

Title: Transferring Equipment
Document HHRI-SOP-301
Revision: 1.0
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Revision History

Date	Version	Author	Comments
10/13/2022	1.0	P. Thor	Revised the old form with current changes

Approvals


Date	Name	Title
	P. Thor	Laboratory Services Supervisor
	C. Nadeau	Director of Operations

Purpose

Describes the process of transferring equipment.

Scope

All PIs interested in transferring equipment at HHRI will have clear instructions on how to proceed.

 HennepinHealthcare Research Institute		Standard Operating Procedure
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Policy

A departing PI may request approval for external transfer of equipment whose title vests with HHRI. The request will be evaluated by HHRI's Administration (CFO and COO) to determine whether the transfer needs another level of approval from HHRI's Operations Committee, Finance and Audit Committee, Executive Committee of the Board and/or the entire HHRI Board.

Transfer of Equipment

PROCEDURE:

- 1) A PI wishing to transfer equipment whose title vests with HHRI must prepare a transfer request to HHRI's Administration.
 - a. The request will list and describe the individual piece(s) of equipment, inventory numbers, the source of funds used to purchase the equipment, list of present user and justification for transfer. If the equipment was purchased from funds for a project with more than one investigator, all co-investigators will endorse the transfer request.
 - b. The request will also be endorsed by the PI's department head and forwarded to the HHRI Laboratory Services Supervisor, and HHRI-Operations@hhrinstitute.org, for verification and comment on present use.
- 2) The Laboratory Services Supervisor will forward the request to the COO for verification of source of funds and discovery of any special title restrictions or contingencies. The COO will review the request with the CFO to determine if another level of approval is required.

Note: Copies of policies are also available in the *HHRI Policy and Operations Manual*.