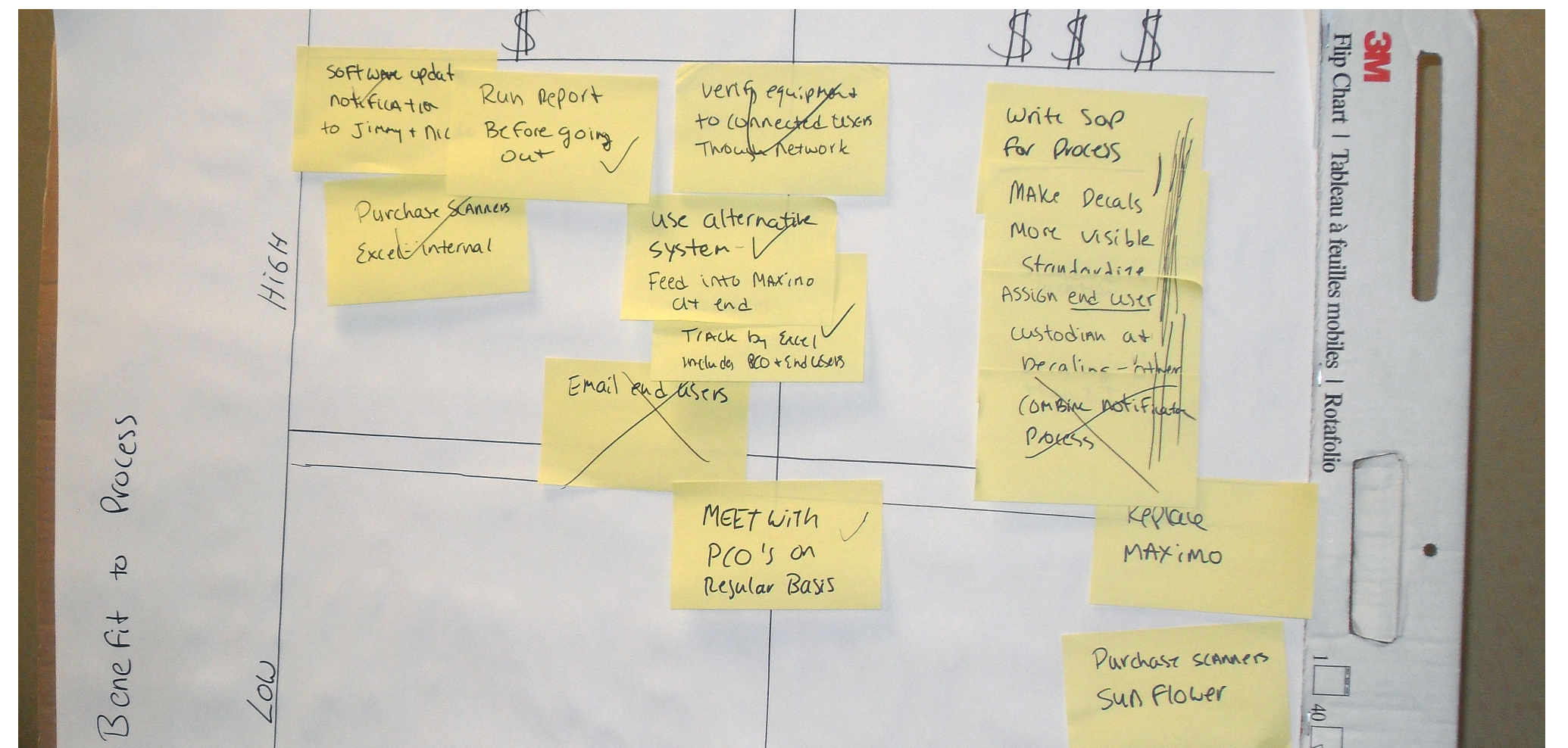


Region 1 Annual Facility Inventory Process

THE PROCESS

The Region 1 annual facility inventory process involves accounting for over 3000 pieces of equipment used throughout the region, such as laptops, cameras, and other electronic equipment, for annual submission to EPA headquarters.



Prioritization matrix

IMPROVEMENT OPPORTUNITY

Prior to the Lean event, facilities staff conducted the annual inventory by hand, which required scheduling time with staff who managed the equipment, visiting the equipment location, examining and tagging the equipment, and entering data to account for its status. Through a Lean event, Region 1 sought to develop a more efficient process that would meet EPA inventory control guidelines, save staff time and resources, and improve understanding of the process.

KEY RESULTS & OUTCOMES

Metric	Old Process	New Process	Percent Change
Lead Time	8 months	2 months	↓ 75%

Results are based on actual data after improvements were implemented

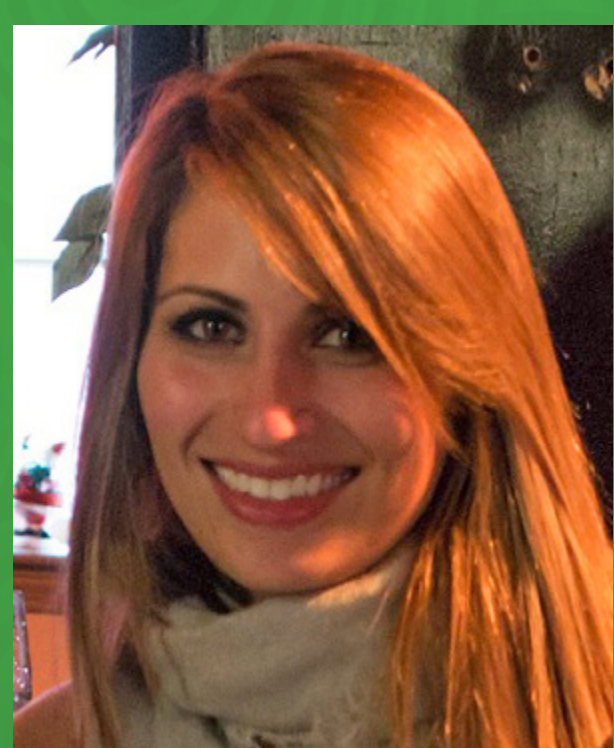
The event team identified the following process changes:

- Conversion to an automated inventory that leverages existing IT data on electronic equipment across the region, eliminating the need for physical equipment inspections
- For items where data is not available, assign responsibility for inventory to a Property Custodial Officer—an employee familiar responsible for inventorying equipment in their area (this system had been set up at one time, but was not being used)
- Use the National Property Management Database that permits staff to bulk update the annual inventory



Current (top) and future (bottom) state process maps

When first implemented in July 2014, Region 1's new inventory process took only two months to complete. The facility staff met their deadline, which would not have been possible without the Lean improvements.



Team Leader Nicole Checchi

EVENT TEAM

Lean Leader: Linda Darveau
Team Leader: Nicole Checchi
Team Champion: Alice Kaufman



Left to right: Chris Diehl, Jack Paar, Jim Keleher, Susan Dushinski