

FUNCTIONAL AREA:	High Desert District Office
PROCESS:	Personal and Property Accident/Incident Reporting and Tort Claims Processing
SUB-PROCESS:	All Field Offices and Divisions
PRIMARY PROCEDURE OWNER:	All Managers, Supervisors, District Occupational Safety and Health Specialist, Supply Tech/Fleet Manager
SECONDARY PROCEDURE OWNER:	All Employees
LAST REVISED DATE:	07/15/2016
EFFECTIVE DATE:	04/16/2015
REFERENCES:	DOI DM 485 Chapter 7 Incident/Accident Reporting, 7.3 Requirements; BLM Safety Manual 1112; BLM Safety & Health Management Manual Handbook 1112-1; BLM Safety & Health for Field Operations Manual Handbook 1112-2; Federal Tort Claims: 28 USCS 2671-2680 (2004) Federal Tort Claims Act Title 28 Chapter 171 Tort Claims Procedure; 412 DM-1 Motor Vehicle Management; DM 1525 Fleet Management; 410 DM-2 Personal Property Manual; DM 1520 Personal Property Management

Overview:

The purpose of this Standard Operating Procedure is to provide a consistent process for all employees to follow in the event of a motor vehicle accident (crash or collision), injury, or damage to government property. Property damage reporting requires entry in the Safety Management Information System (SMIS) which is for safety tracking purposes and is included with the required Report of Survey (RoS) package for property damage.

The Safety Management Information System (SMIS) is located at the following link

<https://www.smis.doi.gov/>

Required Reporting Time Lines:

SMIS Injury – 24-48 hours
 SMIS Property – 2-7 days
 Report of Survey – 15-30 Days

Motor Vehicle Accident (crash/collision) or Property Damage Reporting:

Accident or Property damage reporting requirements:

1. **Accident – Call local law enforcement for accidents involving private parties, accidents with injury, (and EMS if needed for injury.) or vehicle accidents.** If law enforcement is not contacted it is the responsibility of the employee involved to take pictures and to sketch out the accident/incident details for the SF91 to be included with the RoS packet. If the accident happens on BLM jurisdiction the Supervisor shall determine if contact should be made to the local Ranger for his/her guidance. Most property damage must be reported in SMIS and included with the RoS packet. It is the Supervisors responsibility to contact the Supply Tech to determine if the level or type of damage requires SMIS reporting and the RoS completion.
2. Accident or Property Damage – Immediately notify your supervisor (or as soon as possible), fill out appropriate paperwork (i.e. SF91, SF94, and sometimes SF 95 forms) within 1 work day. The SF91 and pictures are required for the overall RoS paperwork for any property damage, regardless if the accident involves private individuals, injury or a motor vehicle accident.
3. Notify the Supply Tech/Fleet Manager of the accident/incident/property damage. He/She will initiate the RoS paperwork - assign a control number, and provide a questionnaire.
4. Supervisors – Enter property damages into Safety SMIS within 2-7 calendar days. There may be 2 entries for the same accident, one for injury and one for property damage. To avoid duplication make sure that your employee has NOT already entered their INJURY into the system. This will help to avoid duplicate entries. In addition to the SMIS data base entry – for damages to property or Motor Vehicle crash/collisions fill out the following forms and submit with the RoS:
 - a. SF 91 (Accident/Property Damage Report)
 - b. SF 94 (Witness Statement – if applicable)
 - c. Even if the damages will not be repaired immediately, 3 estimates must be obtained.
 - d. Obtain as many color photos of the damage as soon as possible for inclusion to the package
 - e. Provide a copy of the employee’s current Defensive Driving Certificate.
 - f. Assume when another (private sector) vehicle is involved, that a Tort Claim will be filed (whether or not it is.) Provide the other driver (or driver's insurance company) with the Tort Claim Form SF95 (attached.) DO NOT ADMIT FAULT, this will be investigated and determined by the Solicitor.
 - g. If the supervisor or manager decides to include any additional narratives or investigative summaries for inclusion to the package; that is solely at their discretion (it is neither necessary nor required.), although recommended.
5. Once all of the above paperwork is completed:
 - a. Signed originals are sent to the Supply Tech/Fleet Manager. All forms, color photos, SMIS, and statements must be included to the final RoS package for FM/ADM/DM review and signature.
 - b. On the RoS form DI-103; the Field Manager (FM) or District Manager (DM) will sign as Accountable Officer, the driver will sign as Cognizant Employee, and the supervisor will sign as Custodial Property Officer.

