



Aurelio A. Espinola, M. D.  
Chief Medical Examiner  
Forensic Pathologist

**OFFICE OF THE CHIEF MEDICAL EXAMINER**

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February 22, 2005

Memorandum

To: Senator Eddie J. B. Calvo, Chairman  
Committee on Finance, Taxation; & Commerce  
Office of Finance and Budget

From: Aurelio A. Espinola, M. D., Chief Medical Examiner

Subject: Submission of Fiscal Year 2006 Budget Package

In complying with the requirements for submission of our agency's program please find the attached (20 copies) Fiscal Year 2006 Budget Package, Departmental Funding/Expenditure Fact Sheet, and Departmental Federal Funding Abstract coversheet.

We have completed the information, as instructed and have adhered to the Governor's budget ceiling in the sum of \$386,839 for Fiscal Year 2006.

Should you have any questions, please feel free to contact Johanna Flores at the numbers provided above. Thanking you in advance for any assistance you can provide our office.

Attachments (5)

Fiscal Year 2006 Budget Proposal  
Departmental Funding/Expenditure Fact Sheet  
Departmental Federal Funding Abstract Coversheet  
2 – Electronic File copies for above attachments

Committee on Finance, Taxation and Commerce  
Office of Finance and Budget  
Date Rcv'd: 2/22/05  
Time: 1:40 pm  
Rcv'd by: D. Chaco  
Print Name: Dee Chaco

FISCAL YEAR 2006 IMPACT STATEMENT

Department: Office of the Chief Medical Examiner  
Division/Program: Medico-Legal Services

**CATEGORY 110 – PERSONNEL SERVICES****(Category 111/113: Personnel Salaries/Benefits)**

As shown on the attached staffing pattern, there are only three (3) full time employees (FTE) in the CME's Office. The total salaries for all three personnel amount to \$230,802 and \$60,434 for benefits. Please note that my contract will expire on November 30, 2005 and a meeting with the Postmortem Examinations Commission will be held to effectively renew my employment contract.

For over 32 years this Department has been staffed with only two people other than the Chief Medical Examiner. There is an absolute need to create a new position under the medical examiner's office. I have stressed every year for the past 10 years that the medical examiner's office is in need of an additional staff. The workload has increased and there is no sign of it decreasing any day. Each medico-legal case covers a routine of acquiring information about the decedent, informing other departments concerning certain deaths (benefits, retirement, CDC), completing death certificates, consulting with funeral homes, reports of "view" examination or autopsy, and consultation with families. Because of the uniqueness of its nature, most cases are never completely done in one day. For some families, it may be a first death in the family requiring trust for information before going to a funeral home, or are otherwise too confused to take the obvious direction. My staff has always been compassionate and sympathetic to the needs of the grieving families and obviously will give a little more to assist in such delicate situations. The routines, however, are not limited to the foregoing. As I have often stressed many times in the past to previous Lawmakers and Administrations, answering a telephone call does not become a menial task when you have to answer it at five minutes intervals while entertaining families. This additional manpower will relieve some daily duties of the *administrative assistant (in lieu of administrative officer)*, who in turn will assume some morgue attendant's delegated administrative duties so that he can concentrate on his primary obligations. The Word Processing Secretary II will certainly be an asset and a well-needed body. He/She will be expected to perform the duties as outlined in the job description and would also be prepared and/or trained to take over the duties of the administrative assistant if an emergency should occur. In conclusion, this office needs to increase by at least one additional staff in order to properly accommodate the challenges it is already faced with. Again, the need to create this position within the CME's Office is crucial. The annual income requested for the Word Processing Secretary I is **\$17,635** (Gr-F/Step 1) and the total benefits amount to **\$4,690**.

HOWEVER, FOR FISCAL YEAR 2006 THE AMOUNT OF \$283,544 IS REQUESTED FOR A STAFF OF THREE.

**CATEGORY 220 – TRAVEL/OFF-ISLAND**

The amount of \$5,300 is requested for expenses off-island during compulsory medical seminars to cover the cost of registration fee, per diem, and air transportation cost. This expense is covered under the medical examiner's employment contract.

THE TOTAL AMOUNT OF \$5,300 IS REQUESTED FOR CATEGORY 220.

