

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSINGADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING

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**TITLE OF POLICY:**           **DISPOSAL OF SPONSORED RESEARCH EQUIPMENT AND SUPPLIES**

**ORIGINAL DATE:**           **May 2016**

**LAST REVIEWED/REVISED:**   **January 2017**

**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 equipment is to be abandoned.**

[University of Pittsburgh policy 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 grant is complete and all materials and equipment related to the grant 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 the office of Educational Technology and Innovation (ETI). ETI 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, or cadmium and is considered hazardous waste. Information pertaining to proper disposal of this type of waste is included in [University policy 10-06-04, Surplus Equipment Recycling and Disposal](#) (attachment 1). 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 EQUIPMENT** - With the approval of the Director of the Wet Labs, lab equipment may be:

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 in [Policy 03-011](#)(attachment 2), complete an [EH&S Clearance form](#) (attachment 3) and attach it to the item(s) to be removed. For removal, fill out a [1-Click pickup request](#) (attachment 4). A link can be found at [www.pittsurplus.com](http://www.pittsurplus.com) (attachment 5) under department services.

#### RETIREMENT/TRANSFER OF ASSET PURCHASED FOR MORE THAN \$5,000

If an item was purchased for more than \$5,000, the PI must follow

[Policy 05-10-01](#) (p4, equipment), having maintained required paperwork post purchase, and complete required forms for disposal or transfer.

LAB SUPPLIES - With the approval of the Director of the Wet Labs or the Clinical Research Suite Coordinator, supplies may be:

1. donated to other UPSON researchers
2. left in the lab if the items are common to all research
3. disposed of at the time the study ends through the building manager

CHEMICALS - Unused chemicals can be first donated to other UPSON researchers, other [Pitt researchers via Environmental Health & Safety](#) (EHS) (attachment 7), and/or must be [disposed of according to the EHS guidelines](#) (attachment 8) These guidelines are available on the [Environmental, Health & Safety website](#) (attachment 9) The site includes comprehensive information about chemical, biological, residual and municipal waste disposal.

WRITTEN DATA AND INSTRUMENTS - Written data and instruments can be stored through the University provided storage facility, [Business Records Management](#) (BRM – attachment 10). Material will be stored for 7 years, unless another time frame is required. See the [University Guide on Data Management](#) (attachment 11) for details. Preparation of the material is to be handled by the PI (Building Manager will provide information and assistance when necessary). The procedure for record storage is found in the [School of Nursing administrative Policy No. 410](#) (attachment 12). Storage of Research Data for Faculty and Student Researchers.

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, he/she needs to follow the Research Conduct and Compliance Office policies and use checklist located on the RCCO [web page](#).(attachment 13).

Approved by Dean's Council: 05/16, 01/17

Revised: 05/16, 01/17