U.S. Department of Veterans Affairs
North Florida / South Georgia Veterans Health System

NF/SGVHS Research Service

Standard Operating Procedure:
Equipment Inventory/Management

Updated: 01/22/2023

It is important for every Principal Investigator and lab to have procedures in place for tracking their equipment inventory. On a required annual basis, VA Supply Chain Management (SCM) conducts a full inventory of all research equipment. This process is simple for labs with well-managed inventories but can be time-consuming and frustrating for labs that do not have a good system in place. **Therefore, all labs are strongly encouraged to maintain an inventory management spreadsheet.** An example entry for such a spreadsheet is shown below. It is recommended that each lab have at least one point of contact for inventory management. This person can keep the inventory spreadsheet up to date and meet with SCM during the annual inventory process to guide them to the location of each piece of equipment.

When VA-purchased equipment is received by the Medical Center warehouse, a Biomedical Engineering check is done, and a Biomedical Engineering sticker is placed on the equipment. At that time, SCM applies an inventory barcode sticker to the equipment. The barcode sticker includes an "EE" serial number that identifies the piece of equipment. The sticker may include a short descriptive name of the item, although the assigned name is often nonsensical, and not particularly useful.

All VA-purchased equipment is inventoried using a scanning process. In brief, VA barcodes are placed on each piece of VA purchased equipment or equipment donated to the VA. Additionally, each room where the equipment is kept also has a barcode sticker at the entranceway (usually within the door frame). The entranceway barcode is scanned first, followed by scanning of each piece of VA equipment within that room. Scanners are returned to SCM for download into their Automated Engineering Management System/Medical Equipment Reporting System (AEMS/MERS) to track all VA equipment. **Researchers can contact SCM and request to borrow a scanner to scan the inventory of their own labs.**

The Equipment Inventory Listing, or EIL, is a number that is assigned to each Principal Investigator (or lab). EIL designees are assigned by the ACOS/Research and can be VA-paid or WOC PIs. Equipment, computers, etc. purchased with VA research funds by that PI or lab are listed under the EIL to indicate who is responsible for managing that list of equipment. However, computers and peripherals purchased with VA IT funding will be on an EIL assigned to Information Resource Management.

Researchers can obtain inventory information through the Strategic Equipment Planning Guide (SEPG) on VA Sharepoint. From the NF/SGVHS home page (https://vaww.northflorida.va.gov/), click on "Sharepoint" on the left side of the page. Then click "Associate Director of Operations", then "Supply Chain Management", then the box "SEPG & EER". This brings you to a query form called "Equipment Drill-Through Report". With this query you can search for various useful information. First enter our VISN (8) and Facility (573). An example of a common search would be to enter an EE#, which will provide information about that piece of equipment, including the room number where it should be located (i.e., where SCM will expect to find it). Another example is to enter a room number, which will provide a list of all equipment that is assigned to that location.

VA equipment can be stored off-site by completing a VA Property Pass form (with ACOS/Research approval). However, this off-site equipment remains VA property and is still subject to annual inventory. It must either be brought back to the VA for inventory, or SCM may allow a current photo of the EE sticker to be used for

confirmation purposes.

Outmoded, inoperable, and unused equipment should be turned in via VA Form 2237. This form is also used to report missing, lost, or stolen equipment. VA computers should be turned in through the "YourIT" portal.

Recommended Information to Include in Inventory Spreadsheet for Each Lab

Room	EIL	EE#	Label Name	Manufacturer and Product Name	Location	Picture
153A-12-GV	39AGV	EE999999	Computer-Laptop-GV	Artinis Portalite fNIRS		

Room: Room Number (e.g., 153A), Building (e.g., 12), Station (e.g., Gainesville).
EIL: Electronic Inventory List (number assigned to Principal Investigator or lab).
EE#: Serial number on the barcode sticker.
Label name: Equipment name assigned by SCM and printed on the barcode sticker; this often has a poor description of the actual equipment.
Manufacturer's product name: Descriptive name that will be recognized by PI and lab staff.
Location: Picture showing location within the room; helpful for equipment stored in a closet, shelf, drawer, etc.
Picture: Picture of actual item as it would appear to SCM staff who are searching for it.

Other information: Information that could be added if it might also be useful such as PI/Lab name, primary user of the equipment, monetary value, warranty expiration date.