



<b>Policy #:</b>	39.04.122
<b>Issued:</b>	October 2001
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<b>Section:</b>	39 Research

## **EQUIPMENT MANAGEMENT POLICY**

### **Purpose:**

To facilitate inventory control and ensure compliance with federal regulations.

### **Policy Statement:**

Accurate and current records shall be maintained on **research and service program** equipment. The following information must be recorded upon receipt of equipment: Type of equipment and brief technical description; Manufacturer; Serial No.; Model No.; BMC property control No. (if known); exact location where equipment is kept; Personnel using equipment (beginning with PI or Program Director); Date of purchase/acquisition; Purchase Order Number; Vendor/supplier; Acquisition cost; Useful life period; Investigational device information (if applicable); Licensing required (if applicable); and Funding source and award number.

A physical inventory of equipment will be taken at least every two years to verify the existence and current utilization of, and the continued need for the equipment. Adequate maintenance procedures shall be implemented. The Assoc. Director Research Finance shall be contacted to request disposal and/or transfer of research or service program equipment. When used equipment is sold, the highest possible return will be sought. In all cases, an initial attempt must be made to locate another internal research or service program use for the equipment before disposal will be authorized.

### **Application:**

This policy applies to any movable equipment that is purchased, leased, transferred or loaned by Boston Medical Center (BMC) research and service programs. This policy also applies to equipment purchased under sub-contracts, in which BMC retains ownership

### **Exceptions:**

None

### **Procedure:**

**Tagging Equipment:** On a quarterly basis, the Manager, Special Projects (hereafter referred to as Manager) will run a “Research Equipment” report from the Lawson system for all items classified as equipment that were expensed over the previous three months.

The Manager will review this data, and will enter all research equipment items over \$5,000 into the “Equipment Monitoring” MS Access database. Any items under \$5,000 that have been classified as “equipment” will be identified and separated into a “transaction list”, which will be distributed to the appropriate GA, who will then perform a journal entry to correct the item’s classification. The Manager will assign a tag number to the piece of equipment, and will print out a copy of the “Equipment Inventory Form” (**Attachment B**) with the following information:

- Invoice Date (Date of Purchase/Acquisition)
- Purchase Order Number
- Activity Share
- Total Cost (\$)
- Vendor Name
- Description of Equipment
- Department
- Section
- Principal Investigator
- Awarding Agency’s Grant/Contract Identification Number
- Title of Grant/Contract
- Activity Number
- Tag number

The Manager will attach a detachable tag to this form and will schedule a time to meet with the Department/Divisional Administrator to complete the equipment inventory form with the information below (if available) and tag the piece of equipment.

- Manufacturer
- Model Number
- Serial Number
- Exact Location (Building, Floor, Room)
- Useful Life (for Depreciation calculations)
- A full description (if not clear from the grant expense reports)

Once the Manager has tagged the equipment and completed the equipment inventory form, s/he will update the Equipment Monitoring Access Database, and also file a copy in the appropriate equipment inventory folder.

**Movement/Transfer of Equipment:** If a piece of equipment is physically moved to a new location within BMC or transferred interdepartmentally (not necessarily physically relocated), this process is defined as “movement.” The Departmental/Divisional Administration will let the Manager know so that the equipment inventory database can be updated to reflect the movement.

A piece of equipment is “transferred” if it is permanently moved from BMC to another entity. (See below “Disposition of Equipment”) Research Finance must be informed immediately of any permanent transfers of research equipment to outside entities, particularly equipment that was originally funded by a Federal Agency. Divisional/Department Administrators are responsible for informing Research Finance of any equipment “transfer” requests. A copy of all the approved equipment transfer documents is given to the Manager so that the Equipment Inventory Database can be updated.

***Disposition of Equipment (When Principal Investigator Leaves BMC):*** The decision to transfer equipment to another institution is at the discretion of Boston Medical Center Corporation.

1. **Transfer Requests/Authorization.** Requests to transfer research equipment must be submitted in writing by the Principal Investigator, through his or her departmental administrator, to the Research Finance Office at least three months prior to the proposed date of transfer. The Chief of the Division (if necessary), Chair of the Department, and authorized signatory for Research Finance must sign off on the attached **Equipment Transfer/Disposal Approval Form** (see **Attachment A**), prior to the transfer of the equipment. If an individual grant is relinquished to another institution, equipment purchased solely from that grant will generally be permitted to transfer to the new institution. This request must include the following information for each item of equipment: BMC property tag number; item description; model number; serial number; date of purchase; activity number from which it was purchased; and cost. Before final approval, the Associate Director of Research Finance will verify the equipment information.

***Disposition of Old Equipment:*** Equipment that is either outdated, fully depreciated and/or has no salvage value may be disposed of through trade-ins, or general trash removal. In addition, equipment purchased under a grant, which has expired, can also be sold at the discretion of the institution as long as the equipment is not being used by other investigators in the Department/Division. Prior to disposing of a piece of equipment, the Principal Investigator shall submit an Equipment Transfer/Disposal Form (Attachment A). Only after the accompanying form is reviewed and verified by the Associate Director of Research Finance, will approval be given for the requested disposition of research equipment.

- Before disposing of a refrigerator and/or freezer, please call the Environmental Health Department. Environmental Health must inspect and remove the freon from all refrigerators/freezers before disposal.

- Laboratory Equipment may require decontamination by Environmental Health Department prior to disposal, as well. Contact EHS for evaluation.
- Prior to disposing of any piece of equipment with a radioactive source, such as scintillation counters, the Radiation Safety group must inspect the equipment and remove the radioactive source before the instrument can be trashed.
- Contact IT for removal of computers, laptops, and monitors.

