

POLICY FORM: TEMPLATE TO SHARE

Policy Area: Equipment and Facility Use	Subject: Project Equipment and Supplies
Title of Policy: Data Management Equipment Use	Number:
Effective Date: February 1, 2013	Page Number:
Approved Date: Revision Date:	Approved by:
<p>1. Rationale or background to policy: Equipment and supplies used by field staff in the normal course of collecting on-site data is a capital investment of the company and in some cases may actually be owned by clients to whom APCS is responsible for the care and return of the equipment. As such, it must be clear in all cases where the level of responsibility is within projects relating to this equipment.</p> <p>2. Policy Statement: It is the responsibility of every individual employee and subcontractor who uses company equipment to ensure that it is cared for when in their possession and returned in the same condition received when use of the equipment is finished. Therefore, the following procedures apply for the check-out, use and maintenance of equipment and supplies.</p> <p>3. Procedures: There are two main categories of equipment and supplies; those that are consumed during the course of a project and those that are not thus available for multiple use:</p> <p><u>Non-consumable equipment and supplies:</u></p> <p>A. All equipment and supplies that are able to be used over long periods of time shall be labelled and inventoried on a regular basis.</p> <p>B. A User Check Out Form shall be prepared by the equipment manager that each user must read and sign before checking out the equipment that includes at minimum the following:</p> <ul style="list-style-type: none"> a. Name and contact information of the user; b. Type of equipment being checked out and label number; c. Expected period of use for the equipment; and d. A clear statement that the user understands they are responsible for taking care of the equipment and returning it in the same condition received, and if not, they could be required to replace the equipment at cost. <p>C. Users are to maintain the equipment when in their possession in a manner to ensure it is not lost, damaged or stolen and notify the company immediately in the event such happens and/or the equipment is no longer working for any reason.</p> <p>D. Batteries will be supplied for those equipment that require such and will be replaced on an as needed basis.</p> <p>E. Upon completion of use the user shall return the equipment and supplies to the equipment manager.</p> <p>F. It is the equipment managers responsibility to check the equipment and supplies upon</p>	

return to ensure they are still in working order and to note the date of return on the User Check Out Form.

- G. Any lost, stolen or damaged equipment shall be reported to the company immediately by the equipment manager.

Consumable Equipment and supplies

- A. Some equipment and supplies are made for single use and then disposal afterwards (such as batteries, paper, etc.). These still are a capital investment of the company and must be accounted for.
- B. The equipment manager will maintain an inventory of such supplies adequate to meet the needs of the project.
- C. Use of these supplies shall be monitored on a regular basis and restocked on an as needed basis.
- D. All users are responsible for efficient use of such supplies and to minimize waste, damage or loss.
- E. When a project is finished, all unused equipment and supplies shall be returned to the equipment manager.