

# Equipment Inventory and Verification

Preparation for PCSA Audit

HCA Management

10/15/2021

# Overview



INTRODUCTION



INVENTORY  
PROCESS



COMMON  
TOPICS



KEYS TO  
SUCCESS



NEXT STEPS



QUESTIONS

# Introduction - Property Control Systems Analysis (PCSA)

## Impact

- Recipients of Federal Grants and Contracts
- Consequence - Removal of expanded authority

## PCSA Compliance

- Federal Acquisition Regulations 45 – Government Property (FAR 45)
- Includes clause 52.245-1 Government Property, Section (f)(1)
  - Audit includes:
    - Physical inspection of equipment
    - Interviews with UTEP personnel
    - Examination of UTEP records and procedures

# Introduction – Who?

## HCA Asset Management

- 36 years of experience
- Greg Sheahan – President (30 years related experience)
- Mariana Traetta – Director (15 years related experience)
- Additional 2 HCA Staff

## Scope

- Scan all inventory and re-tag as needed
- Identify Federally Owned assets and add secondary tag
- Identify Agency Owned assets and add secondary tag
- Identify location and verify existence of all assets
- Reconcile all data collected to PeopleSoft

# Inventory Process - Sweep & Retagging

- **Ensure all inventory is properly tagged**
  - White tag – Title rests with University
  - Green tag – Title rests with Federal Government
  - Red tag – Title rests with Agencies
- **Identify location of inventory**
  - Scanning, review of existing assets – tagged and not tagged
  - Reconciliation of missing assets to remove “ghost items”
  - Reconciliation of data records to create clean baseline



# Inventory Process (continued)

## Kick off

- Initial memo to university community – **September 27, 2021**
- Memo from Dr. Osegueda – **October 13, 2021**
- Town Hall meeting – **October 15, 2021**
- Clarify roles/responsibilities
- Opportunity for questions

## Phase 1: Blitz

- **Building focus**
- HCA staff will cover all buildings
- Majority of equipment will be located during this phase
- **October 25 - November 12, 2021**

## Phase 2: Reconciliation

- **Department focus**
- Providing lists to locate items not found during blitz phase
- List of 'to be accounted for' items will be provided to departments in advance
- **November 8 – December 17, 2021**

# Common Topics

- Accessibility to sensitive space
  - Biosafety Level 3 (BSL3s)
  - Animal Areas (Vivariums)
  - Residence Halls, Athletics, IT (by appointment)
  - ITAR Areas
- Timing of HCA personnel presence in each space
  - Preliminary schedule for Blitz Phase can be found on this link: [Inventory Sweep](#)

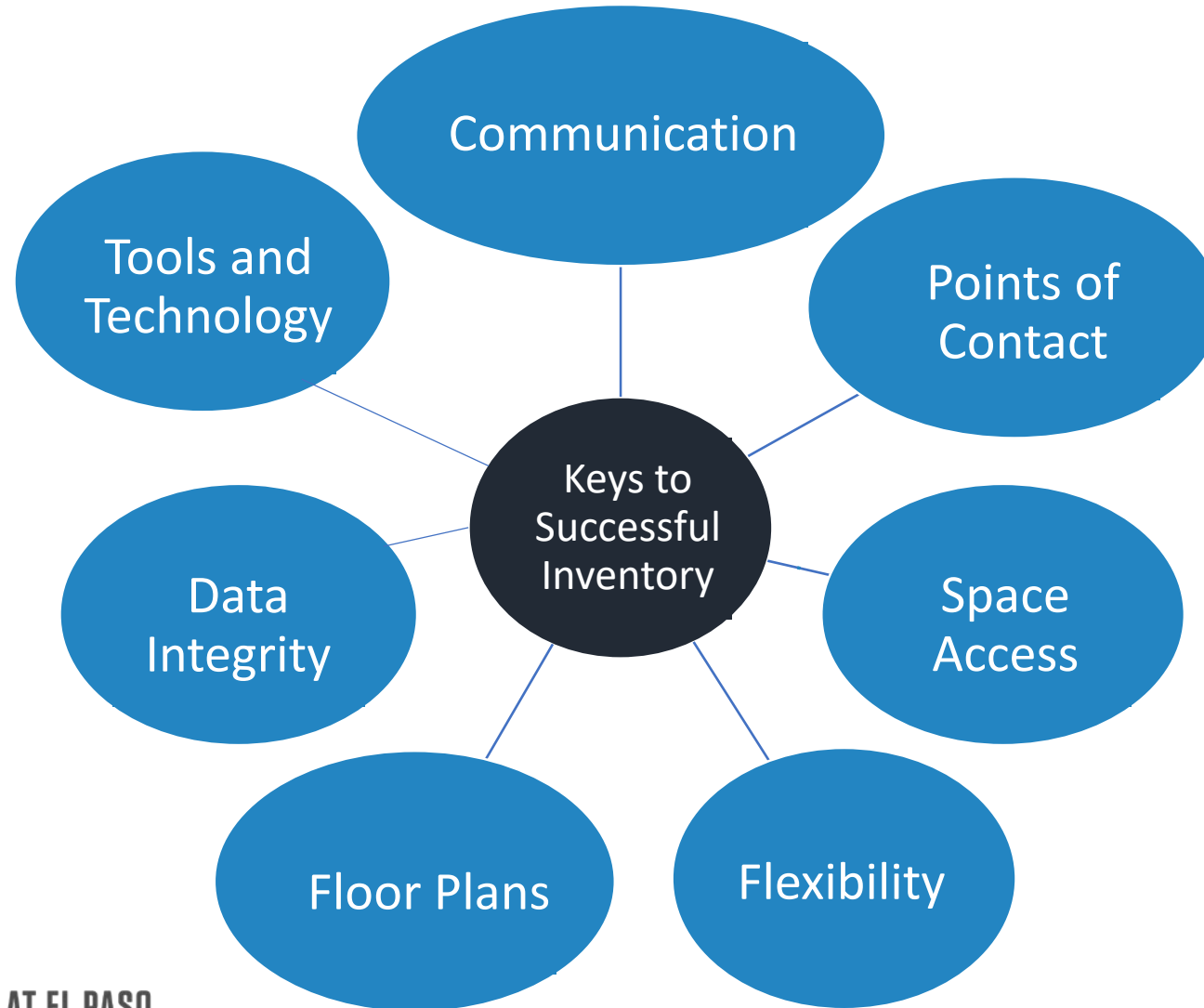


# Common Topics

- Identification of HCA personnel
  - HCA staff will wear UTEP visitor badges and will carry print out of memo in case occupants are unaware of inventory initiative
- Physical scanning of tags
  - Treatment of untaggable assets – small subset of assets that should not be tagged
  - Treatment of vehicles, IT switches
- Fully-depreciated assets
  - All capital equipment still in use must be included in the university's inventory records until properly disposed of



# Keys to Successful Comprehensive Inventory



# Next Steps

- **Review High Level Schedule for Week 1**
  - [Inventory Sweep](#) – to be updated by Friday morning week prior
- **Invitation to Brown Bag Session next week – Date TBD**
  - In person and virtual options
- **PeopleSoft Workflows – after inventory project is finalized**
  - Asset Transfers
  - Asset Removal
  - Asset Return
  - Asset Transfers to Surplus
  - Link to [PeopleSoft Workflows](#)

## More Information

- [Inventory Sweep Website](#) includes updates relevant to the project, including this presentation and schedule.
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Questions?

Thank you!