

Who is the Responsible Employee?

1. The Scientific Research Technologist shall be responsible for BMEG equipment permanently assigned to all campus administrative offices, conference rooms, teaching labs, and computer labs.
2. Faculty shall be responsible for all BMEG equipment purchased in their name and permanently assigned to ENRC administrative offices, research labs (on or off campus), or any offsite location.
3. Please use the “Movement of Property Notification Form” when moving equipment to a new location, or in the event that you would like to have a change of responsibility for a piece of equipment. This form can be found on our department’s website under Faculty and Staff Resources.