**CATEGORY 230 – CONTRACTUAL SERVICES**

GMHA Professional Services are for various ancillary laboratory tests and x-rays essential in assisting the medical examiner's investigation on all unnatural and suspicious deaths. These services are to be provided by the Guam Memorial Hospital Authority (GMHA) through a contractual arrangement known as the "Memorandum of Understanding" (MOU) and a Work Order Request. The tests are rendered mostly for tissue processing for pathological examination, urine alcohol and drug screening, occasional x-ray survey for bullet slugs and/or fractures, bacteriology tests for suspected fulminating diseases, and other laboratory tests as needed. GMHA is also charging this CME's Office for water and power consumption at a rate of 1.8X the hospital's monthly average utility bill of up to \$56,000 inclusive of any future rate changes. Currently, the total utilities amount slightly over one-thousand dollars a month. Considering all obligations in the MOU, the CME's Office has always requested the amount of **\$35,000**. An increase of \$10,000 from last fiscal year is needed due to the increase of service charges with GMHA. However, that amount is pending the Postmortem Examination commission meeting, which will be scheduled tentatively sometime in April 2006 if not sooner.

Locum Tenens/Acting Medical Examiner – Since there is only one full-time medical examiner for the Territory, reliance on the services of a capable pathologist to "cover" when the medical examiner is indisposed or absent is essential. A contract, as practiced since 1977 is anticipated, stipulating performance of the acting medical examiner while the regular medical examiner is on annual or sick leave. The rate entertained for this, as in the past, is \$100.00 an hour, not exceeding the department's request of **\$10,000** per annum and the amount of **\$300** is requested to advertise the position, as required by law on procurement of personnel contractual services.

The CME's membership of nationally recognized medical associations is pertinent to show credentials and acceptability in the medico-legal profession. Continued membership must be maintained. The total amount of \$899.00 has been spent during the current fiscal year. Anticipating a slight annual increase for any of these three medical associations, the amount of **\$965** is requested.

In addition, the CME's office recently purchased a new official vehicle that would need quarterly service to maintain and ensure our single vehicle stays in excellent condition. For this reason the amount of **\$620.00** for vehicle maintenance is requested.

As you all are aware, my job requires me to be on-call 24 hours a day. This has placed a burden on me with a cell phone bill that is acquired from government usage. I am requesting for the some of **\$800.00** for the purchase of a cellular phone and payment for cellular service under the government.

THEREFORE, THE AMOUNT OF **\$47,685** IS REQUESTED FOR CATEGORY 230.

**CATEGORY 240 – SUPPLIES & MATERIALS**

These are typical necessities for the office such as cartridge toner for a table top copy machine, specimen bottles, aprons, camera batteries, microcassettes for dictating machine, typewriter ribbons, facsimile paper, Xerox paper, pens, pencils, disinfectants and deodorizers, printer ink cartridges, envelopes, diskettes, and etc are quite costly. In addition, funding is needed to purchase fuel for the CME's official vehicle. The amount requested for office/morgue supplies & materials and vehicle fuel is **\$3,700**.

**CATEGORY 250 – EQUIPMENTS**

As a pathologist in the medico-legal field, it is a must to keep abreast with recent information in legal medicine and update periodically all reference books / pamphlets. This is long overdue and would be a great asset to the CME's office and all who associate.

FOR THIS REASON THE AMOUNT OF \$3,399 IS REQUESTED FOR CATEGORY 250.

**CATEGORY 290 – MISCELLANEOUS**

As required by Department of Public Works, we are responsible for payment of the vehicle inspection occurring once a year for the amount of \$7.00.

FOR THIS REASON WE ARE REQUESTING THE AMOUNT OF \$7.00 FOR CATEGORY 290.

**CATEGORY 363 – UTILITIES**

The yearly expense for telephone is \$2,990. This amount is for three lines and a fax line. We have never had on-line service with other agencies within the government essential in keeping track with our accounts. We are a small department with small accounts so perhaps no one recognizes the need for this additional expenditure, but this should not be a basis for funding denial. Answering telephone calls now are much more difficult, and in most cases, much missed communication. We would like to see all telephone services continue operating and we anticipate at least the amount of \$3,600 to cover the cost.

**CATEGORY 450 – CAPITAL OUTLAY**

The CME's Office is requesting in Fiscal Year 2006 for Capital Outlay for the sole purpose of improving our morgue. Currently, our morgue room needs to replace its storage and shelf units, purchase a specimen refrigerator, and install a walk-in human remain refrigerator. Installation of a walk-in human remain refrigerator will assist our office with cases that are unable to be stored in the current refrigerators available to us which we have been faced with more frequently over these two first months of the year.

