

## hESC Equipment Certification Process

The following process is to be followed before capital equipment can be used for human embryonic stem (hESC) research. Capital equipment is any equipment that meets the institution's capital equipment definition and is tagged with a UCHC equipment tag.

Some equipment may not be eligible for use in hESC research if the equipment was purchased with or is supported by federal funds AND the hESC lines are ineligible under President Bush's August 2001 executive order prohibiting the use of federal funding for hESC research unless the lines are federally approved lines.

The UCHC has adopted the following procedures to ensure that any and all equipment used for hESC research is approved for use prior to such use, even in the case of approved hESC lines. Exceptions to this position will be made on an individual basis.

Once reviewed, each piece of capital equipment will be tagged with either a blue tag, indicating it is certified for use with ineligible hESC lines, or a red tag, indicating it NOT to be used with ineligible hESC lines.

1. If capital equipment to be used is not tagged, STOP. Capital equipment may not be used for any hESC research until it has been certified for use.
2. PI must complete and sign Part 1 of the hESC Equipment Use Certification form and forward to Bill Murowsky, Materials Management.
3. Materials Management will research the FRS account(s) used to purchase the equipment and forward the form to ORSP.
4. ORSP will determine if further review is necessary based on the FRS account(s) used to purchase and maintain the equipment. If no further review is necessary ORSP will sign and distribute copies of the completed form to the PI, Materials Management, and Isolde Bates. If further review is necessary, ORSP will forward the form to Research Finance.
5. Research Finance will review original documents to determine if any restrictions apply. In the event restrictions apply, Research Finance will advise ORSP and the PI of these restrictions.
6. ORSP and/or Research Finance will determine the disposition of the equipment and forward copies of the completed form to the PI, Materials Management, and Isolde Bates.
7. Materials Management will tag the equipment with the appropriate tag.

PIs are required to inform ORSP of any changes in the hESC lines used in their research.

PIs are required to inform ORSP of any change in the location of hESC research.

PIs are not permitted to use any capital equipment that is not properly tagged. The absence of tag indicates that the equipment has not been reviewed and is NOT available for use.

## hESC Equipment Use Certification

### Part 1. (To be completed by PI)

PI submitting request: \_\_\_\_\_

Anticipated hESC research use of equipment:  Ineligible hESC lines     Eligible hESC lines

Equipment description: \_\_\_\_\_ UCHC tag #: \_\_\_\_\_

Institutional owner (PI/department): \_\_\_\_\_

Equipment location: Building: \_\_\_\_\_ Floor/Room: \_\_\_\_\_

**FRS Account(s) used to maintain equipment:** \_\_\_\_\_

Additional information/comments: \_\_\_\_\_

If this equipment is certified for use with ineligible stem cell lines, I acknowledge that no federal funding for service contracts or supplies can be used to maintain or use this equipment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Part 2. (To be completed by Materials Management)

**FRS Account(s) used to purchase equipment:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Part 3. (To be completed by ORSP conjunction with Research Finance.)

Equipment status:

Covered equipment owned by UCONN	
<input type="checkbox"/> Equipment not supported by federal funds, <b>AND</b>	<input type="checkbox"/> Equipment not subject to any other restrictions
Covered equipment owned by the Federal Government (check one)	
<input type="checkbox"/> Use is permitted pursuant to terms of federal award or approval of the appropriate federal agency (attached supporting documentation), <b>OR</b>	<input type="checkbox"/> UCONN purchased equipment from federal government (attach supporting documentation)
Covered equipment owned by UCONN but purchased with federal support (check one)	
<input type="checkbox"/> Federal grant support has been completed and UCONN retains title (attach supporting documentation), <b>OR</b>	<input type="checkbox"/> Use is permitted pursuant to terms of federal award or approval of the appropriate federal agency (attach supporting documentation)

**Based on the information represented above, this equipment is:**

CERTIFIED as available for use in research involving ineligible human embryonic stem cells.

Denied certification for use in research involving ineligible human embryonic stem cells.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

