

Department of Pathology Common Equipment Policy

The efficient use of resources through common equipment arrangements enhances the overall research environment. A number of options are available to faculty to gain access to shared equipment:

- 1) Shared equipment arrangements with other non-pathology units are encouraged in multi-disciplinary areas on campus.
- 2) Access to common equipment as may be available in pathology space across campus.

Should common equipment not be readily available in pathology space and faculty are unable to arrange agreements with other pathology or non-pathology faculty within reasonable proximity, funding for such equipment may be requested from the Department.

Equipment that will typically be considered:

- Ultra-centrifuges and other specialized equipment

Equipment that will not be considered:

- Spectrophotometers, scanners, plate readers, routine light microscopes, etc.

Process:

Requests for funding of common equipment should be addressed to your Division Director. If the Division Director supports pursuing the request, the attached form will then be completed and submitted to Department Administration for further review and approval. Final approval that includes Vice-Chair of Research and Chair is required prior to purchase of additional common equipment.

Guidelines for other equipment:

Telephones, fax and copiers are provided by the Department in central locations.

Computers – per IT Policy

Maintenance of dishwashers/autoclaves is the responsibility of the School of Medicine

Cost associated with certification of biosafety cabinets is the responsibility of the Department

Pathology Common Equipment Request

Equipment Type: _____ Vendor/Manufacturer: _____

Est. Equipment Costs: _____ Est. Annual Maintenance Costs: _____

Equipment Location: _____ Common Equipment Room?: Yes No

Description of Equipment: _____

Installation Requirements (including associated costs): _____

List any/all Pathology faculty that would use this equipment, if purchased:

List any/all non-Pathology faculty (and respective department) that would use this equipment, if purchased:

Pathology Approvals:

Requested By Date

Division Director Date

Chair Date