

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-004.3
	<b>Date Issued:</b> 11/10/03
	<b>Date Revised:</b> 03/12/08 <b>Revision No. 2</b>
<b>TITLE:</b> <b>Loss and Breakage of EHS/EHS Headquarters Equipment</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBernardinis</i> <hr/> Director, EHS
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When employees are assigned portable items such as laptops, palm pilots, cell telephones, pagers, radios, sampling equipment, etc., staff is expected to use these items for Institute business and to care for these items in a responsible manner, as they are the property of the Institute.

If Institute property assigned to an employee is lost, damaged or otherwise disabled during the normal performance of EHS employee's work, MIT will typically be responsible for repair or replacement of the property.

Damage due to neglect or carelessness of staff may result in some or all of cost for repair or replacement of MIT property becoming the responsibility of the MIT EHS staff member that exhibited neglect or carelessness.

The EHS Office Director will review such cases on an individual basis.