

From: David A. Bowers

Subj: On-loan Equipment

Date: July 13, 2004

When an entity sponsoring a campus-based research project loans equipment to the College in connection with that project, the issues of proper procedure and the College's liability in the event the equipment is damaged or stolen needs to be clearly understood and documented.

First, such loan of equipment must be within the framework of an otherwise properly established and administered institutional research project.

Second, proper notice must be given to the Mr. John Penn, the College's Property Control Officer (see my attached August 14, 2002 memo).

Third, we need a statement, given below, on the entity's letterhead and signed by an officer of the entity that absolves the College of liability.

*The equipment to be loaned to the SUNY State College of Optometry is a GDx VCC device, serial number \_\_\_\_\_, with an estimated replacement cost of \$\_\_\_\_\_. The GDx VCC is and will remain sponsor-owned and related property. Any damage to or theft of the GDx VCC will be immediately reported to LDT and LDT will report the incident to the appropriate insurance carrier, through which LDT will service, repair and maintain the equipment for the duration of its use by the College at LTD's expense. The College shall not be liable for any loss, claim, defect, damage or liability of any kind that may arise from or in connection with the use of the GDx VCC device for the duration of its use by the College.*

Please use the above language in other, similar situations by changing the names of the equipment and entity as appropriate.

Let me know if you have any questions. Thanks.

C: Drs. Schwartz, Weber, Feldman, Dul, Mr. Catafago, Mr. Penn