For these reasons, we are requesting the amount of \$31,912 for Category 450.



# **BUREAU OF BUDGET & MANAGEMENT RESEARCH**

OFFICE OF THE GOVERNOR

Post Office Box 2950, Hagåtña Guam 96932

FELIX PEREZ CAMACHO  
GOVERNOR

KALEO SCOTT MOYLAN  
LIEUTENANT GOVERNOR

CARLOS P. BORDALLO  
DIRECTOR

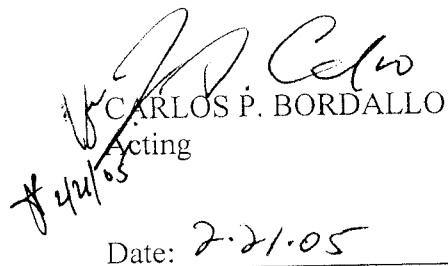
JOSE S. CALVO  
DEPUTY DIRECTOR

## **CERTIFICATION**

The Bureau of Budget and Management Research has certified that the Department/Agency total General Fund and/or Special Fund request for Fiscal Year 2006 is within the Governor's approved budget ceiling level for:

## **CHIEF MEDICAL EXAMINER**

It should be noted that the accuracy and justification of the information contained in the attached budget document is the responsibility of the aforementioned Department/Agency.

  
CARLOS P. BORDALLO  
Acting  
#421/05  
Date: 2.21.05

OFFICE OF THE CHIEF MEDICAL EXAMINER  
Fiscal Year 2006  
Proposed Budget Package

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Government of Guam  
Fiscal Year 2006 Budget

Agency Budget Certification

Agency: Office of the Chief Medical Examiner

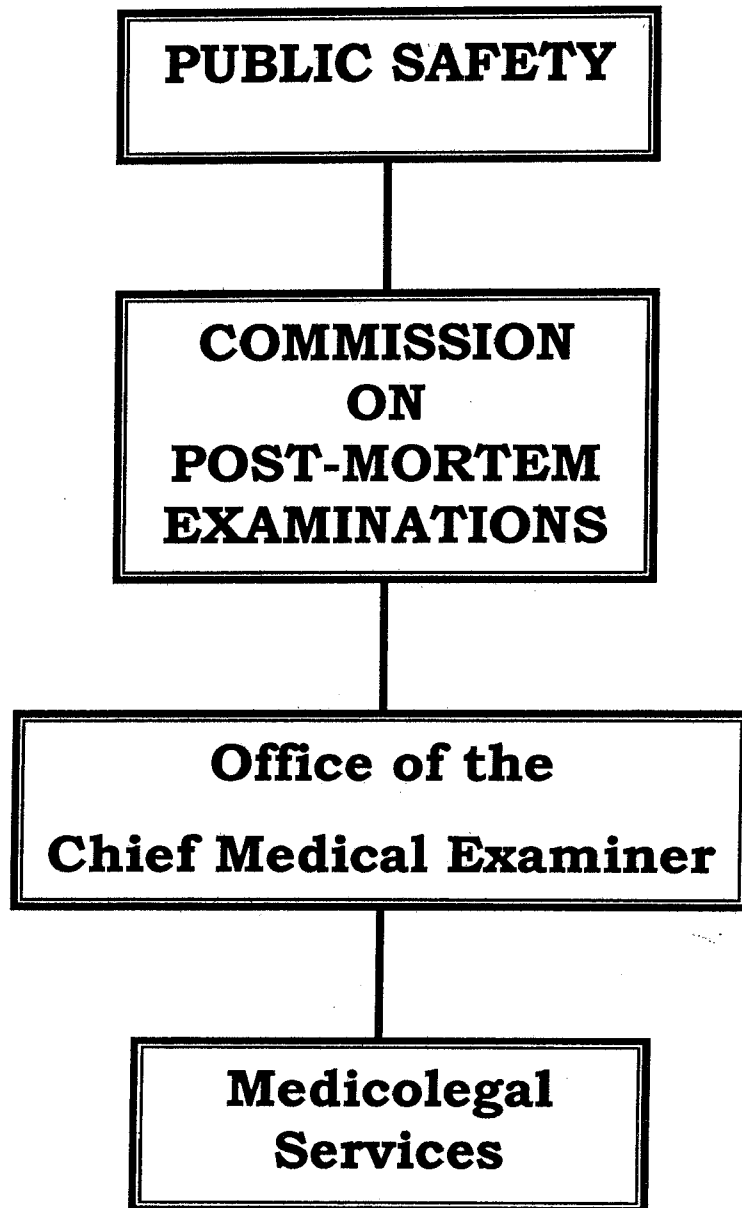
Agency Head: Aurelio A. Espinola, M.D.

