

RISK MANAGEMENT SERVICES

University Services Annex 300B
220 W Sixth St., East Building 2nd Floor
PO Box 210300
Tucson, Arizona 85721-0300

Ofc: (520) 621-1790
Fax: (520) 621-3706
<http://risk.arizona.edu/>

QUICK REFERENCE GUIDE- PROPERTY LOSS NOTICE¹

- 1- From the Incident Reporting Page (can be accessed through UAccess Manager Self Service Page for supervisors or directly through the UA-RMS Website), select the red button (see below) to begin the process.

Incident Reporting (test page)

RMS has implemented a new process for reporting incidents and claims. Please click the link below to begin the process.

After clicking the link, you will be given the option to submit the following types of incidents/claims:

1. **Employee Incident/Injury Reports**- This report should be completed for any injuries or incidents potentially giving rise to injuries for UA employees.
2. **Property Loss Notice**- This report should be completed for loss, damage, theft, or vandalism to UA facilities, buildings, or business personal property.
3. **Auto Loss Notice**- This report should be completed for any loss or physical damage to university-owned vehicles.
4. **Auto Loss Notice- Glass Only**- This report should only be used for claims explicitly related to damaged auto glass (windshields, rear glass, side windows).
5. **Non-Employee Incident Report**- This report should be used to report injuries or incidents potentially giving rise to injuries for non-UA employees, such as students or campus visitors.

If you need assistance with submitting an Employee Incident/Injury Report, please contact Anna Llamas ([520-621-3626](tel:520-621-3626), allamas521@email.arizona.edu) or Miguel Delgado ([520-621-5392](tel:520-621-5392), mdelgado1@email.arizona.edu).

If you need assistance with submitting a Property Loss Report or Auto Loss Report, please contact Joy Baine ([520-621-3482](tel:520-621-3482), jbaine@email.arizona.edu) or Miguel Delgado ([520-621-5392](tel:520-621-5392), mdelgado1@email.arizona.edu).

If you need assistance with submitting a Non-Employee Incident Report, please contact Miguel Delgado ([520-621-5392](tel:520-621-5392), mdelgado1@email.arizona.edu).

[HTTPS://RISK.ARIZONA.EDU/ORIGAMI-PORTAL-PAGE](https://risk.arizona.edu/origami-portal-page)

- 2- Once arriving at the incident report landing page, select the “Submit a New Property Loss Report” tile.

Welcome Log Out

UA-Risk Management Services has implemented a new process for reporting incidents and claims. To start the reporting process, please select the applicable tile below and the appropriate form will load. After completing the form, you will be given the option to attach files to the report.

[Submit an Employee Incident/Injury Report](#) [Submit a New Property Loss Report](#) [Submit a New Auto Loss Report](#) [Submit a New Auto Loss Report - Glass Only](#)

[Submit a Non-Employee Incident Report](#)

¹ Version 1: January 2019

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- 3- Complete the form using all information currently available. Mandatory fields are marked with an *. Please complete non-mandatory fields when information is known and applicable.
 - Data fields that contain a magnifying glass to the right of the box allow the user to look-up and select UA employees and UA Locations.
 - If the exact ***Date of Loss*** is unknown, please enter the date of discovery and indicate this in the ***Description of Incident*** field or in the ***Summary- Additional Details*** field.
- 4- After completing the incident report, users will be given the option to attach relevant documents such as pictures, estimates, written statements, etc.
- 5- An email notification will be sent to Risk Management and the person who reported/submitted the report.