

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 24, Equipment Screening and Sharing

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Responsible Department: Materiel Management

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I. Purpose

This section describes screening and sharing requirements for the acquisition and utilization of equipment. The objective of the policy is to provide a formal, auditable method of verifying that the University makes maximum use of existing equipment prior to acquiring additional equipment.

II. Policy

Federal and University regulations stipulate that equipment may be acquired only if suitable equipment is not available for shared use. The department head or his/her designee, and the principal investigator if a contract or grant is involved, must certify that the equipment being proposed for acquisition is not available. An official other than the department head may be authorized to sign for the principal investigator when the principal investigator is absent from the campus.

A. Equipment screening

Applies only to Department of Defense (DOD) and National Aeronautics and Space Administration (NASA) contracts.

1. Federal preacquisition screening requirements apply to the following equipment:

- a. Department of Defense industrial plant equipment with a cost of \$15,000 or more. A DOD Industrial Plant Equipment Requisition (DD Form 1419) shall be submitted to ascertain whether existing reallocable government-owned equipment can be utilized; requests may also require the completion of a DOD Property Record (DD Form 1342).
- b. NASA centrally reportable equipment with a cost of \$1,000 or more.

Preacquisition screening requests are sent directly to the agency by the requesting department. No acquisition of the above equipment shall be made until a certificate of nonavailability is received from the Federal agency. Information on specific requirements and any necessary forms are available from the property administrator of the agency.

2. Principal investigators must complete applicable sections on the specified form(s) and send to the address noted on the form's instructions. Department of Defense forms are available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

B. Equipment sharing

1. It is University policy that maximum use of existing equipment shall be made before additional equipment is acquired. Every effort shall be made by departments to make equipment available for shared use. (Equipment rented, on loan, or acquired with extramural funds may require approval of the loaning entity or sponsoring agency prior to sharing.)
2. Unless a service activity has been established as explained in Section 340-25, departments may not recharge secondary users for use of shared equipment. Recovery of operational expenses resulting from equipment sharing may be made in the following ways:

- a. Secondary users may pay specific repair bills and supply purchases.
- b. Use of the equipment may be recharged through a service activity in accordance with the service activity's established recharge procedures and rate schedule. (See also Section 350-95, Sharing of Scientific Equipment.)
- c. Special funding is available to protect departments against the full cost of repair or replacement due to unanticipated failure of high-value scientific equipment. (See Section 350-96.)

C. Approvals

1. When approving a Requisition (PR), the authorized requisitioner is certifying that the equipment constitutes a necessary purchase. Consideration shall be given to the requirements for space, personnel, maintenance, and utilities, as well as the availability of other equipment for sharing.
2. If recharges are to be involved for use of the equipment, the proposed rates must be submitted to the Office of Resource Management & Planning for review and approval. (See B.2, above.)
3. Requests for radiology equipment, including ultrasound equipment, to be purchased with research or hospital funds and intended for use in a clinical environment must be approved by the Chair of the Department of Radiology.
4. Requests for equipment to be purchased with research, University, or hospital funds and used in a clinical environment at UCDMC must be approved by the Manager—Clinical Engineering, UCDMC.

III. Procedures

- A. The following procedures apply to acquisitions of all equipment except computers and computer-related equipment for which separate procedures have been established (see Section 350-26). Refer to Section 350-25 for details of the purchasing procedure. UCDMC departments should consult the Hospital Policies & Procedures Manual for additional procedures.
- B. The department head (and principal investigator if contract or grant is involved) is responsible for:
 1. Determining whether existing equipment is suitable or available for shared use.
 2. If no suitable equipment is available for shared use, approving a DaFIS Requisition (PR) document initiated by the department. Department approvals certify that the existing equipment is not suitable or available for shared use.
 3. Insuring that any attachments are sent to Purchasing along with a Cover Sheet for Requisition Attachments (available at http://purchasing.ucdavis.edu/forms/BC_faxcover.doc).

IV. References

- A. Business & Finance Bulletin BUS-29, Management and Control of University Equipment, Section C.
- B. Contract and Grant Manual, Part 15, Section 310.
- C. UCD Policy and Procedure Manual:
 1. Section 340-25, Recharge Activities.
 2. Section 350-25, Procurement Through the Purchasing Department.

3. Section 350-26, Acquisition of Computers, Computing and Networking Equipment, and Commercial Software.
4. Section 350-55, Care and Control of Equipment.
5. Section 350-95, Sharing of Scientific Equipment.
6. Section 350-96, Funding for Major Repairs of Scientific Research Equipment.