- c. The driver's supervisor reviews the entire package, completes and signs block 82 of the accident report (SF 91).
- d. The FM (or if a district vehicle is involved, the ADM) reviews the entire package, completes and signs block 89 of the accident report.
- e. The Supply Technician/Fleet Manager then routes the completed RoS packet to the ADM (or DM as appropriate), who will review the final package, complete and sign block 90 of the accident report.
- f. The Supply Tech/Fleet Manager will forward copies to District Occupational Safety & Health Specialist (DOSHS) for filing and records retention.
- g. Property damage under \$5,000 will be retained for final local Board of Survey (BoS) review and completion.
- h. The Supply Tech/Fleet Manager will send the completed packet to the state office property/fleet manager.

Injury Reporting Instruction:

The injured employee will initiate the SMIS within 48 hours. If they are incapacitated, the employee's supervisor will enter the information for them. Should the employee's supervisor not be available, the next level manager shall complete the SMIS.

1. Go to the link and click on "Accident Reporting & Compensation Claims" (located on the left side of the screen).
2. Click on Employees: File a Workers' Compensation Claim (CA1/CA2), which will take you to a screen that is labeled: DOI Employee Login
3. Enter your last name and last 4 of your SSN in the appropriate text boxes.
4. The screen will then ask you to confirm your e-mail address (review it in the box and make any changes.) Click on the button to verify and to request claim ID, and then follow the instructions.
5. After you receive your e-mail verification with OWCP number, then go back into SMIS and follow the instructions.
6. Make sure to fill in every box with something meaningful and choose from every "pull down" choice given. The choices on the pull downs are very vague, so just choose the one that fits the best.
7. After you finish and submit, an e-mail message will go to your supervisor for review. After the supervisor reviews your report and submits, an e-mail message will then come to the DOSHS for review.

Note: These instructions will work when submitting a work-related illness (CA2) as well.

Property Damage Instructions:

Supervisors are the only individuals that have access to enter property damages into the SMIS database. **Supervisors must enter the information into SMIS within 7 calendar days (after it's reported) per the BLM Manual Handbook 1112-1 for Safety and Health Management.** It is the employee, operator, or vehicle caretaker's sole responsibility to report any damages (no matter the degree) to the supervisor and Supply Tech/Fleet Manager as soon as possible (or within 24 hours) after the incident occurs or after the employee notices the damage(s).

1. Choose “Accident Reporting & Compensation Claims” (located on the left side of the screen)
2. Click on “Supervisors: Perform all supervisor safety activities”
3. Enter your last name and SSN, and click “Login to the SMIS Safety Accident Reporter Module”
4. Verify your email address (*note: you may need to change it, if it’s not your current one.)
5. Click on “Complete a new SMIS Accident report, for property damage, minor injuries, or near-misses”
6. Follow the prompts for “Property Damages” –
7. Click “Standard Accident Report”
8. Then fill in the information on the sheet (if special circumstances involved) – then click “continue entering report”
9. Fill in the information (every box), then select from the pull-down menu of “result” either “property damage no injury” or whatever else is occurring for future entries. Remember to select from each pull-down or put something meaningful in every box that is offered. Some of the “pull-down” selections don’t match to anything you are trying to enter, choose the closest selection to describe damages.
10. When writing the narrative, be specific (who, what, when, where, why, how) and don’t forget to put in the location (address, GPS – Latitude/Longitude, or at least meridian/twp/rng/section.) Description should be detailed, example: “Rock Springs District Office, 280 Highway 191 North, Rock Springs, WY 82901 in the break room”; or 123 E. Abc Blvd, City, State, zip; or “about ½ mile north of highway AABCC west, on county road ABC”; or “on a 2-track road, approx. 5 miles east of ABC oil platform in PM twp XX, rng YY, section ZZ.” You get it ~ something more than “out on field operations, etc.”

Tort Claim Instructions:

BLM employees are prohibited to promise, approve, or authorize any payment or reimbursement to any person or insurance company seeking payment for damages or injuries claimed.

1. Provide the person (or insurance company) a blank copy of the Tort Claim form (SF 95) to fill out. Make it clear that the finished paperwork goes to our state office for processing.
2. The BLM WY State Office will send the completed paperwork to the Regional Solicitor. It is solely up to the Regional Solicitor to make the determination of whether or not the claimant will be reimbursed.
3. If queried, please remind either the claimant or their insurance company that the claim will be processed in the order received. If it is approved, they will receive a voucher to sign and return. After the signed voucher is received, it should take approximately six weeks to receive the payment.

Note: Employees claiming damage to their personal property on federal property or by another federal employee will complete out the DI-570 form - **EMPLOYEE CLAIM FOR LOSS OR DAMAGE TO PERSONAL PROPERTY.**