Sponsor-funded equipment that is no longer needed by a department should be promptly processed for either transfer or disposal. Because many sponsoring agencies have restrictions regarding equipment use and disposal, PIs should contact BMC Research Finance if they are unsure about possible restrictions. Divisional/Department Administrators are responsible for informing the Manager of equipment “disposal” requests. Once the equipment transfer/disposal is approved, the Manager will update the Equipment Inventory Database.

***Physical Inventories:*** The purpose of the “Physical Inventory” is to verify the existence, current utilization, and continued need for research equipment purchased, leased, transferred, etc., with sponsored funds. BMC is required by the federal government to do a Physical Inventory every two years.

**Definitions**

**Equipment** - For the purpose of this policy, equipment is defined as a stand-alone item costing **at least \$5,000 (including accessories, etc.) and having a life expectancy of at least one year.**

**Responsibility:**

***Research Finance Responsibilities:*** To maintain an equipment database of all equipment purchased on grants/contracts awarded to Boston Medical Center; to reconcile equipment expenditures on sponsored projects; to confirm that research equipment is correctly tagged; and to conduct an inventory of all physical research equipment every two years.

***Departmental/Divisional Administrator Responsibilities:*** To ensure that equipment is consistently accounted for and records are properly maintained; to work with appropriate Research Finance staff to tag equipment and collect required information; to advise Research Finance of any disposals, transfers, and physical relocation of research equipment; and to participate in the on-site inventory reviews.

**Forms:**

Equipment Transfer/Disposal Approval Form (Attachment A)  
Equipment Inventory Form (Attachment B)

**Other Related Policies:**

**References:**

CIRCULAR A-110 (REVISED 11/19/93, As Further Amended 9/30/99) § 34

Web Reference: [http://www.whitehouse.gov/omb/circulars\\_a110/](http://www.whitehouse.gov/omb/circulars_a110/)

34. EQUIPMENT **Effective for awards funded after 12/26/14 Subpart D—Post Federal Award Requirements** § 200.313 Equipment.

**Section:** 39 Research

**Policy No.:** 39.04.122

**Title:** Equipment Management Policy

**Initiated by:** Research Finance

**Contributing Departments:**

N/A

**Attachment A**

**Date:** \_\_\_\_\_

**Equipment Transfer/Disposal Approval Form**

(complete and send to Research Finance with Equipment list attached)

(Departing) Principal Investigator: \_\_\_\_\_  
Department/Division: \_\_\_\_\_  
Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
New Location \_\_\_\_\_  
Date of Transfer or Disposal \_\_\_\_\_

The attached list of equipment should include the following information:

- Tag Number
- Description
- Model Number
- Serial Number
- Vendor
- Grant Account
- Date Purchased
- Purchase Price
- Location (building, floor, room)

This equipment has been reviewed and approved for transfer/disposal by

Division Chief: \_\_\_\_\_  
(signature) (date)

Department Chair: \_\_\_\_\_  
(signature) (date)

Research Finance: \_\_\_\_\_  
(signature) (date)

Please sign and return this form along with list of equipment to Research Finance, 660 Harrison Avenue, 2<sup>nd</sup> Floor, Boston, MA 02118. Please contact [Research.Finance@bmc.org](mailto:Research.Finance@bmc.org) or Manager, Special Projects at 617 414-3830 if you have any questions.



**Equipment Inventory Form**

All equipment used for research and service program purposes must be registered with the Grants Administration Office, Boston Medical Center. For the Grant Accountants: Once you receive this form, please tag the equipment, complete the "bolded" information on the form, and forward the completed form to the Grants Administration Office's Research Information Assistant. For computer equipment, also send a copy of this form to the Director of New Technologies, Information Technology Services, BMC, Vose Hall 3.

Tag#  BU Tag#  Date Entered  GCS

Activity#	AU	SOURCE OF FUND	DEPARTMENT	SECTION	PROJECT TITLE	PI	Admir
<input type="text" value="0010021"/>	<input type="text" value="6001967"/>	<input type="text" value="Other"/>	<input type="text" value="Executive Office"/>	<input type="text" value="Executive Offices"/>	<input type="text" value="BMC Internal Road Eliminatio"/>	<input type="text" value="Kasuba, Michael"/>	<input type="text" value="Kasul"/>

Description

Date of Purchase/Acquisition  Admin Contact

PO#  Disposition Date

Vendor

Activity#/Activity Share   Refresh  Duplicate (Date)

Total Cost

**To be filled out by Grants Administrative Staff:**

■ Manufacturer	<input type="text"/>	Useful Life	<input type="text" value="0"/>	Useful Life Comments
■ Model Number	<input type="text"/>	Useful life reached?	<input type="text" value="No"/>	<input type="text"/>
■ Serial Number	<input type="text"/>	Useful Life End Date	<input type="text"/>	
■ Building	<input type="text" value="0"/>	<input type="button" value="Add/Edit Building Info"/>		
■ Floor	<input type="text"/>	Condition	<input type="text"/>	Inventory Comments
■ Room #	<input type="text"/>	Req Licensing (If no, comment on why?)	<input type="text"/>	<input type="text"/>
■ FDA IND#	<input type="text"/>	Tag on Equip?	<input type="text" value="No"/>	
■ Comments	<input type="text"/>			

Equipment Inventories will be conducted at a minimum of every two years.  
\*Net invoice unit price including cost of modifications, attachments, accessories, installation, duty or protective in-transit insurance.

**Required Pieces of Information**