This is to certify that I have carefully reviewed the attached budget documents and find the amounts requested therein, to be sufficient to execute the mission, goals, and objectives of this department for Fiscal Year 2006. I further certify the accuracy of the information contained in this document.

Agency Head:  Date: 2-21-06  
(Signature)

# GOVERNMENT OF GUAM

## Departmental Organization Chart





Government of Guam  
Fiscal Year 2006 Budget  
Agency Narrative

FUNCTION: PUBLIC SAFETY

AGENCY: OFFICE OF THE CHIEF MEDICAL EXAMINER

MISSION STATEMENTS:

The Chief Medical Examiner's Office shall conduct medico-legal investigations, autopsies, and toxicology analysis on all unnatural and unusual deaths, such as homicides, suicides, accidents, including those sudden unexpected deaths that occurred in a suspicious manner. (Chapter 81, Public Law 11-37, Section 81104, 81105, 81106, & 81108.) It shall serve in criminal prosecution working closely with the Attorney General's Office, the Courts, Guam Police Department, and other law enforcement agencies to ensure public safety. It shall also serve in civil litigation cases; assist with insurance claims, concerned citizens, and family members who have legitimate interests.

GOALS AND OBJECTIVES:

The CME's objectives are to provide timely investigations which include autopsy reports and toxicology analysis to assist law enforcement investigators, the courts, and Attorney General's Office, and the public. To establish a true cause and manner of death for every case that falls under the CME's jurisdiction. Educate law enforcement authorities, attorneys, jurors, students, and the public by providing statistical reports, postmortem observations, etc. The CME's goal is to acquire an additional staff member to ensure continuous service even during the absence of any one staff.

The CME's Office conducted a total of 439 medico-legal cases during Calendar Year 2004. As of February 14, 2005, this office has processed 67 cases for the current calendar year. Certificate of deaths for death cases coming within the medical examiner's jurisdiction for calendar year 2004 to date have been filed and are readily available at the Office of Vital Statistics, Department of Public Health & Social Services. All autopsy and non-autopsy reports for Calendar year 2004 to present are readily available for law enforcement investigators, the attorney general's office, life insurance companies, etc. The CME's Office has also been able to purchase new office and morgue equipment including a new government official which replaced the Typhoon damaged government official.

Education on medico-legal functions is an on-going project for the Chief Medical Examiner's Office, local law enforcement agencies, University of Guam, Guam Community College, Guam Medical Society, the U. S. Naval Hospital, local, federal, and private high school. This office has also been able to provide statistical reports for the sole purpose of educating students, teachers, parents, school faculty and staff, etc for all school levels. In addition, consultations are also provided to promote health awareness amongst the families of those individuals dying from various causes.

Decision Package  
FY 2006

Department: Office of the Chief Medical Examiner Division/Section: N/A

Program Title: OFFICE OF THE CHIEF MEDICAL EXAMINER

**Activity Description:** Organic Act of Guam, Chapter 81 Postmortem Examinations Act (by Public Law 11-37), Government Code of Guam  
The CME’s Office is a scientific death investigation system conducting medico-legal investigations, autopsies, and toxicology analyses on all unusual and unnatural deaths, such as homicides, accidents, and suicides, including those sudden unexpected deaths occurring in a suspicious manner, to establish the cause and manner of death.

**Major Objective (s):** To assist those individuals charged with the administration of justice within the Government by conducting scientific medico-legal investigation on all deaths coming within the medical examiner’s jurisdiction. Thus, it serves not only in criminal prosecution, but also in civil litigation cases, insurance claims and etc. The CME’s Office deals principally with the Attorney General’s Office, the Court, law enforcement authorities, the workers’ compensation commission, and insurance companies.

**Short-term Goals:** There are no short-term goals comparable with other agencies within the government because of the uniqueness of the CME’s Office where performance is governed in numbers by the immeasurable and unexpected events generally relating to misfortune. We strive to provide the quickest service possible without compromise in professionalism in medico-legal investigation and /or autopsies.

