acceptance and execution to determine if potential liability risks exist which exceed those normally associated with a particular program, project, or activity, and to determine if such risks can be prevented, reduced, and/or insured.

3. **Claims for Loss of or Damage to University Property**

   a. The State of Hawaii, through the Department of Accounting and General Services, administers the State Risk Management Revolving Fund under Chapter 41D, Hawaii Revised Statutes, to provide coverage for loss of or damage to State property, including property in its care, custody or control, resulting from theft, fire, and other casualties. The coverage provided by the Fund includes payment for losses incurred as a result of the dishonesty, nonfeasance, or misfeasance of any State officer or employee.

   b. The State Risk Management Revolving Fund which consists of a self-insured retention fund and excess insurance coverage finances claims for loss of or damage to State property as determined by the Risk Management Office of the Department of Accounting and General Services.

   c. **Procedure In the Event of Loss or Damage**

      1) The department shall notify the respective Campus Security Office and the Honolulu Police Department of all criminal acts resulting in the loss of or damage to University property.

      2) Whenever University funds are missing or misappropriated, the loss shall be reported to the Director of Financial Management and Controller.

      3) A completed Form RMP-001, Loss or Damage Report of State Property *(Attachment 400.1)*, shall be submitted to the OPRPRM within ten (10) working days of discovery of the loss or damage.

         a) Part 1 of the form should be prepared by the employee or the supervisor of the employee who discovered the loss or damage.
b) Parts 2 and 3 of the form should be prepared by the immediate supervisor having authority or control over the lost or damaged property.

4) Further information may be requested to assist in the investigation and settlement of the claim.

5) The OPRPRM will review all forms and forward them to the Risk Management Office of the Department of Accounting and General Services for review and evaluation.

6) The department will be notified when the claim has been reviewed and if replacement or restoration of the property will be financed by the State Risk Management Revolving Fund.

4. **Tort Claims Against the University**

   a. Pursuant to Chapter 41D, Hawaii Revised Statutes, the Department of Accounting and General Services is authorized to make informal resolution of claims against State agencies for property damage or personal injury up to $10,000. All tort claims filed against the University of Hawaii are to be processed in accordance with the procedure below.

   b. **Procedure**

      1) Any incident involving University personnel, vehicles, or equipment, or occurring on real property belonging to the University, which may have resulted in physical harm or property damage should be reported to the OPRPRM within forty-eight (48) hours after a University department becomes aware of the incident. In addition, the department shall submit a completed Form RML-001, Incident/Accident Report (Attachment 400.2) to the OPRPRM within five (5) working days after reporting the incident.

         a) Parts 1 and 2 of the form should be prepared by the University employee who first receives notice of an incident/accident.