

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Institute Administration

POLICY NUMBER: RIA-753

REPLACES: NA

EFFECTIVE DATE: September 1, 2007

REVISION DATE: NA

POLICY TITLE: **Equipment: Receiving, Tagging, and Establishment**

POLICY: It is the policy of Seattle Children's Hospital Research Institute to receive all Equipment items through the Research Institute-staffed Receiving Function at Building One. Only authorized staff is permitted to receive Equipment. Any Equipment utilized at Building One must be labeled with proper Equipment identification, regardless of Equipment ownership. Children's-owned Equipment must be labeled as such. All Equipment must be appropriately recorded in Equipment data repositories.

KEY CONTACTS:

Direct any general questions about this policy to your Center Business Manager. If you have questions about specific issues, contact the following:

Subject	Contact	Telephone
Policy Clarification	Research Operations	884-7309
Disposition of Equipment	Research Operations	884-7309
Maintenance (Facilities)	Building & Engineering	884-7461
Purchase and Acquisition	Research Purchasing	884-7435
Sponsored Programs	Office of Sponsored Research	884-7822
Tagging	Building & Engineering	884-7461
Physical Inventory	Research Operations	884-7309
Valuation of Capital Assets	Finance	987-4853
Transfer of Equipment, within RI	Building & Engineering	884-7461

PROCEDURE:

753.1. Receiving:

753.1.1. Vendor or shipping services must be instructed to deliver Equipment items to the Receiving dock of Building One. The Receiving dock location is in the alley behind the Building. The mailing address is 1900 Ninth Ave, Seattle, WA 98101.

753.1.2. Receiving staff will physically receive a delivered item and will confirm the appropriateness of the delivery against other information sources, including

accompanying documentation and purchasing system (Lawson). If indicated, Receiving Staff will consult with requester to verify that the appropriate item was delivered.

753.1.3. Receiving staff will "receive" the items in Lawson, releasing them to be paid by Accounts Payable.

753.2. Tagging

753.2.1. Receiving staff will assign an institutional asset tag (generated in Institutional Asset Tag Record system, Wasp, and provided by Hospital Receiving) and the Research Institute Capital Equipment inventory barcode tag (Archibus) and affix them to the Equipment. Services and Software are not tagged.

753.3. Establishment (of Equipment Record)

753.3.1. The tag information is the key identifier in the Equipment databases, which include the following information:

753.3.1.1. A description of the Equipment. (Located in: Archibus and Lawson)

753.3.1.2. Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number. (Archibus and Lawson)

753.3.1.3. Funding Source of the Equipment (unallocated capital, CIP Capital, Activity Number). (Lawson)

753.3.1.4. Whether title vests in the recipient or the Federal Government. (Lawson)

753.3.1.5. Acquisition date and Purchase Order Number (Archibus and Lawson) and cost. (Lawson)

753.3.1.6. Information from which one can calculate the percentage of Federal participation in the cost of the Equipment (not applicable to Equipment furnished by the Federal Government). (Lawson)

753.3.1.7. Location and condition of the Equipment and the date the information was reported. (Archibus, file)

753.3.1.8. Unit acquisition cost. (Lawson)

753.3.1.9. Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal awarding agency for its share. (Archibus, file, and Lawson)

753.3.2. Once Receiving Staff has completed Receiving and tagging of the Equipment, Receiving Staff will issue a work order request (Archibus) for the Building and Engineering (B&E) team to process the Equipment.

753.3.3. B&E will assign Equipment standard which records multiple management characteristics for the Equipment. (Archibus)

- 753.3.4. Based on information available, B&E will assign the Equipment location, consulting with the end-user as indicated.
- 753.3.5. B&E will assign a preventive maintenance schedule to Equipment, if indicated. If the preventive maintenance is vendor-supplied, B&E will record the chargeback information for preventive maintenance costs.
- 753.3.6. B&E staff will assess whether installation and services are required. If no installation is required, B&E will issue a work order (Archibus) to Receiving Staff to deliver the Equipment to the end-user.
- 753.3.7. If the delivery of Equipment does require installation and/or services (gas, vacuum, or similar), B&E will issue a work order (Archibus) for same.
 - 753.3.7.1. If installation requires additional vendor services not already purchased as part of the acquisition PO, B&E will cause a purchase order to vendor to be issued, charging costs for purchase order to the source that funded the Equipment.
 - 753.3.7.2. Services that require modification to the physical infrastructure or appearance of the Building or are estimated at a financial impact exceeding \$1,000 require the prior written approval of the Director, Research Facilities.

753.4. Quality Assurance

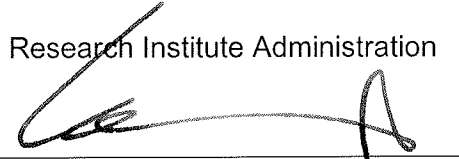
- 753.4.1. Research Operations will conduct a quarterly audit, at the end of every calendar quarter, on new Equipment received. This audit will assess
 - 753.4.1.1. Whether the Research Institute record (Archibus) pertaining to the Equipment contains all required information.
 - 753.4.1.2. Whether the institutional asset record (Lawson) has been established and contains the necessary linking information to the Research Institute (Archibus) record.
 - 753.4.1.3. Research Operations will mandate follow-up and correction of any records found incomplete.


753.5. Compliance Expectations

- 753.5.1. It is the Research Institute's expectation that all staff and faculty actively support the integrity of the Archibus FM Equipment Records and the Lawson Asset Records, and therefore expects adherence to the requirements of this policy. Incidences of non-compliance shall be reported to the Vice President, Research for corrective action or disciplinary action.

Submitting Office: Research Institute Administration

Approved by:


 Erik M. Lausund, Vice President,
 Research


 Date

Receiving Process Diagram

