University of Pittsburgh
Health Sciences
School of Nursing

ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

Disposal of Sponsored Research Equipment and Supplies

Date Effective	May 2016
Date Reviewed / Revised	February 2024
Program Level	Administrative

POLICY:

Equipment and supplies are described as **any and all materials purchased using sponsored research funds**, excluding biological specimens (see Policy 420). This includes supplies, computers, any electronic equipment, testing equipment/supplies, books, software, paper instruments, lab equipment, lab supplies, chemicals, records and paper data, and miscellaneous items.

Any and all material purchased by way of University of Pittsburgh funds, including sponsored funds, is the property of the University of Pittsburgh. No research supplies or equipment are to be abandoned.

AO 33 Surplus Equipment Recycling and Disposal (formerly 10-06-04) (1) refers to proper disposal of all equipment including computers that cannot be used otherwise within the School of Nursing.

PROCEDURE:

Once the Principal Investigator (PI) determines the project is complete and all materials and equipment related to the project are no longer needed, any remaining equipment or supplies are to be accounted for and disposed of or recycled according to the following procedure:

Office Supplies
Office supplies should be turned back into the PI's department.

Computers
Computers are to be returned to Health Sciences Information Technology (HSIT) and they will dispose of the computers according to University policy. Some computers, depending on the age

and market value may remain with the PI, with permission from the School. Surplus Property accepts all used equipment. This includes lab and computer equipment. There is no charge for the pickup of equipment.

Electronic Equipment

Electronic equipment, defined as items containing electrons, may contain lead, mercury, cadmium or other health hazards, is considered hazardous waste. Information pertaining to proper disposal of this type of waste is included in AO 33 Surplus Equipment Recycling and Disposal (formerly 10-06-04).

Generally, the items are not to be thrown in the trash and a request for a Surplus Property pickup must be made. If the electronic equipment is still usable, it may be:

1. donated to other UPSON researchers, who may have need of that equipment.
2. donated to the Clinical Research Suite for other investigators to use.
3. disposed of at the time the study ends through the building manager, who will dispose of the items through Surplus Property.

Paper Instruments

Paper instruments and forms may be donated/offered to other University of Pittsburgh, School of Nursing (UPSON) researchers or donated to the Clinical Research Suite for other investigators to use.

Lab Supplies and Equipment

With the approval of the Associate Dean for Research and Scholarship, lab equipment may be:

1. 1. donated to other UPSON researchers, who may have need of that equipment
2. left in the lab if the item(s) are common to all research
3. donated to the Clinical Research Suite Inventory
4. disposed of at the time the study ends through the building manager, who will dispose of the items through Surplus Property
5. Prior to removal of equipment from a biological lab, the department or user is required to follow EH&S Equipment Decontamination Guidelines. The Principal Investigator or designated contact submits an online request for moving of laboratory equipment through the 1-Click form or by contacting Surplus Property by phone (412) 624-6500, complete a "Decontamination Certification" form and attach it to the item(s) to be removed. For removal, fill out a 1-Click pickup request on the Pitt Surplus website under department services.

Chemicals

Unused chemicals can be first donated to other UPSON researchers, other Pitt researchers via Environmental Health & Safety (EHS) and/or must be disposed of according to the EHS guidelines. These guidelines are available on the Environmental, Health & Safety website.The site includes comprehensive information about chemical, biological, residual and municipal waste

disposal.

Retirement/Transfer of Asset Purchased for More Than $5,000
If an item was purchased for more than $5,000, the PI must follow FN 02 Capital Asset Accounting (formerly 05-10-01) (p4, equipment), having maintained required paperwork post purchase, and complete required forms for disposal or transfer.

Miscellaneous
Miscellaneous items are to be turned over to the Building Manager. The UPSON Building Manager will determine the proper procedure within the University guidelines for disposal. If there is no procedure, a decision will be made within the School on how to dispose of the items.

Leaving the University
If a PI is leaving the University, they need to follow the Office of Research Protections policies and use the designated checklist.

APPROVAL & REVISION HISTORY

Approved by Dean's Council: 05/16, 01/17
Revised: 05/16, 01/17, 02/22 (updated links), 2/24, 8/26