

## Tech Stores Equipment Policy & Procedures for Faculty & Staff

### **POLICY**

Tech Stores equipment may be electronically issued to current College of Technology, Architecture and Applied Engineering faculty and staff. Reference **BGSU Policy 3341-1-2: Code of Ethics and Conduct Policy** - <https://www.bgsu.edu/policies/governance/3341-1-2.html>

### **PROCEDURES**

1. Faculty and staff are NOT permitted in Tech Stores beyond the reception desk or allowed in the tool cage without permission.
2. Faculty and staff are NOT permitted to use equipment for personal use. Lab equipment may be used for approved grant or external funding projects.
3. Equipment may not be re-loaned to other staff, students, or anyone not affiliated with BGSU.
4. Equipment checked out for instructional related activities will have higher priority.
5. If using a lab, faculty and staff will have read and be familiar with the College Lab Safety Manual located at: <https://www.bgsu.edu/technology-architecture-and-applied-engineering/about-the-college/faculty-and-staff-resource-center.html>

## **CHECK OUT AND RETURN**

1. Faculty may check out equipment for class and research use only.
  - a. The return date will be at the end of the class period or, in special circumstances such as an open lab during open hours of the Tech Stores.
  - b. Permission from the school director must be obtained if equipment needs to be kept for a longer period.
2. Staff may check out equipment to use on CTAAE projects.
  - a. The return date and time will be no later than 5:00 p.m. the day of checkout.
  - b. Permission from the school director must be obtained if equipment needs to be kept for a longer period.
3. Equipment for check out by faculty and staff is not guaranteed to be available. Student check-out for class activities is given priority.
4. Equipment is to be returned in complete, clean, and in full operating condition, including with any accessories and/or documentation supplied at check-out.
5. Any notice of equipment malfunction shall be reported to Tech Stores staff immediately.
6. At the discretion of the Dean, faculty or staff may be required to reimburse Tech Stores for lost equipment or damaged equipment caused by neglect OR by use that is not in compliance with the manufacturer's instructions and recommendations.