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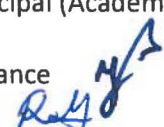
Vice-principal, administration et finances

Université McGill  
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**Date:** March 31, 2017

**TO:** McGill Researchers, Academic Leadership, and Administrative Staff

**CC:** Suzanne Fortier, Principal and Vice-Chancellor  
Christopher Manfredi, Provost and Vice-Principal (Academic)

**FROM:** Yves Beauchamp, VP Administration and Finance  
Rose Goldstein, VP Research and Innovation 

**RE:** **Research Asset Management Phase 2: Management and Disposal of Used and End-of-Life (U/EoL) Research Equipment**

Dear Colleagues

Further to the [January 16, 2017 memo](#) outlining the first phase of McGill's research asset management program, whereby equipment with an acquisition cost greater than \$10,000 (\$5000 for equipment purchased from US federal grants) are tracked and tagged, the next phase of the research asset management program is now being initiated.

McGill University, as designated stewards of research assets, must ensure that equipment meeting the above thresholds are appropriately disposed of, in compliance with Sponsor requirements.

To this effect, we are initiating a pilot phase for the management and disposal of used and end-of-life (U/EoL) research equipment purchased from Tri-Agency and US Federal Funds.

Effective immediately, researchers who wish to decommission equipment for sale or donation, relocate equipment to another institution (including to an affiliated research institute) or to another McGill faculty member, or recycle equipment for whatever other purpose, must contact [info.osr@mcgill.ca](mailto:info.osr@mcgill.ca).

VP-Research & Innovation staff will work in collaboration with the researcher, the department, the Faculty and Procurement Services to facilitate and optimize the management of used and end-of-life equipment while respecting granting agencies' requirements.

Following experience from the pilot phase, further guidance will be provided to the research community regarding the management of U/EoL research equipment purchased on all other funds.

In addition to meeting compliance requirements, both the tagging and tracking of incoming equipment and the proper management of U/EoL equipment will further support McGill's research endeavors, promote sustainability goals and help safeguard natural resources following McGill's 4-R (rethink, reduce, reuse, recycle) hierarchy, in accordance with McGill's Sustainability Policies.

We thank you for your ongoing collaboration and support.