Mark one with "X") Regular Gov't Casual Firefighter Other	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED (Include Property No., if applicable)		QUANTITY	
a.			
b.			
c.			
9. Employee report on circumstances of loss or damage to property listed:			
10. SIGNATURE		11. DATE	
12. Witness report:			
13. SIGNATURE		14. DATE	
15. Fire Boss or Property Control Officer comments regarding loss or damage:			
16. SIGNATURE		17. TITLE	18. DATE
NSN 7540-01-124-7634		OPTIONAL FORM 289 (9-81) USDA/USDI 50289-101	

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