

Web Sites of Interest



- Purchasing** 412-624-6648
www.bc.pitt.edu/purchasing
- Moving Services** 412-244-7080
www.pts.pitt.edu/centrec/moverequest.htm
- Surplus Property** 412-244-7071
www.pts.pitt.edu/surplus/surplus.html
- Financial Records Services** 412-624-7634
www.bc.pitt.edu/frs/index.html
- Environmental Health and Safety** 412-624-9505
www.ehs.pitt.edu/
- Financial Information Systems** 1-877-629-4265
www.fis.pitt.edu
- Computing Services and Systems Development** 412-624-HELP (4357)
www.technology.pitt.edu/tech_help.html
- Facilities Management** 412-624-9500
www.facmgmt.pitt.edu
- Mailing Services** 412-244-7050
www.pts.pitt.edu/mailexpress/addresschange.htm



To place your online request simply go to our Web site, ***www.bc.pitt.edu/1click***.

We will respond within 48 hours. An urgent request for same-day service is also available online. We will respond via phone.

Table of Contents

1. PURCHASING
2. MOVING SERVICES
3. SURPLUS PROPERTY
4. FINANCIAL RECORDS SERVICES
5. ENVIRONMENTAL HEALTH AND SAFETY
6. FACILITIES MANAGEMENT
7. FINANCIAL INFORMATION SYSTEMS
7. COMPUTING SERVICES AND SYSTEMS DEVELOPMENT (CSSD)
8. MAILING SERVICES
9. FREQUENTLY ASKED QUESTIONS
10. WEB SITES OF INTEREST

Each department will contact you if it needs additional information.

- Q. I have an internal move and surplus property. Who should I contact for the request?**
- A.** When you submit your online request both Surplus Property and Moving Services will be notified and you will receive an e-mail confirmation.
- Q. I would like to purchase a file cabinet for my home use from Surplus Property. How do I do this?**
- A.** Contact Surplus Property to make an appointment. The warehouse is open to the public on Wednesdays. Furniture is available and priced for purchase.
- Q. I have a surplus computer from my area. Can I purchase it for my own personal use?**
- A.** Contact your department administrator. In most cases, Surplus Property can place a fair market price on it for you to purchase.
- Q. What procedure do I follow to have lab equipment removed from my area?**
- A.** Submit an online request through the 1click Web site.
- Q. I didn't receive my mail; what can I do?**
- A.** Contact the Mailing Services offices—Student Mailing Services and Express Mail Services.



Purchasing

Q. How do I process a purchase order?

A. A University of Pittsburgh purchase order may be generated only through IPS or PRISM. No other forms may be used, including forms internally created by a department. Purchase orders are never to be given verbally to a supplier. They must be transmitted to a supplier in writing through IPS or PRISM.

Q. How do I buy goods for my department?

A. To purchase goods, departments must use a University-approved purchase order generated from either the University's Internet Procurement System (IPS) or PRISM. In order to minimize risks to your department, you should always purchase using the University's standard terms and conditions of purchase. The only purchases covered by these terms are those done through a University purchase order from IPS/PRISM, or through a contract approved by the Purchasing Department and the Office of General Counsel. If you're buying without a purchase order or approved contract, you may severely limit your department's ability to file a claim against the supplier if the goods are defective, cause injuries, or cause property damage. Additionally, if the goods are damaged, late, or incorrect, you may have little or no rights to have the goods returned or replaced. See our Web site for further information.

Q. How do I contact everyone involved?

A. When you complete the form on the Web site www.bc.pitt.edu/1click, this form will notify the appropriate departments, and you will receive a confirmation from each department via e-mail.

412-624-6648

www.bc.pitt.edu/purchasing

The University's Purchasing Department is the first stop when you're contemplating a purchase of products or services. We will provide you with the information your department will need to purchase your product or service through approved avenues of purchasing techniques.

How to Begin

A checklist has been created to assist you with the purchase of goods. This checklist is available at www.bc.pitt.edu/purchasing/inquiries.html. The checklist outlines the steps required to purchase goods. It also includes links to forms and tools you may need depending on the type of purchase you are making.

