

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

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

ORIGINAL DATE: **May 2016**

LAST REVIEWED/REVISED: **February 2024**

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)

<https://www.policy.pitt.edu/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 <https://www.policy.pitt.edu/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. 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 <https://www.ehs.pitt.edu/sites/default/files/docs/03-011MovingLab.pdf> The Principal Investigator or designated contact submits an online request for moving of laboratory equipment at www.bc.pitt.edu/1click/ or via contacting Surplus Property by phone (412) 624-6500 complete an Decontamination Certification” form and attach it to the item(s) to be removed. For removal, fill out a [1-Click pickup request](#). A link can be found at www.pittsurplus.com 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) <https://www.policy.pitt.edu/capital-asset-accounting> (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, he/she needs to follow the Office of Research Protections policies and use checklist located at <https://www.orp.pitt.edu/resources/checklist-investigators-leaving-university>

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

Revised: 05/16, 01/17, 02/22 updated links, 2/24