

## Rheaply Asset Exchange Safety Policy for Laboratories

### 0. Revision History

Released first version- November 2023

Rheaply Core Team: Office of Research Safety, Office of Sustainability, Procurement, and Rheaply

### 1. Introduction

This Asset Exchange Safety Policy ensures the safe exchange of assets within the Laboratory Research Community (LRC). The LRC recognizes the importance of managing assets in a manner that promotes safety, accountability, and environmental responsibility.

This policy serves to create a safe and accountable environment for asset exchanges within the Laboratory Research Community while promoting responsible and efficient asset management. We aim to protect the safety and well-being of all users of the Rheaply Asset Exchange Manager while maintaining regulatory compliance and environmental responsibility for a safer and more sustainable asset exchange program.

### 2. Purpose

The purpose of this policy is to:

- 2.1 Promote safety and reduce potential hazards associated with asset exchanges.
- 2.2 Facilitate responsible asset management, including tracking, maintenance, and disposal.
- 2.3 Ensure asset recipient has proper facility, training, controls in place to safely handle the transferred material.
- 2.4 Streamline the exchange of assets between researchers and relevant departments.
- 2.5 Highlight the use of the Rheaply system is not intended for personal use.

### 3. Scope

This policy applies to all members of UChicago's Laboratory Research Community, including researchers, lab managers, and support staff involved in asset exchanges.

### 4. Asset Exchange Procedures

#### 4.1. Asset Identification and Categorization

- 4.1.1 Per [Rheaply guidelines](#), all assets eligible for exchange must be identified and categorized in the platform.

#### 4.2. Exchange Authorization

- 4.2.1 Asset exchange requests must specify the type and condition, dollar replacement value and estimated weight, if possible, for the reason of tracking sustainability metrics of assets to be exchanged.
- 4.2.2 Prior to any asset exchange of hazardous materials, written notification and approval must be received from the Office of Research Safety. Please contact the Office of Research Safety (773-834-2707 or [researchsafety@uchicago.edu](mailto:researchsafety@uchicago.edu)) prior to posting hazardous chemicals, biological substances, radioisotopes or laser equipment. For further guidance see <https://researchsafety.uchicago.edu/policies-manuals/>.

#### 4.3. Safety Assessment

- 4.3.1 Before the exchange, assess hazards of the asset to be received or transferred.
- 4.3.2 In case of hazardous materials or equipment, ensure proper PPE, engineering, administrative, and any other controls are properly in place.
- 4.3.3 Open or partially used chemicals, including containers with broken seals or missing labels, shall not be listed for exchange on the Rheaply System.

#### 4.4. Documentation

- 4.4.1 All asset exchanges must be documented in the platform, including the condition and value of assets.
- 4.4.2 Maintain accurate records of asset exchanges, including serial numbers and maintenance history.

#### 4.5. Training and Communication

- 4.5.1 A [training tutorial](#) is available and highly recommended prior to using the platform.
- 4.5.2 Maintain open communication between departments and individuals involved in asset exchanges.

### **5. Asset Tracking**

Regularly update asset records to reflect changes due to exchanges, disposals, or transfers. View the Capital Asset Account Guidance here: <https://finserv.uchicago.edu/dcaa/equipment/index.shtml> .

### **6. Reporting Incidents**

- 6.1 In the event of an incident or accident related to asset exchanges involving laboratories, it must be reported to the Office of Research Safety using theUCAIR system <https://ucair.uchicago.edu/> .
- 6.2 Users who encounter chemical listings that violate this policy should promptly report them to the Rheaply System administrators for investigation and action.

### **7. Compliance with Regulations**

- 7.1 All asset exchanges must comply with UChicago, local, state, and federal regulations. <https://safety.uchicago.edu/environmental-health/hazardous-waste-and-handling/hazardous-waste-and-disposal-procedures/>
- 7.2 Stay informed about regulations related to specific types of assets (e.g., hazardous materials).
- 7.3 This policy will be reviewed periodically to align with changing regulations and industry best practices. Updates will be made as necessary to address emerging concerns and legal requirements.

### **8. Responsibility**

- 8.1 PIs are responsible for ensuring the safe and responsible exchange of assets within their respective labs.
- 8.2 All members of the LRC are responsible for following this policy and reporting any non-compliance or safety concerns.
- 8.3 All users of the Rheaply System are responsible for adhering to this policy and for the accurate and responsible listing of assets, including chemicals. Users must also stay informed about relevant regulations and take appropriate measures to ensure compliance with this policy.
- 8.4 For more information please see policy: [Roles and Responsibilities](#).



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## **9. Enforcement**

Failure to adhere to this Safe Asset Exchange Policy may result in disciplinary actions, as determined by the Office of Research Safety.