Workload Output			
Workload Indicator:	FY 2004 Level of Accomplishment	FY 2005 Anticipated Level	FY 2006 Proposed Request
Anticipated workload is measured based only on averages and historical data that are available since the inception of the CME’s Office in 1977. The workload has shown a steady increase every year. A total of 439 cases were handled in 2004, threefold the amount recorded in 1978, the first complete year of operation of the CME’s Office. An average of 443 cases was handled by the CME’s Office over the past three years. Additional duties include CME testimonies as expert witness for Grand Jury Hearings, Murder Trials, and also DUI (Driving Under the Influence) cases. Seminars on death investigation (observation of autopsies) are also provided by the CME. Statistical reports available for interested individuals such as teachers, nurses, students, etc. As indicated in the Agency’s Narrative summary, the CME’s Office recently purchased new office and morgue equipment that were long overdue and are essential to our daily functions. In addition, a new official vehicle was purchased to replace our Typhoon damaged vehicle which was lacked by this office since Typhoon Pongsona.			

Function: PUBLIC SAFETY  
Agency: Office of the Chief Medical Examiner  
Program: Medico-legal Services

Budget Digest

AS400 Account Code	APPROPRIATION/CLASSIFICATION	FY 2004 Expenditure & Encumbrances	FY 2005 Authorized Level	Governor's Request			
				FY 2006 GENERAL FUND	FY 2006 Federal Fund(s)	FY 2006 Other Fund 1/	FY 2006 TOTAL REQ. (C+D+E)
PERSONNEL SERVICES							
111	Regular Salaries	223,883.00	225,868.00	227,302.00	0.00	0.00	227,302.00
112	Overtime/Special Pay	64.00	3,264.00	3,500.00	0.00	0.00	3,500.00
113	Benefits	54,763.00	53,110.00	60,434.00	0.00	0.00	60,434.00
TOTAL PERSONNEL SERVICES		278,710.00	282,242.00	291,236.00	0.00	0.00	291,236.00
OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburse	3,276.00	6,300.00	5,300.00	0.00	0.00	5,300.00
230	CONTRACTUAL SERVICES:	31,226.00	41,400.00	47,685.00	0.00	0.00	47,685.00
233	OFFICE SPACE RENTAL:	0.00	0.00	0.00	0.00	0.00	0.00
240	SUPPLIES & MATERIALS:	1,280.00	2,500.00	3,700.00	0.00	0.00	3,700.00
250	EQUIPMENT:	0.00	4,323.00	3,399.00	0.00	0.00	3,399.00
280	SUB-RECIPIENT/SUBGRANT:	0.00	0.00	0.00	0.00	0.00	0.00
290	MISCELLANEOUS:	0.00	7.00	7.00	0.00	0.00	7.00
TOTAL OPERATIONS		35,782.00	54,530.00	60,091.00	0.00	0.00	60,091.00
UTILITIES							
361	Power	0.00	0.00	0.00	0.00	0.00	0.00
362	Water/ Sewer	0.00	0.00	0.00	0.00	0.00	0.00
363	Telephone/ Toll	2,094.00	3,600.00	3,600.00	0.00	0.00	3,600.00
TOTAL UTILITIES		2,094.00	3,600.00	3,600.00	0.00	0.00	3,600.00
701	INDIRECT COST	0.00	0.00	0.00	0.00	0.00	0.00
450	CAPITAL OUTLAY	16,391.00	0.00	31,912.00	0.00	0.00	31,912.00
TOTAL APPROPRIATIONS		332,977.00	340,372.00	386,839.00	0.00	0.00	386,839.00
1/ Specify Fund Source							
FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED		1.00	1.00	1.00	0.00	0.00	1.00
CLASSIFIED		2.00	2.00	2.00	0.00	0.00	2.00
TOTAL FTEs		3.00	3.00	3.00	0.00	0.00	3.00

Schedule A - Off-Island Travel

Department: Office of the Chief Medical Examiner  
Division: N/A  
Project: Office of the Chief Medical Examiner

<b>Purpose / Justification for Travel</b>
The amount of \$5,300.00 is requested for expenses off-island during compulsory medical seminars. This amount is expected to cover registration fee, per diem, and air transportation costs. This expense is covered under the medical examiner's employment contract.

