

# George Brown College Research and Innovation Procedure FOR DISPOSAL OF RESEARCH EQUIPMENT ASSETS

This document provides guidelines regarding research equipment assets for units to follow when their office/lab is closing or assets that will be decommissioned. EZ Office Inventory refers to the central tool that tracks the College's research equipment assets. The Office of Research and Innovation is responsible for ensuring any assets purchased by research grants, are being decommissioned or disposed of by approved methods stipulated in the research grant.

First, prepare a list of the research equipment. From this list assembled, the following can occur in order of partiality:

## **Equipment Transfers (Internal)**

- Equipment can be transferred with researchers or staff to their new unit or originating unit.
- Equipment can be transferred to other units on campus.

*If there are costs associated with the physical movement of the equipment, this should be determined before authorising the move.*

## **Donation of Equipment**

- Equipment can only be donated to registered charities. This includes other teaching institutions and schools or charitable organisations.

*For this method, please contact the Office of Research and Innovation. Signatures must be obtained from the appropriate Vice President's office depending on the source funding for the equipment before the donation.*

## **Selling College Equipment (External)**

- Equipment can only be sold to prospective buyers or advertised for sale through the Office of Research and Innovation. All equipment sales are processed through Office of Research and Innovation and Procurement and Contract Services to protect the College from conflicts of interest in selling College equipment assets.

*For this method, contact Office of Research and Innovation to request a surplus declaration number and coordinate the sale. The Office of Research and Innovation, in conjunction with Procurement and Contract Services, will process the sale and return proceeds to a unit's general operating account. Proceeds cannot be deposited back into a research account.*

## **Surplus**

Equipment deemed no longer useful, broken, impaired, or leftover can be picked up for removal by Facilities Management, under the previous authorization from the Office of Research and Innovation.

## **Selling Equipment to Staff**

Computers, equipment, or furnishings may not be sold to College. All College licensed software, and intellectual property must be removed from the computers or other media devices before gifting.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE OF RESEARCH AND INNOVATION.**