

# UC Davis Policy and Procedure Manual

## Chapter 350, Supplies and Equipment

### Section 19, Procurement, Use, and Maintenance of Microscopes

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Responsible Department: Microscope Services

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#### I. Purpose

This section outlines policy and procedures relating to the procurement, use, and maintenance of microscopes and accessories through Microscope Services.

#### II. Definitions

- A. Department owned microscope—microscopes that are purchased by and part of a department's inventory, not rented or procured through Microscope Services.
- B. Pool microscope—campus microscopes (and accessories) in the possession and control of Microscope Services, who is responsible for renting, purchasing, inventorying, maintaining, and accruing replacement reserve funds and depreciation.

#### III. Policy

- A. The procurement, distribution, and maintenance of teaching microscopes and accessories is managed to maximize their use for the lowest overall cost and to accrue adequate reserves for their replacement at the end of their useful life.
- B. All microscopes used for graduate and undergraduate instruction, unless used primarily for research or patient care, are procured with University funds, and maintained, and assigned by Microscope Services.

#### IV. Management of Pool Microscopes

- A. Assignment
  - 1. Microscopes are assigned to departments on a quarterly rental basis or as requested for short-term use within the quarter, including during Summer Sessions.
  - 2. Departments that initiate requests for the purchase of pool microscopes for teaching have first priority for their assignment.
  - 3. Microscopes purchased for instructional use may be assigned for research use if they are excess to current teaching needs. These microscopes may be recalled at any time to fill instructional needs.
- B. Rental rates
  - 1. Rates are based upon the value and the classification of the microscope (to maintain a replacement reserve fund and recover depreciation), maintenance costs, the expected level of use of the microscope, and the operating expenses of the pool.
  - 2. Microscope rental rates are reviewed by the Service Activities Advisory Group (Rate Group) and approved by the Associate Vice Chancellor— Budget & Institutional Analysis.
  - 3. No rental fee is charged for excess microscopes returned to the pool by the end of the second week of classes each quarter, provided that the number returned is no more than 10% of the total requested and assigned to the department at the beginning of that quarter. A service charge equal to 2 weeks' rental fee is charged for returned microscopes exceeding 10% of the total assigned.

C. Responsibility for maintenance, loss, and damage

1. All pool microscopes are checked and serviced by Microscope Services personnel before they are distributed.
  - a. Pool microscopes should also be checked by the department at the time of delivery.
  - b. Any defects should be recorded on the custody receipt and reported promptly to Microscope Services.
2. Pool microscopes must be kept in a secure and dust-free storage environment during periods of nonuse (e.g., academic quarters when not used).
3. Costs incurred through loss or damage to rented pool microscopes are charged to the departments to which they are assigned.
  - a. Pool microscopes that have been disassembled or otherwise abused will be recalled to the pool. Costs of restoring such microscopes to workable condition for classroom use will be charged to the responsible department.
  - b. If a pool microscope is lost while in the custody of a renting department, the department must pay an amount equaling the resale value of the microscope plus that portion of its original cost that has not yet been accumulated in the reserve fund.
    - 1) The responsible department may choose to pay the required amount immediately or over 3 years from the date of the reported loss.
    - 2) As an alternative to payment for replacement of a lost microscope, a department may provide a like-or-better replacement microscope. The Manager--Microscope Services must be informed of intention to provide a replacement within 90 days of the department's Report of Property Loss or Damage (see C.4, below). The replacement microscope must be transferred to the Microscope Services inventory within six months from the report of loss. Any costs for engraving, renovation, or modification of the replacement microscope will be charged to the responsible department.
    - 3) If a lost microscope is subsequently found in usable condition, Microscope Services will refund to the department all costs except the amounts that would have normally been charged in rental fees from the date the loss was reported.
    - 4) If the found microscope was replaced with a like-or-better microscope, that microscope may be returned, as is, to the responsible department in exchange for the found microscope. Microscope Services may retain the microscope if the department does not have a need for it.
      - 5) It is the responsibility of the renting department to report microscope loss or theft to Microscope Services. Microscope Services will report the loss to the University Police.

D. Movement of microscopes

Pool microscopes may only be moved in accordance with Section 350-70. Microscope Services must be notified immediately of any change in assigned location.

1. Microscopes to be removed from campus must be packed to prevent breakage and secured at all times.

2. The renting department is responsible for the replacement value regardless of where and how the microscopes are used.

## V. Procedures

### A. Rental of microscopes

1. Lists of available microscope types and applicable rental rates are available on request from Microscope Services and can also be found on the Microscope Services website at <http://materiel.ucdavis.edu/microscope/>.
2. Department requests for assignment of 10 or more pool microscopes should be submitted to Microscope Services at least six months in advance of the time the microscopes are needed.
3. Requests should be submitted in writing and include the following information:
  - a. The intended use of the microscopes (i.e., teaching or research).
  - b. Type of microscope needed.
  - c. Account numbers to which microscope rental fees are to be charged.

### B. Inventory control

Microscope Services personnel take periodic physical inventories of microscopes in departmental custody. Departments must assist Microscope Services staff as necessary to help locate missing microscopes and accessories.

### C. Purchase of microscopes

1. The needs of certain courses may justify requests for specialized microscopes to be purchased by Microscope Services. Such requests should be addressed and submitted to the Manager--Microscope Services at least one year before the microscopes are needed.
2. The Manager--Microscope Services generally will not approve requests for expensive, sophisticated microscopes for instructional purposes if inexpensive or existing pool microscopes would adequately serve the same purpose.

## VI. Further Information

- A. Microscope Services will repair and adjust departmentally owned microscopes as time and workload permits. An approved hourly rate is used for such services. Contact Microscope Services for information regarding service.
- B. Additional information is available at the Microscope Services Web site, <http://materiel.ucdavis.edu/microscope/>. Questions can be directed to the Microscope Services Manager.