Travel Date: \_\_\_\_\_ No. of Travelers: 01 \*

Position Title of Traveler (s)	Air Fare	Per diem	Registration	Total Cost
Chief Medical Examiner	\$ 2,800.00	\$ 1,700.00	\$ 800.00	\$ 5,300.00
N/A				

<b>Purpose / Justification for Travel</b>
N/A

Travel Date: \_\_\_\_\_ No. of Travelers: \_\_\_\_\_ \*

Position Title of Traveler (s)	Fuel	Per diem	Registration	Total Cost
N/A				

<b>Purpose / Justification for Travel</b>
N/A

Travel Date: \_\_\_\_\_ No. of Travelers: \_\_\_\_\_ \*

Position Title of Traveler (s)	Air Fare	Per diem	Registration	Total Cost
N/A				
N/A				

\* Provide justification for more than one traveler to the same conference / training / workshop / etc.

Schedule B - Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2005	
				Yes	No
GMHA-CME Work Order Request/MOU	1	35,000.00	\$ 35,000.00	x	
Locum Tenens/Consultant Contract	1	10,000.00	\$ 10,000.00	x	
Membership Dues/College of American Pathologists	1	315.00	\$ 315.00	x	
Membership Dues/National Assoc. of Medical Examiners	1	325.00	\$ 325.00	x	
Membership Dues/American Soc. For Clinical Pathology	1	325.00	\$ 325.00	x	
PDN Advertisement/Locum Tenens	1	300.00	\$ 300.00	x	
Official Vehicle Maintenance	4 ea.	155.00	\$ 620.00		x
Cell phone unit + Monthly Airtime Charge	1	800.00	\$ 800.00		x
Total Contractual			\$ 47,685.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2005	
				Yes	No
Fuel for Official vehicle	48	25.00	\$ 1,200.00	x	
Ink Cartridge for Printer	3	65.00	\$ 195.00	x	
Ink Cartridge for Copier	3	300.00	\$ 900.00	x	
Microcassette For Dictaphone Machines, 3/pk	3	7.00	\$ 21.00	x	
Specimen Bottles, Leakproof, 72/case	2	100.00	\$ 200.00	x	
Envelope 10 X 13, 100/box	2	8.00	\$ 16.00	x	
Envelope Self seal 500/box #10	2	25.00	\$ 50.00	x	
Diskettes, 3.5 DS/DD 10/box	3	7.00	\$ 21.00	x	
Messengers Envelope 100/box	1	25.00	\$ 25.00	x	
8-1/2 X 11 Xerox Paper, 10rm/case	5	25.00	\$ 125.00	x	
8-1/2 X 14 Xerox Paper, 10rm/case	4	32.00	\$ 128.00	x	
Pens, Markers, Lift-Off tapes, Batteries, Tapes, Films, etc.	Multiple		\$ 227.00	x	
Morgue supplies e.g., plastic pouches, knives, apron, blades, etc.	Multiple		\$ 400.00	x	
Typewriter Ribbon, 6/box	3	64.00	\$ 192.00	x	
Total Supplies & Materials			\$ 3,700.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2005	
				Yes	No
Reference Books/Pamphlets e.g., Updated Medical Dictionary, Educational Publications, etc.	Multiple		\$ 3,399.00		x
Total Equipment			\$ 3,399.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2005	
				Yes	No
Official Vehicle Inspection	1	7.00	\$ 7.00	x	
Total Miscellaneous			\$ 7.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2005	
				Yes	No
Morgue wall & Base storage units/ shelf units + shipping, Handling, customs inspection, & installation.			\$ 20,912.00		x
Specimen Refrigerator		4,000.00	\$ 4,000.00		x
Walk-in Human Remain Refrigerator + Installation		7,000.00	\$ 7,000.00		x
Total Capital Outlay			\$ 31,912.00		

FUNCTIONAL AREA: PUBLIC SAFETY

AGENCY: Office of the Chief Medical Examiner

PROGRAM: Medicolegal Services

FUND: General Fund

Ratio: 100.0% [Input by Department]

Government of Guam  
Fiscal Year 2006 Budget  
Agency Staffing Pattern  
Current

[BBMR SP-1]

