

**VA NORTHEAST OHIO HEALTHCARE SYSTEM
Louis Stokes Cleveland DVAMC
Medical Research Service
Subcommittee on Research Safety Policy**

Effective Date: May 13, 2020

SOP Title: INVENTORY CONTROL OF VA EQUIPMENT IN MEDICAL RESEARCH SERVICE

SOP Number: SRS--018

SOP Version: .07

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1. **PURPOSE:** To establish responsibilities and procedures for the Inventory Control of VA-purchased equipment in Medical Research Service.
2. **POLICY:** All employees utilizing VA-purchased equipment must take responsibility for and follow the procedures below pertaining to VA-purchased equipment.
3. **DEFINITIONS:**
 - a. **Excessed** - When a piece of equipment is deemed unusable/outdated, the RSC reports this to Logistics so that it may be removed from the hospital equipment inventory list.
 - b. **RSC/CHO** - Research Safety Coordinator/Chemical Hygiene Officer.
4. **RESPONSIBILITY:**
 - a. **RSC/CHO:**
 - (1) Assures that all investigators are aware of and comply with procedures involving VA-equipment.
 - (2) Conducts an annual inventory of VA-equipment.
 - (3) Reports lost/potentially stolen equipment to Police Service and Logistics.
 - (4) Processes paperwork/prepares equipment for excessing through Logistics.
 - (5) Ensures that all outdated/damaged computer-related equipment is transferred over to Information Resource Management (IRM) and is reflected on the Investigator's inventory through Logistics.
 - (6) Will re-distribute functional equipment that is not being used to another laboratory, office, etc.
 - (7) Utilizes the Medical Research Equipment Database and the Logistics Equipment Database to possibly locate missing equipment.
 - (8) Updates the Medical Research Equipment Database to reflect current equipment inventories.
 - (9) Inventories all Research Office and Common equipment, i.e. shared by multiple investigators.
 - (10) Makes arrangements with Investigators/personnel and Grounds Crew, if applicable, to have equipment moved. When excessed, the Warehouse picks-up such equipment.

b. INVESTIGATOR:

- (1) Reads and follows these procedures.
- (2) Instructs personnel to comply with the procedures set forth in this SOP.
- (3) Reports to the RSC/CHO when:
 - A. Equipment is missing/potentially stolen.
 - B. Equipment is to be excessed.
 - C. There is the movement of equipment, i.e. room/building change or a piece of equipment is to be removed from the facility for repair.
- (4) Is accountable for all VA-purchased equipment listed on his/her inventory.
- (5) Ensures that an annual inventory of VA-purchased equipment is conducted as requested.

c. EMPLOYEE:

- (1) Reads and follows these procedures.
- (2) Assists the investigator in complying with these procedures.
- (3) Reports to the RSC/CHO when:
 - A. Equipment is missing/potentially stolen.
 - B. Equipment is to be excessed.
 - C. There is the movement of equipment, i.e. room/building change or a piece of equipment is to be removed from the facility for repair.
- (4) Assists the Investigator with the completion of an annual equipment inventory.

5. PROCEDURE:

a. ANNUAL INVENTORY

- (1) The RSC will distribute an Equipment Inventory annually to all Investigators who have VA equipment in their possession.
- (2) Investigators or designee will review their Equipment Inventory and identify:
 - A. Equipment listed is on-hand.
 - B. Verifies that equipment inventory bar-code #s and older forms of identification (metal tags, Stickers, etc.) are recorded properly on the inventory.
 - C. Location of equipment.
 - D. Equipment not listed.
- (3) Investigators or designee will update inventory with all changes, i.e. location, equipment not listed, etc.
- (4) Equipment listed on the inventory, but not accounted for, must be noted with an explanation as to

what happened with the equipment, if known.

b. MISSING/POTENTIALLY STOLEN EQUIPMENT

- (1) When a piece of equipment is first noticed as missing, the Investigator/ or designee must contact all other employees/investigators who may be using/have possibly moved the equipment.
- (2) When all users of the missing/potentially stolen equipment have been contacted, and the item has not been located, the Investigator/personnel must contact both Police Service and the RSC/CHO. The RSC/CHO will inform Logistics.
- (3) The RSC/CHO will update the Medical Research Equipment Inventory Database with this information and forward the same to Logistics.
- (4) Equipment listed on the inventory, but not accounted for, must be noted with an explanation as to what may have happened with the equipment. The RSC will follow-up by utilizing the Logistics Equipment Database and working with the Investigator and/or personnel.

c. EXCESSING EQUIPMENT

- (1) At *no time* is VA or non-VA purchased equipment disposed of as regular garbage. All computer-related equipment must be transferred over to IRM through the RSC/CHO and Logistics. All other equipment is processed through the RSC/CHO and LOGISTICS.
- (2) Investigator or designee must contact the RSC/CHO when equipment is to be discarded. The make/model of the equipment must be provided as well as the VA Bar-code information or other VA equipment identifiers, i.e. metal tags, stickers, etc.
- (3) The RSC/CHO will make arrangements for the removal/disposal of all equipment. Investigators and/or personnel are not permitted to dispose equipment.

c. RE-DISTRIBUTION OF EQUIPMENT

- (1) When an Investigator closes down their laboratory/office space, associated service-line sections are considered first for the re-distribution of equipment. For example, if an investigator is associated with the Department of Medicine, investigators also associated with the Department of Medicine are given first choice in the re-distribution process. In the event that two or more investigators request the same piece(s) of equipment, they must submit in writing a justification to the Administrative Officer/Research detailing their need and proposed use of the equipment.

When an investigator leaves the VA and he/she is the only investigator associated with a particular service-line section, Research Career Development Awardees are given first choice in the re-distribution process of VA equipment. Through mentored research training, the Career Development Program promotes the professional careers of outstanding clinician scientists committed to conducting biomedical research.

- (2) Previously owned equipment available for service-wide re-distribution is either advertised by the RSC/CHO or is part of a "garage sale", i.e. a laboratory or office in the process of being decommissioned where all equipment, supplies, etc. are available to the first Investigator or employee who requests ownership.

(3) When advertised, equipment will go to the first individual to place the request with the RSC/CHO. The transfer of this equipment is also recorded with Logistics.

(4) When part of a "garage sale", VA equipment cannot be removed until recorded by the RSC/CHO. The transfer of this equipment is also recorded with Logistics.

6. RESCISSIONS: Medical Research Service SOP SRS-18, dated March 31, 2005. The rescission date of this Subcommittee on Research Safety Policy is May 10, 2023.

7. FOLLOW UP: RSC/CHO