

SOP FOR ORDERING LARGE EQUIPMENT 2022

The space committee will meet on the second Monday of every month starting from April 2022, and all requests need to be sent by the Friday of the first week of the month. All the requests sent later will be examined the following month.

For 2022 the space committee meeting will be on April 11, May 9, June 6, July 11, August 8, September 12, October 10, November 7, December 12. The meeting will be at 9 am every Monday.

1 - Intend to buy equipment to be installed in PI's lab (not shared space) shall be communicated to the Director, maintenance manager, and administration (minimum 2 months before equipment purchase).

2 -Equipment to be installed in a shared space shall not be ordered until it has been approved by the director and maintenance manager (as well as the space committee if it is to be placed in a shared space).

Steps to follow in both cases.

Director: Send an email to the Director to start the process and CC the maintenance manager and the administration.

Maintenance manager: discuss with the maintenance manager the electrical specification of the equipment and possible space location (these are examples of the information that need to be discussed: availability of electrical, H2O, DI water, Drainage. Further specifications of the equipment need to be specific/accurate, the requested utilities to support the equipment may be present in the specific area in the building /room where the space request has been made, or the utilities may need to be brought into the building/room and then to the specific area where the equipment is to be stationed, there may be substantial costs to bring the utilities to that specific spot. Other questions can arise, e.g., Voltage/Amperage/1 or 3 phase/Type and number of receptacles required, Water/Purity/Hot cold/Drainage needed, Ambient room temp requirements/Heat load/Ventilation needed/Room cleanliness cross-contamination requirements/ Lighting requirements, light or dark, noise level).

Administration: define what approvals we should require before or during the purchasing process at the different levels. There can be several steps involved (requisition > PO > purchase), and waiting for all of this to occur could delay the purchase further. Please clarify all these points with Darla Ewald.

Additional steps for equipment in shared space

3. The Director will consult other users of the space to determine potential interest from other researchers to co-buy the equipment and help solve the potential conflict.
4. **Submit the request to the space committee with the approval of the maintenance manager (email) to the space committee if the location is a shared space.**
5. The space committee will revise the request for shared space at the monthly meeting discussing the pluses and minuses of the location and other possibilities, provide an opinion and eventually vote.

6. In case of conflict of interest (person submitting the request) cannot vote.
7. A recommendation will be sent to all the Faculty from the Director for information and transparency
8. After three business days, if nobody expresses concern, the request will be considered approved.

After the equipment has been acquired, other researchers (not initially involved in the acquisition) can request to collaborate with the PI that initially purchased the equipment in a shared space.