

**GUELPH ENGINEERING EQUIPMENT FUND
POLICY MANUAL: EQUIPMENT CLASSIFICATION**

Adopted:

Last Modified:

1. Policy Manual:

- a. This Policy Manual shall contain policies regarding the classification of equipment as either consumable or retrievable.

2. Definitions

- a. Retrievable Equipment is defined as equipment or items that can realistically be reused in the future.
- b. Consumable Equipment is defined as equipment, items or services that cannot realistically be reused by future students.

3. Equipment Types and Classifications

- a. The following sections defines various kinds of equipment, items or services as retrievable or consumable.
- b. Batteries
 - i. Rechargeable batteries shall be considered retrievable.
 - ii. Non-rechargeable batteries shall be considered consumable.
- c. Biological Materials
 - i. All biological materials shall be considered consumable
- d. Chemicals
 - i. All chemicals shall be considered consumable.
- e. Circuit Components
 - i. Circuit components including but not limited to resistors, capacitors, inductors and transistors shall be considered retrievable.
- f. Construction Material
 - i. Construction material including but not limited to beams, plates, pipes, sheet metal, supports and wood shall be considered consumable.
- g. Electronic Devices
 - i. Electronic devices including but not limited to h-bridges, micro controllers, motors and sensors shall be considered retrievable.
- h. Mechanical Components
 - i. Mechanical components including but not limited to couplers, gears, pulleys and wheels shall be considered retrievable.
- i. Services
 - i. Services shall be considered consumable or retrievable at the discretion of the Lab Fund Committee Chair.
- j. Software
 - i. Software shall be considered consumable
- k. Power Supplies

- i. All power supplies shall be considered retrievable.
- I. 3D Printing Material and Services
 - i. 3D printing material and 3D printing service shall be considered consumable.

4. Not Withstanding Clause

- a. The Chair of the Lab Fund Committee shall hold the right to define equipment as consumable or retrievable if the equipment is not otherwise defined in this policy manual.
- b. The VP Internal may overrule the classification of this policy manual if they have majority support of the Lab Fund Committee.