

## **VI. IDENTIFICATION OF EQUIPMENT**

### **A. IDENTIFICATION OF UNIVERSITY INVENTORIAL EQUIPMENT**

All inventorial equipment is identified, marked with the property number, and recorded promptly upon receipt. It shall remain so identified as long as it is in the custody, possession, or control of the University. Assigned property numbers are recorded on all applicable receiving, shipping, and disposal documents, and any other records that may be a part of the Equipment Management system. Such markings and identification are removed or obliterated from the equipment only when it is sold, scrapped, or otherwise disposed. Once a property number has been assigned, no change is made during the life of the item regardless of interdepartmental or intercampus transfers. Property number data are maintained by each campus Equipment Management Department. The following convention enables campuses to assign discrete property numbers over time:

1. The first pair of digits indicates the calendar year of acquisition.
2. The second pair of digits indicates the campus which originally acquired the item. The digits are reversed: e.g., 10 for Berkeley instead of 01, etc.
3. The last five digits are assigned by the originally acquiring campus serially from 00001.

Campuses are required to comply with Items 1 and 2.

Equipment Management is responsible for affixing a property number to the equipment. However, this function may be delegated to the Receiving Department or the custodial department when deemed appropriate. When practical, the property number is affixed to the actual item of property. Items that are not physically freestanding or that lose their identification when affixed or installed should not be separately marked or assigned property numbers; their values should be added to the item to which they are affixed or installed. The property number should be affixed to the equipment so that is easily sighted, for example, adjacent to the manufacturer's nameplate. Identification may be effected by affixing a decal or metal, fiber, plastic, or other plate directly to the equipment, or by using indelible ink, acid, or electric etch, steel dies, or any other legible, permanent, conspicuous, and tamper-proof method. If additional identification is considered necessary, it shall be applied in a manner that will avoid confusion with the property number.

Equipment acquired with award funds for which title vests immediately in the University shall also be identified with the award number only when the specific provisions of an award require such markings.

Should the identification number be accidentally obliterated, defaced, or removed, the equipment shall be marked again with the original number.

### **B. IDENTIFICATION OF GOVERNMENT INVENTORIAL EQUIPMENT**

The University identifies, marks, and records government inventorial equipment promptly upon receipt. For purposes of identification the Property Administrator may furnish decals, plates, or tags for attachment to the equipment in addition to the University tag. Other methods of marking are used to identify government equipment with the Property Administrator's approval. The property remains so identified as long as

it remains in the custody, possession, or control of the University.

If the University acquires title to the property, the government identification marking is removed and the inventory record updated to reflect the change in title.

C. IDENTIFICATION OF GOVERNMENT PROPERTY OTHER THAN GOVERNMENT INVENTORIAL EQUIPMENT

Identification, marking, and recording of government property, other than that designated as government inventorial equipment, is the responsibility of the custodial department and Principal Investigator.