



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

April 11, 2013

MEMORANDUM

SUBJECT: Management and Disposal of Underutilized Personal Property Stored in Warehouse Space (Project No. OA-FY13-00248)

FROM: Melissa M. Heist, Assistant Inspector General
Office of Audit

Melissa M. Heist

TO: Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

The U.S Environmental Protection Agency Office of Inspector General plans to begin preliminary research for the subject audit identified above. The OIG's objective is to determine the extent to which the EPA's personal property stored in select warehouse spaces is effectively utilized, accounted for, and disposed of by the EPA. The anticipated benefits of this project are reductions in the costs associated with transporting and storing underutilized personal property, as well as the EPA's carbon footprint.

We will perform work within the Office of Administration and Resources Management's Facilities Management and Services Division, as well as other select program and regional offices to be determined during preliminary research. During preliminary research, we will look at the EPA's headquarters' warehouse space while gathering data on the EPA's other warehouse space. In order for us to complete our work as expeditiously as possible and with minimal disruption of your staff, we ask that you send to the project manager the following (electronic media preferred) by April 26, 2013:

- Key points of contact responsible for personal property management and warehouse facilities within FMSD, other program offices and regions.
- A list of personal property management systems and temporary read-only access to these systems (or key headquarters personnel who have access).
- For each EPA-utilized warehouse facility, details on: (1) location; (2) square footage; (3) whether the space is EPA owned or leased; (4) lease expiration date and cost; (5) annual utility cost; (6) whether the space is EPA or contractor managed; (7) applicable contract number(s), period of performance, and overall costs; and (8) the aggregate dollar value of sensitive and non-sensitive personal property items stored.

We will contact you to arrange a mutually agreeable time to discuss our objective and the purpose of the preliminary research project during the week of April 22, 2013. We are particularly interested in any areas of concern that you may have. We will answer any questions you may have about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. In addition, we will provide updates on a regular basis through monthly status meetings.

If you or your staff have any questions, please contact Michael Davis, product line director, at (513) 487-2363 or davis.michaeld@epa.gov; or Teren Crawford, project manager, at (202) 566-2724 or crawford.teren@epa.gov.

cc: Nanci Gelb, Principal Deputy Assistant Administrator for Administration and Resources Management
Renee Page, Director, Office of Administration, Office of Administration and Resources Management
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