

# Surplus Property – Electronic Disposal Form



Problem Statement	Scope	Action
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State agencies had been using a paper based system to dispose of state-owned property. This process was time-consuming, cumbersome and inefficient for both the agencies and the Surplus Property Team.

The Surplus Property team must transition from the paper SS1 form to an electronic request in efforts to increase agency's electronic SS1 submission to 100% by 9/30/21.

- The Surplus Property Team:
- Process mapped the disposal process
  - Eliminated steps by transitioning to an electronic system
  - Conducted training for 200 state agency contacts
  - Shared how-to videos and procedures on website and in MOLearning
  - Outreach to agencies still submitting paper

## Analyze



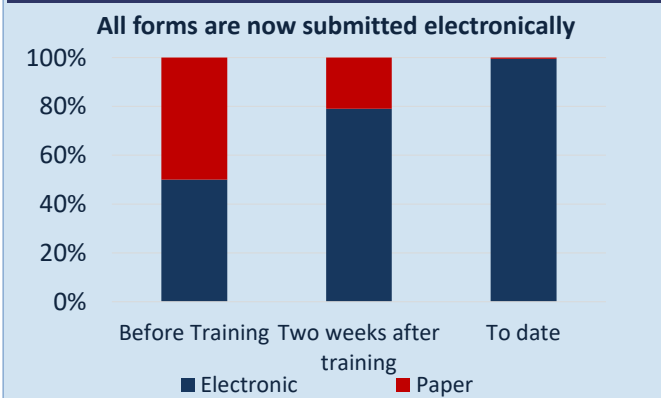
PAPER SS1 STEPS	ELECTRONIC SS1 STEPS
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State agency downloads paper SS1	✗
State agency fills out paper SS1	State agency completes electronic SS1
State agency sends SS1 inter-agency or email to Surplus	✗
Surplus generates an SS1 number from an excel log	✗
Surplus make copy that is stored in numeric file cabinet	Automatically delivered in Surplus Web Data system
Surplus enters information into Web Data	Surplus approves to receive
Surplus will either: 1. Receive into our inventory 2. Sell on Gov Deals (this requires Surplus to handwrite ad description and hand off to another team member to enter manually) 3. Surplus gives to local disposal (type word document letter, excel spreadsheet, print scan, and send 2nd request)	Surplus rejects for local disposal at time of delivery
Agency email pictures for Gov Deals online auction	✗
Return copy of signed SS1 to agency via inter-agency mail	✗
Update SS1 log with action taken	✗



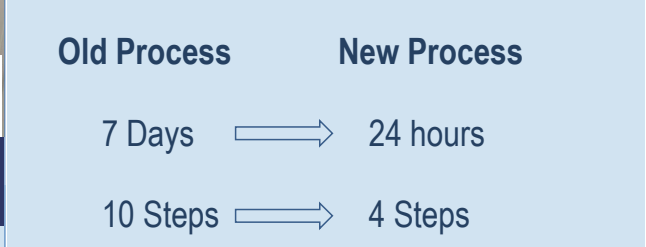
Michelle Collier, Dennis Scott, and Lee Ann Blythe

## Data



## Outcomes

- The Surplus Property team eliminated 6 days and 6 steps from the process.



- Agencies now have access to a self service system to check the status of their request.
- MOSASP was able to reallocate .75 FTE by transitioning to the new electronic process.