

Report of Loss or Damage of State Property (RMP-001)

The Report of Loss or Damage of State Property (RMP-001) form is to be completed for loss or damage to property owned or leased or in the care, custody, or control of the State of Hawaii only. The State of Hawaii does not insure employee's personal property while being used or kept at the workplace. Nor is the State liable for damages or theft of employee's property.

Automobile accidents are not reported on this form; use RMA-001.

RMP-001 is completed as follows:

- Part 1 - prepared by the employee discovering loss or damage
- Parts 2 & 3 - prepared by the immediate supervisor having control or authority over the lost or damaged property.

The form is reviewed and signed by the departmental Risk Management Coordinator before submitting to the Risk Management Office. RMP-001 is to be completed and submitted within 5 days of any loss. If additional time is required, please notify the R.M.O.

The property loss must meet the following criteria to be considered for reimbursement:

- * must be fortuitous or accidental,
- * item must be listed in State Inventory System, or supported by accounting records,
- * item is not surplus aged, broken, or junked
- * item is not more than 7 yrs. old or scheduled for replacement
- * item is not misplaced or unaccounted for (missing upon taking of inventory
- * item is not covered by first dollar insurance, and
- * item is not a gift or donation.

Once the loss is reported, the departmental Risk Management Coordinator will receive either an acknowledgement of the loss and instructions on how to receive reimbursement (SRMRF -P), or an explanation for the denial of the claim. If neither is received within 15 days, contact the Risk Management Office. Refer to the Report No. on future correspondence or inquiries.

Reimbursement for the loss must be completed within the fiscal year the claim is reported. If this is not possible, contact the Claims Management Specialist for further instructions.

Report of Loss or Damage of State Property (RMP-001) (cont)

A police report must be submitted for any claims involving thefts or burglaries. The reports to the police must be made immediately after discovery of the theft or burglary. Secure the police report number and a verification letter regarding the report.

Always identify whether or not recovery of the damage can be made against another individual or entity.

Examples of losses: a computer is stolen from a room, water leaks onto equipment, windstorm damage, a car hits a building, etc.

Examples of losses not covered: petty cash, employees' personal property, equipment left in the field, missing inventory, etc.

Note:

In addition to the RMP-001 form, please utilize the applicable “FEMA Forms” for losses that may require FEMA funding. If you have any questions regarding the utilization of these forms, please contact the Risk Management Office at 586-0547.