

## Shared Use of Equipment Purchased with UNM HSC Funds

<b>Title:</b> Shared Use of Equipment Purchased with UNM HSC Funds		
<b>Doc Type:</b> Policy	<b>Policy #:</b> R.03.001.P	<b>Effective Date:</b> 04/01/2015
<b>Owner(s) (Name and Title):</b> Richard S. Larson, MD, PhD Vice Chancellor for Research	<b>Revision Date:</b> New Policy	<b>Applies To:</b> All research equipment purchased with UNM HSC funds, regardless of provenience

### PURPOSE

The HSC Shared Use of Equipment Purchased with UNM HSC Funds Policy is established to ensure appropriate use of institutional equipment by promoting broad internal use of said equipment.

### APPLICABILITY

This policy governs the use of equipment purchased with HSC funds.

UNM Health Sciences Center policies apply to all health care components of UNM that are under the jurisdiction of the HSC as designated in UNM Board of Regents Policy 3.4 Subject: Health Sciences Center and Services and UNM Board of Regents Policy 3.7 Subject: Institutional Compliance Program.

### POLICY STATEMENT

The HSC Shared Use of Equipment Purchased with UNM HSC Funds Policy defines the rights and responsibilities of HSC faculty, staff, and students with respect to institutional equipment.

### DEFINITIONS

**Institutional equipment** refers to any research equipment purchased in part or in its entirety with UNM HSC funds.

**Maintenance** refers to repairs, service contracts, and other activities related to keeping equipment in good working order.

### POLICY SECTIONS

#### 1 Shared Access to Institutional Equipment

Any and all institutional equipment must be made available for use by all UNM HSC faculty, staff, and students, regardless of the physical location of said equipment.

#### 2 Allocation of Operating Cost

The user shall bear the cost of ancillary supplies required for institutional equipment use.

#### 3 Training

The user shall undergo all training necessary for the safe and appropriate use of institutional equipment.

#### 4 Repairs and Maintenance

Repairs and maintenance are the responsibility of the primary recipient of UNM HSC funds to purchase institutional equipment. The primary recipient is responsible for establishing a sustainable plan with their department, set of users, or the equivalent for maintenance of institutional equipment. This includes planning for service contracts and other maintenance costs. Typically, these will be

covered through joint agreement of users.

### REFERENCES

UNM Board of Regents Policy 3.4 and 3.7  
 University Administrative Policy 7710: Property Management and Control

### RESPONSIBILITY

UNM HSC College Deans and Department Chairs are responsible for ensuring this document is enacted.  
 All UNM HSC personnel are responsible for following this document.

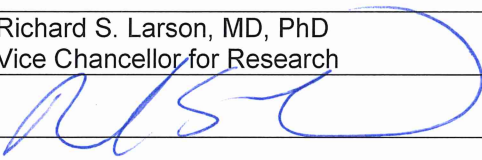
### RESOURCES AND TRAINING

Resource/Department	Contact Information
Vice Chancellor for Research	505-272-6950

### SUMMARY OF CHANGES

N/A: New Policy

### DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
<b>Owner</b>	Vice Chancellor for Research		
<b>Consultant(s)</b>	N/A		
<b>Recommender(s)</b>			[Y or N/A]
<b>Committee(s)</b>	RSPC		[Y or N/A]
<b>HSC Legal Office</b>			[Y or N/A]
<b>Official Approver</b>	Richard S. Larson, MD, PhD Vice Chancellor for Research		Yes
<b>Official Approver Signature</b>		Date: 5-11-15	
<b>2nd Approver</b>			
<b>2nd Approver Signature (Optional)</b>		Date:	
<b>Policy Origination Date:</b> 04/01/2015			

### ATTACHMENTS

[None]