Input by Department														Input by Department				Input by Department		(R)	(S)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)			(I)	(J)	(K)			(L)	(M)	(N)	(O)	(P)		
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(F+G+H+I) Subtotal	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL		
								Date	Amount		Retirement (J * 20.81%)	Retire (DD) (J * 24 * 26P)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life (I)						
1	300.109	*Chief Medical Examiner	Aurelio A. Espinola, M. D.	Unclass	\$180,000	\$0	\$0	N/A	\$0	\$180,000	\$37,458	0.00	0.00	\$2,588.00	\$153	\$	1,368.00	\$	148.00	\$41,715	\$221,715
2	1.135	**Administrative Assistant	Johanna R. M. Flores	J-2	24,376	1,500	0		0	25,876	5,385	189	0.00	333	153		3,102.00		297.00	9,459	35,335
3	7.305	Morgue Attendant	Joseph B. Aquino	F-6	22,926	2,000	0		0	24,926	5,187	189	0.00	332	153		3,102.00		297.00	9,260	34,186
4																					
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24																					
25																					
			Grand Total:		\$227,302	\$3,500	\$0		\$0	\$230,802	\$48,030	\$378	\$0	\$3,253	\$459		\$7,572		\$742	\$60,434	\$291,236

\* Night Differential/Hazardous/Worker's Compensation/etc.  
I/- FY 2005 (current) GovGuam contribution for Life Insurance is \$153 per annum; Subject to change in FY 2006  
\*\*ADMINISTRATIVE ASSISTANT 'IN LIEU OF ' ADMINISTRATIVE OFFICER  
\*CME Salary tentative until contract renewed, Contract ends on November 30, 2005.

## FY 2005 (Current) / FY 2006 (Estimated) Funding

AGENCY: Office of the Chief Medical Examiner

[illegible]



Government of Guam  
Fiscal Year 2006  
Budget  
New Equipment/Capital and Space Requirement

[BBMR EL-1]

Program:Public Safety  
Agency: Office of the Chief Medical Examiner  
Program: Medicolegal Autopsies & Investigations

EQUIPMENT/CAPITAE LISTING:			
Description	Quantity	Percentage of Use	Comments
230MHz GeniuneIntel Pentium Processor	1	100	Donated 2000 by Guam Energy Office, non-networked
Canon Typewriter	1	100	Fair condition but ink cartridge obsolete.
Autopsy Saw	2	100	(1) Fair condition / (1) New condition
Canon Table top Copy Machine (PC 740)	1	100	Fair condition, however ink cartridge expensive and product soon to be obsolete.
Morgue Refrigerator	1	100	Fair condition
Computer Desk	1	100	Fair condition
Filing Cabinets	11	100	(9) Fair condition / (2) New condition
Filing Cabinet/Storage	4	100	Fair condition
Desk Right Pedestal	1	100	Fair condition
L-Type Desk Secretarial	1	100	Fair condition
Desk Left Pedestal	1	100	Fair condition
High back chair	3	100	Fair condition
Dell Optiplex GX270 computer	1	100	New condition
Brother's EM630 Typewriter	1	100	New condition
Toshiba Laptop computer	1	100	New condition
Canon Copy Machine (ImageRunner1330)	1	100	New condition
Epson Powerlite S1 Projector	1	100	New condition
Sanyo Dictating/Transcribing systems	2	100	New condition
HP Officejet 5510 all-in-one printer,fax, scan.	1	100	New condition
Olympus BX41 Microscope	1	100	New condition
Autopsy Table	1	100	Morgue Use
Examination Tables	2	100	Morgue Use
Desk	1	100	Morgue Use
Chair	1	100	Morgue Use
Body Lifter	1	100	Morgue Use/New condition
Body ruler	1	100	Morgue Use/New condition
Refrigeration Units	9	100	Morgue Use

SPACE REQUIREMENT (for Personnel and Equipment/Capital)		Total Program Space (Sq. Ft.): 2,004		Total Program Space Occupied (Sq. Ft.):	
Description	Square Feet	Percent of Total Program Space	Comments		
Desks w/pedestal	72	3.6%			
Small Desk	12	0.6%			
Computer Desks	36	1.8%			
Lounge Table	15	0.7%			
High Back Chairs	27	1.3%			
Chairs	52	2.6%			
Lounge Chairs	8	0.4%			
Cabinets w/shelves	24	1.2%			
Fax Machine Stand	5	0.2%			
Couch	18	0.9%			
Autopsy Table	24	1.2%			
Examination Tables	48	2.4%			
Refrigeration H/R Units	72	3.6%			
Refrigerator (lounge)	8	0.4%			
Filing Cabinets	32	1.6%			
Copier stand	12	0.6%			
Personnel Space	1,500	75%			
Unoccupied space	39	1.9%			
Total Square Feet:	2,004	100.0%			