

## Process and Policy for Retiring Laboratory Equipment Center for Biomedical Shared Resources (CBSR)

Laboratory equipment may be retired for many reasons. It may be due to the equipment not performing to the degree it once did, no longer supported by the manufacturer, service contracts discontinued, or the technology becomes obsolete and there are newer more efficient options, or other extenuating circumstances. Below we outline the steps to be taken prior to any piece of shared resource equipment retiring out of a core.

1. The applicable core director will submit a notice of plan to sunset the instrument to the CBSR Director and Internal Advisory Committee for their review and comments.
2. The core responsible for the piece of equipment will inform clients and users via email that the instrument will be sunsetted and no longer available in the core. The reason for this decision will be provided with an ample timeline for researchers to respond.
3. The core responsible for the instrument will provide clients and users with information regarding potential replacement options (if applicable).
4. If the core responsible for the instrument will not be replacing with it with a similar substitute technology, then that core, to the best of their ability, will provide the clients and users with potential alternative options for having their work requests processed.
5. The core will be open to feedback and questions from their clients and users and do their best to satisfy their continued research requests.