

REPORTING ACCIDENTS; DAMAGED, LOST, OR STOLEN ITEMS

2746

(No. 15 January 2001)

Accidents

The state, contract county or LFD must prepare a full accident report and AD-112 within 10 days when accidents involving FEPP result in death, injury, illness or property damage. Section I (date and report number on an AD-112) must be completed; full details concerning the lost or destroyed item and efforts made to recover it must also be provided. The form may then be submitted to the Sacramento FEPP office;. It is advisable to contact the Sacramento FEPP office to advise that the form is forthcoming.. The USFS property management officer then processes the accident report in accordance with FSH 6737.

Damage

If damage to FEPP exceeds \$1,000, the state submits form AD-112 within 10 days to the USFS. The state, contract counties and LFDs are subject to State Administrative Manual (SAM) regulations for negligence resulting in damaged FEPP.

Lost/Stolen Property

Lost/Stolen property must be reported to local law enforcement or state police, and the Sacramento FEPP officer. Use the AD-112 to report lost/stolen property, providing all details of the case, the condition of the item(s), and the action taken. Include the "who, what, where, how, and when" regarding the theft, as well as the name of the person assigned the property, the time and date of the theft, and last known location of the property. Attach a copy of the police report to the AD-112 and forward it to the Sacramento FEPP office. State, contract counties and LFD employees are subject to SAM regulations for negligence resulting in stolen FEPP.

COMPLETING THE AD-112

Report Number	Enter report number using the julian date and accountable officer code along with a sequential number.
Date	Enter the date the form is completed.
Status of Property (Block 1)	Mark the box that describes the status of the property.
Reporting Activity (Block 2)	Enter unit name, address, phone, and fax number.
Property Items (Block 3)	Quantity, description of item including NFC# if needed (\$1000.00 or more or sensitive equipment), original acquisition cost, and clear explanation of reason for disposal.
Signature of Custodian (Block 4)	Name in print and signature of custodian and add date when signed. Normally FLO or FEPP coordinator.
Signature of AO (Block 5)	Name in print and signature of Accountable Property Office, Unit Chief.

After completion of AD-112, forward document to Sacramento FEPP office for processing. Sacramento approves and forwards to USFS, PMO, for review and recommendation. Document will be returned to unit for final certification in Section IV-1 for cannibalization or V-I for accidents, damage, lost or stolen items.

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[\(see Forms or Forms Samples\)](#)