

Equipment Loan Policy, SUNY College of Optometry

Companies may periodically contact clinical or non-clinical faculty or staff of this College and offer to lend us equipment. Faculty or staff may also sometimes request the use of specific equipment. Loaner equipment may be requested for patient care activities that may or may not involve IRB approved research projects. The following is the procedure for loaner equipment:

1. If any loaner equipment is required for approved research project, (whether the research is either externally funded or internally funded), an “Authorization for the Use of Third Party, Loaned Equipment” must be signed off by the appropriate parties. (See attached). IRB approval does not guarantee the funding of any research project or the approval of loaner equipment. Administrative approval is required for all research projects conducted in the institution.
2. Loaner equipment for non-research purposes requires the completion of a “Loaner Equipment Request Form.” This request requires the approval of the requestor’s service chief and the clinic council. An “Authorization for the Use of Third Party, Loaned Equipment” must be signed off by the appropriate parties. No clinical faculty member should independently negotiate the lending of a piece of equipment directly with a representative from a company without the written consent of the service chief(s) on whose floor(s) the equipment will be placed via the *Loaner Equipment Request form* (see attached). A written protocol for the use of loaner equipment will be developed by the service chief. Once these approvals are obtained, the requestor can initiate the process of having the equipment delivered. A completed SUNY “Business Associates Agreement” is also required. This form can be obtained in the UEC’s Policy and Procedure Manual.
3. If the equipment is designated for both patient care and research, administrative approval for the research is required as well as the approval by the appropriate Service Chief(s).
4. A completed SUNY “Business Associates Agreement” is required.
5. As per HIPAA regulations, any University Eye Center (UEC) patient data stored in the loaner equipment must be erased or removed prior to returning the equipment (as verified by our IT department) unless the equipment has been used as part of an IRB approved research study. In this case, the data collected under a Research Foundation contract may be maintained, but all subject identifiers must be removed prior to return of the loaned equipment to the ophthalmic company.

**Forms: Loaner Equipment Request Form
 Authorization for the Use of Third Party, Loaned Equipment Form (see UEC
 Policy and Procedure Manual)**