Use of University Contracted Suppliers

University policy requires that the University purchase from a contracted supplier wherever possible. A list of contract suppliers is available at www.bc.pitt.edu/purchasing/downloads/arContSupp.pdf. These contracts were established to provide the University with suppliers that have competitive pricing and world-class customer service, delivery, and quality. Subsequently, time is utilized more efficiently by the department buyer, and a cost savings is realized and stays within the department.

Ways to Buy

There are three primary ways to purchase products and services at the University.

University Internet Procurement System (IPS)—a Web-based system housing catalogs from University contract suppliers. This is the preferred method for ordering products. All products and services from University contracted suppliers are available for purchase through IPS. More information on the Internet Procurement System is available at www.bc.pitt.edu/purchasing/ips.html.

Prism—A procurement system designed to create requisitions online, route them automatically for departmental approval, and forward the electronic documents to the Purchasing Department. Buyers in the Purchasing Department will be able to process the request for quotations (RFQs), purchase orders, blanket agreements, and contracts online and route these electronic documents automatically for approval.

Purchasing Card—University credit cards used to process small dollar purchasing transactions, emergency orders, and on-time purchases not available from a University contracted supplier.

Policies and Procedures

The following policies and procedures are related to the purchasing of goods and services and should be reviewed prior to making any purchase. These policies can be found at www.pitt.edu/HOME/PP/pp_handbooks.html#fin1.

05-02-02	Conflict of Interest and Procurement Relationships
05-02-05	Purchase Requisitions: Department Specifications and Source Selection
05-02-06	Contracts and Legal Considerations
05-02-08.1.1.1	Maintenance Agreements and Service Requests

A. When Financial Records Services or the federal government wants to know where the property is, both will arrive at your department to check on the equipment. Your department can be held liable for said equipment. People can forget that the property was moved across the hall.

Q. When will the movers arrive?

A. You will be notified 24 hours prior to the scheduled date of the move with an estimated time of arrival (a.m./p.m.).

Q. Is there any cost involved in sending old equipment to Surplus Property?

A. No.

Q. What equipment needs to be cleared and tagged by EHS before it is moved?

A. All laboratory equipment that has come in contact with biological agents (viruses, human cells, bacteria, etc.) must be decontaminated and then cleared by EHS. Common pieces of laboratory equipment include freezers, refrigerators, centrifuges, and incubators.

Q. What do I use to decontaminate laboratory equipment that is good to be moved?

A. Any EPA-registered disinfectant can be used to decontaminate laboratory equipment. The most common example is bleach. A list of EPA-registered disinfectants can be found at www.epa.gov/oppad001/chemregindex.htm.

Q. Who do I contact if I'm not sure what to do or who to buy from?

A. Use the Purchasing Web site inquiry system: www.bc.pitt.edu/purchasing/inquiries.html.

F.A.Q.s



- 05-02-12 Procurement Card
- 05-02-14 Authority for Management of Procurement
- 05-02-15 Required Use of Contracted Suppliers
Competitive Bidding—guidelines available at
www.bc.pitt.edu/purchasing/downloads/arCompBidGuide.pdf
- 05-02-16 Directed or Sole Source Purchase Justification
- 05-02-17 Supplier Code of Conduct
- 05-06-03 Disbursement Request

FREQUENTLY ASKED QUESTIONS

Q. How would I determine if my desk needs disassembled for moving?

A. The area coordinator for your building would be able to assist you in making this determination.

Q. I have a small cooling unit in my lab. There are wires and pipes connected to it. Who would disconnect this piece of equipment?

A. In some instances multiple trades may be required to fulfill a moving request. The area coordinator for your building would be able to assist in this regard.

Q. What can I do with grant-funded equipment?

A. Federal and state laws require that ALL grant-funded equipment that is moved, disposed of, traded, or sold must be reported to Financial Records Services (FRS). FRS keeps track of this equipment for accounting purposes. University policy mandates that all departments adhere to federal and state laws.

Q. I just want to trade my lab equipment with a department across the hall. It is still in the same building; why should I notify anyone?

Disadvantaged Business Enterprise (DBE) Program

The University actively promotes the development and use of minority-owned and woman-owned businesses. The Purchasing Department is committed to providing DBEs with meaningful opportunities to supply goods and services to the University community. Information about this program is available at www.bc.pitt.edu/purchasing/dbe.html.

