

# MSS EQUIPMENT POLICY

## 1. PURPOSE

- 1.1. To regulate the intake and maintenance of equipment owned and operated by the McMaster Science Society (MSS);
- 1.2. To outline the guidelines for usage of the MSS equipment by MSS Executive members, program societies, and external parties.

## 2. DEFINITIONS

- 2.1. Equipment Inventory: A list of MSS-owned equipment found on the MSS Website and the MSS Executive Team Google Drive maintained and updated by the respective VP;
- 2.2. External Parties: groups affiliated with McMaster University that are not an MSS Program Society;
- 2.3. Program Societies: A student group identified by the McMaster Science Society as an MSS Program Society, as per the MSS Program Society Policy;
- 2.4. Respective VP: Refers to the MSS Vice President (VP) whose portfolio is in charge of the equipment as outlined in the Equipment Inventory.

## 3. USE OF EQUIPMENT

- 3.1. Use of any piece of equipment is limited to trained members of the MSS, Program Society executive teams, and External Parties with approval from the Respective VP:
  - 3.1.1. Where precedence will be given to members of the MSS for societal use followed by Program Society Executive members for societal use, External Parties for non-personal use, then personal use by an individual,
  - 3.1.2. Where equipment is permitted for personal use by individuals that meet the qualifications outlined in Section 3.1,
  - 3.1.3. Where exceptions to Section 3.1 may be made at the discretion of the VP Communications and President;

- 3.2. Training on the equipment shall:
  - 3.2.1. Consist of a demonstration by the Respective VP on the proper handling and use of the indicated equipment listed as equipment within their portfolio,
  - 3.2.2. Be mandatory prior to the use of any Equipment item in the Equipment Inventory listed indicated by the Respective VP,
  - 3.2.3. Be available to all members of the MSS Executive, Program Society Executives, and Sciclone Team Media Executives and Members,
  - 3.2.4. Provide trainees an opportunity to use the equipment in a supervised capacity prior to using it on their own;
- 3.3. During the transition period, the Respective VP Elect shall be trained by the active Respective VP to a level where they will be able to provide training outlined in Section 3.2;
- 3.4. Removal of Equipment from the office shall require approval from the Respective VP.

#### 4. USER RESPONSIBILITIES AND LIABILITY

- 4.1. Equipment shall not be removed from the MSS Office for a period of time longer than 2 business days unless an alternative arrangement is made with the Respective VP:
  - 4.1.1. The user will incur a fine as outlined in the Equipment Inventory if they have the equipment for a period of time exceeding the duration outlined in section 4.1;
- 4.2. Drop off and pick up times must be scheduled with the Respective VP at least 48 hours prior to usage period;
- 4.3. Regarding the use of equipment by MSS executive members:
  - 4.3.1. Users must return the equipment to the MSS Office on the same day that it was removed unless otherwise communicated at least 48h in advance to the Respective VP,
  - 4.3.2. While equipment is being used by MSS Executive members for MSS projects, the cost of repair or replacement shall be covered by MSS funding,
  - 4.3.3. While equipment is being used for by MSS Executive members for personal or non-MSS projects, the cost of repair or replacement shall be covered in full by the user;
- 4.4. Regarding the use of equipment by Program Society executive members:
  - 4.4.1. Users must request access to the Respective VP at least one week in advance via

email,

- 4.4.2. Users must return equipment by a time and date agreed upon with the Respective VP, in accordance with Section 5.1,
- 4.4.3. While equipment is being used by Program Society executives, the cost of repair or replacement shall be their responsibility. Exceptions may be made at the discretion of the VP Communications and President;
- 4.5. Regarding the use of equipment by other external parties:
  - 4.5.1. Users must request access to the Respective VP at least two weeks in advance,
  - 4.5.2. Access to the equipment will be granted at the discretion of the Respective VP, with priority given to MSS and Program Society executive team members.
  - 4.5.3. External parties will be subject to rental fees as outlined in the Equipment Inventory. Fees may be assessed on a half-day or full-day basis, or by written agreement between the Respective VP on behalf of the MSS and the External Party.

## 5. EQUIPMENT INVENTORY

- 5.1. The Equipment Inventory shall be updated at a minimum of three times per year, once prior to each of the first MSS Executive Team meetings of the Fall and Winter academic terms and once at the end of the Winter academic term;
- 5.2. Regarding the purchase or acquisition of new equipment:
  - 5.2.1. New equipment shall be labelled and stored in the MSS Office or the MSS storage room,
  - 5.2.2. New equipment shall be added to the Equipment Inventory by the Respective VP prior to use by any party meeting qualifications outlined in Sections 3 and 4;
- 5.3. The Equipment Inventory will be available to MSS executive team members on the MSS Google Drive folder. The Equipment Inventory will be made available on the MSS website for Program Societies and external parties.

Date last reviewed: April 15th, 2022