Questions

If at any time you need assistance, Purchasing has a team of highly qualified individuals who are eager to work with you on your purchase. Simply visit our Web site at www.bc.pitt.edu/purchasing and click on “Inquiries” to request their assistance. A procurement specialist will contact you within one business day.

Moving Services



Phone: 412-244-7080 www.pts.pitt.edu/centrec/moverequest.htm

Moving Services provides a wide range of services to the University community. Whether you need to move one item, an office, or an entire department, Moving Services can provide the personnel, equipment, and supplies to complete your move in the most stress-free and economical manner.

Internal Moves

If you are moving between on-campus locations, simply go to the 1Click Web site, www.bc.pitt.edu/1click, to submit a request. Your request will be forwarded to all appropriate departments that need to be notified. Moving Services will contact you to review the information and make arrangements for an on-site visit, if required.

It is your responsibility to contact Environmental Health and Safety for furniture or lab equipment that has been exposed to biological or radiological contamination to have it inspected prior to the scheduled move date. See the Environmental Health and Safety section in this guide for additional important information.

The on-site visit will assist in helping you to prepare for your move and determine how long it will take, what equipment will be required, and personnel requirements. A list of supplies, packing boxes, tape, and bubble wrap you may need can also be determined during the on-site visit.



Mailing Services

412-244-7050 www.pts.pitt.edu/mailserv/mailing.htm

If you are planning an on-campus move, please notify Mailing Services 10 days prior to the move date so that we can guarantee your mail will arrive at its new destination on schedule. Should you have any questions or concerns, please contact our customer service area at 412-244-7050.



Financial Information Systems

1-877-629-4265

www.fis.pitt.edu

If Financial Information Systems support your computers, submit a nonurgent request at www.fis.pitt.edu.

Computers must be reconfigured and updated prior to moving computer equipment to the new location. Contact your information technology department at least one month prior to the move.

C.S.S.D.

412-624-HELP (4357)

If your computers are supported by Computing Services and Systems Development, you should contact the Technology Help Desk at www.technology.pitt.edu/tech_help.html or call the Help Desk at 412-624-HELP (4357).

Any furniture or equipment that is being turned in to Surplus Property will be evaluated on-site by Surplus Property, and transported to the surplus warehouse during the move. See the Surplus Property section of this guide for additional important information.

External Moves (Relocating to or Separating from Pitt)

If you are moving a laboratory or office to a location outside the University, Moving Services can provide assistance. Local moves may be performed by Moving Services. Out-of-town moves are coordinated by the University-approved moving companies. Please visit the Office of Travel Management's Web site, www.pts.pitt.edu/Travel, for more information.

Supplies

Moving Services can provide packing boxes, tape, and bubble wrap you may need to prepare for the move.

Surplus Property



Phone: 412-244-7071

www.pts.pitt.edu/surplus/surplus.html

Surplus Property provides a wide range of services to the University community. Whether you need to dispose of one item, an office, or an entire department, Surplus Property can help you.

Disposal of University Property

If you need to dispose of furniture or electronic equipment, go to the 1Click Web site, www.bc.pitt.edu/1click, and complete the form. Your request is forwarded to the appropriate departments, and you will receive an e-mail confirmation. If you are unable to access the 1Click Web site, you can fax your information to 412-244-7070. Upon review of the information, you will be contacted if necessary, to arrange for an on-site visit, based upon the information you provide.

It is your responsibility to contact Environmental Health and Safety for furniture or lab equipment exposed to biological or radiological contamination for inspection prior to the scheduled move date. See the Environmental Health and Safety section of this guide for additional important information.

Recycling of Furniture and Equipment

Surplus Property is the University-approved department for disposing of electronic equipment in compliance with both federal and state law. All electronic equipment, including computers and peripherals, electronic re-



Facilities Management

Phone: 412-624-9500

www.facmgt.pitt.edu

Contact Facilities Management when moving entails the alteration of building systems (plumbing, heating, electrical, ventilation, etc.) or structure (removal of wall-mounted pictures, whiteboards, shelving, etc.)

The trade's members of Facilities Management would also assist in the disassembly and reassembly of large or bulky pieces of furniture, which may not be easily moved in one piece. A Facilities Management work request form must be completed. Assistance should be secured at least two weeks before the moving day, in order to ensure the availability of manpower.

For assistance, please go to www.facmgt.pitt.edu, click on "Services Guide," and scroll down to find the area coordinator for the building in which you currently reside. The coordinator may be reached by e-mail or by calling our reception desk at 412-624-9500.

Lab Equipment Decontamination Guidelines

- ❑ Put on appropriate personal protective equipment. At a minimum, gloves, safety glasses, and proper lab attire should be worn.
- ❑ Spray or wipe an EPA-registered disinfectant on the equipment. For example, a 10 percent bleach solution can be used to disinfect biological agents.
- ❑ Allow disinfectant to remain on equipment for appropriate contact time (20 minutes).

Procurement of Radioactive Materials and Radiation-Producing Equipment

The Radiation Safety Office oversees the use of ionizing radiation such as x-ray machines, sealed nuclear sources, and radio-labeled chemicals used in the clinical and research settings. This office offers training, monitors areas that use radioactive materials, and controls the procurement and disposal of radioactive material and radiation-producing machines. For information, contact the Radiation Safety Office at 412-624-2728 or visit its Web site, www.radsafe.pitt.edu/SiteIndex.htm.

search equipment, TVs, and other entertainment-type equipment must be disposed of in compliance with the appropriate Environmental Protection Agency (EPA) directives. This service is free to all University departments. To schedule pickup, complete the form at the 1Click Web site, www.bc.pitt.edu/1click.

Surplus Property has available for sale to University departments used furniture, computers and peripherals, and other used items. Office furniture available includes desks, chairs, credenzas, and a variety of file and storage cabinets. Computers can include CPU, monitor, and all the accessories needed.

Most property sold by Surplus Property is less than 25 percent of new purchases, and below costs of outside companies. Check the Surplus Property Web site for a list of furniture and equipment available. You may also purchase items for your own personal use.

Used Vehicle Sale

Surplus Property is your resource for the purchase of used University vehicles. Used University vehicles are sold on an "as is" basis and only through the Web site. You can visit the Surplus Property Web site to view vehicles currently available along with instructions on how to make an appointment to see the vehicles.

Financial Records Services

412-624-7634

www.bc.pitt.edu/frs/cam.html

Financial Records Services (FRS) is responsible for maintaining the accuracy and integrity of the asset management system (AMS) database and ensuring that assets are acquired, transferred, and disposed of in accordance with University policies and procedures. Updates must be made by the department and returned to FRS for processing and proper indirect cost adjustment.

DEFINITION

Capital assets are defined as items (equipment) that have an acquisition cost of at least \$5,000 per unit, have an estimated useful life of at least two years, and are bought through a capital subcode (6100-6199).

PROCUREMENT

University departments are responsible for verifying that all equipment purchases meeting the criteria for capitalization are charged to the proper subcodes. After capital equipment is purchased and delivered, Financial Records Services will identify and track the equipment by placing an asset tag on the item.

to vacating space. All unwanted material must be discarded per established guidelines: www.ehs.pitt.edu/chemhyg/Guidelines%20for%20Vacating%20Laboratory%20Space%20at%20the%20Pgh%20Campus.pdf.

Moving Laboratory Equipment

- ❑ The principal investigator or designee submits an on-line request for pickup via the 1click Web site.
- ❑ EHS contacts principal investigator or designee to schedule inspection of the equipment.
- ❑ Lab equipment **MUST** be decontaminated before EHS inspection or approval to move.
- ❑ EHS personnel inspect and tag the equipment after verifying decontamination.
- ❑ The principal investigator or designee must also contact the Surplus Property office to notify it that the equipment is ready to be moved.
- ❑ The principal investigator or designee will submit an online request via the 1click Web site to schedule the move.
- ❑ **Once a move date is scheduled**, the principal investigator or designee contacts EHS to schedule a date for inspection of the equipment.

Please Note:

- ❑ Lab equipment must be cleared by EHS before removal. Once cleared for removal, the equipment may **NOT** be used.
- ❑ The Radiation Safety Office must clear any equipment in laboratories using radioactive materials and prior to EHS clearance. Radiation Safety can be reached at 412-624-2728.
- ❑ Laboratory equipment must be cleaned and decontaminated before EHS staff arrives for equipment inspection. Equipment that is dirty or potentially contaminated will not be approved for moving.

The responsibility for the identification and handling of biological waste within the University rests with the generator. Bio-hazard (red) bags are used for the identification and disposal of biological waste. Contact your custodial supervisor or EHS with questions.

Transportation of Hazardous Materials

EHS should be contacted prior to moving any chemicals or biological samples on or off campus. Transportation of chemicals and biological samples over public roads is regulated by the U.S. Department of Transportation (DOT). Compliance with DOT hazardous materials regulations assures over-the-road safety and reduces the risk of hazardous materials incidents.

Procurement or Transfer of Select Agents

The Centers for Disease Control and Prevention (CDC) and the U.S. Department of Agriculture (USDA) have regulations for the possession, use, and transfer of select biological agents and toxins that could pose a threat to human, animal, and plant health and safety. For a complete list of select agents and genetic elements regulated under the Select Agent Program, visit www.ehs.pitt.edu/biosafety/Select%20Agent%20list%202-2003.pdf.

Guidelines for New Investigators

For new investigators, the Office of Research, Health Sciences has compiled a list of guidelines and departments that play a vital role in research at the University:
www.oorhs.pitt.edu/Documents/Guide.cfm#BiologicalSciencesStockroom

Vacating Laboratory Space

Investigators are responsible for decontaminating all equipment including chemical fume hoods, bench tops, and cabinets prior

INTERNAL TRANSFER

University departments/schools are responsible for notifying Financial Records Services of any equipment location ownership or changes through an **Asset Transfer Form**. Transfers also include sending equipment to Surplus Property for reuse, recycling, or disposal. In addition, in the event that capital equipment is relocated off campus, an **Off-Campus Transfer Form** should be used to identify the guardian of the equipment as well as the off-campus location.

RELOCATING TO THE UNIVERSITY

University departments/schools are responsible for notifying Financial Records Services when equipment is being transferred to the University from outside institutions. Capitalization will be based on the type and the remaining net book value of the equipment.

SEPARATING FROM THE UNIVERSITY

University departments are responsible for notifying Financial Records Services anytime a principal investigator (PI) is relocating to another institution and is taking capital equipment as part of the relocation. An **Asset Retirement Form** is required to retire capital assets when they leave the University through a PI transfer, or any other removal to another institution or location.

In order to comply with federal and state export regulations such as the Export Administration Regulations (EARs) and International Traffic in Arms Regulations (ITARs), all PI transfers must be approved by the Office of Research. If a fabricated asset is the purpose of a research project, a Material Transfer Agreement (MTA) must be obtained from the Office of Research prior to the item going overseas.

RECYCLING

University departments are required to notify Financial Records Services, using an **Asset Retirement Form**, of any capital assets that are recycled.

DISPOSAL

University departments are required to notify Financial Records Services any time a capital asset is disposed of or retired. An **Asset Retirement Form** is required for each asset that is disposed of or retired. Proper notification of disposal is important so that the asset can be retired from the University's asset database. This action will stop depreciation and give an accurate accounting of the University's equipment.

REFERENCE

Policy 05-10-01, Capitalization of Fixed and Movable Equipment

RESOURCES

For further information or printable copies of forms:

www.bc.pitt.edu/frs/cam.html

Environmental Health and Safety

412-624-9505

www.ehs.pitt.edu

The Department of Environmental Health and Safety (EHS) provides services such as identifying potential hazards, and prescribing means for evaluation and control of hazards. EHS promotes health and safety awareness among University faculty, staff, and students, ensuring compliance with regulations applicable to the University of Pittsburgh.

Disposal of Chemical Waste

EHS manages the disposal of all excess chemicals via the University's Hazardous Waste Program, and is available to provide guidance and assistance. Chemical waste disposal guidelines can be found at www.ehs.pitt.edu/waste/wastechem.htm. The responsibility for identifying, labeling, and handling of excess chemicals within the University rests with the individual(s) who have created the waste.

Disposal of Biological Waste

All biological, infectious, potentially infectious, and chemotherapeutic waste generated at the University must be disposed of properly. No infectious wastes are permitted to leave the control of the principal investigator or research space without being disinfected or sterilized.