

EEP PPM Section 7.4.1.2		Document No.: ADM.PRO.05.02.02	
Procedure Title: Reserving Equipment		Rev. No.	Page: 1 of 4
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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to describe how to reserve equipment. Equipment includes electronic devices such as laptops, projectors, cameras, cell phones, and other items.
- 1.2 Scope. This procedure applies to all EEP staff.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Staff (Requester)
 - Administrative Assistant
 - Other EEP Staff
 - Other DENR Departments

2.0 PROCEDURE STEPS

- 2.1 Submit request. Requester contacts Administrative Assistant either in person, or via telephone or e-mail to request equipment.
- 2.2 Provide information. Requester provides information on type of equipment requested (e.g., laptop, projector, camera, cell phone), and date and time equipment is needed.
- 2.3 Determine availability. Administrative Assistant checks the Corporate Time calendar for EEP Equipment Schedule to determine availability.
- 2.4 Reserve equipment. Based on availability, Administrative Assistant reserves equipment on Corporate Time.
- 2.5 Inquire on availability from other sources (as needed). If equipment is not listed on Corporate Time, Administrative Assistant inquires if equipment is available within Requester's Section, from IT Systems Specialist, or within EEP. If equipment is unavailable in-house, Administrative Assistant inquires if equipment is available from other DENR departments.
- 2.6 Obtain equipment. Administrative Assistant obtains equipment.
- 2.7 Pick up equipment. Requester picks up equipment from Administrative Assistant. Administrative Assistant verifies with requester that all parts of the equipment are included.
- 2.8 Use equipment. Requester uses equipment following all applicable instructions.

2.9 Return equipment. Requester returns equipment in person to Administrative Assistant and together they verify that all parts have been brought back.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1. Responsibilities and Authorities

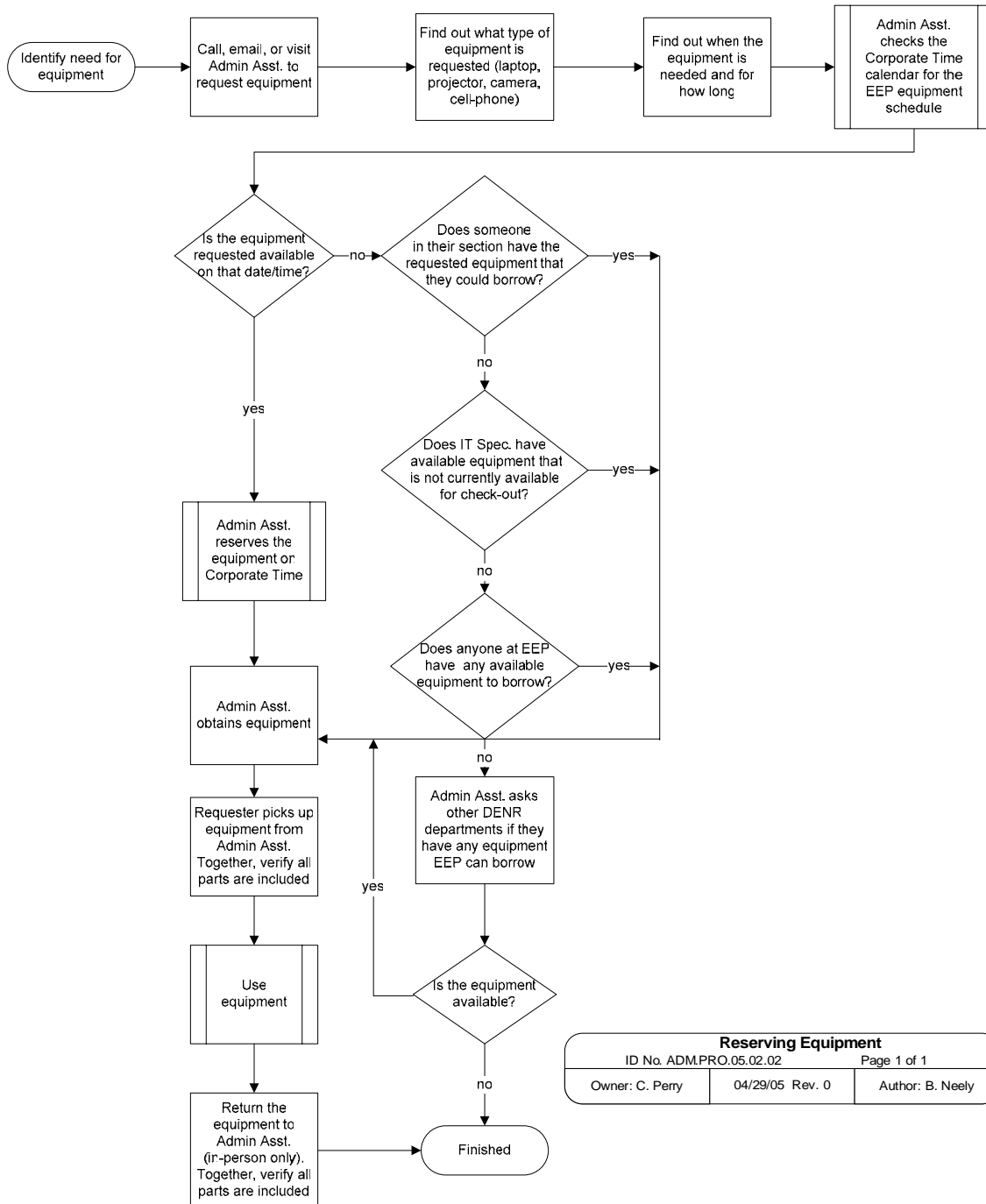
Step #	Procedure Step	EEP Staff (requester)	Administrative Assistant	Other EEP staff	Other DENR departments						
1	Submit request	P									
2	Provide information	P									
3	Determine availability		P								
4	Reserve equipment		P								
5	Inquire on availability from other sources (as needed).		P								
6	Obtain equipment		P	A	A						
7	Pick up equipment	P	A								
8	Use equipment	P									
9	Return equipment	P	A								

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person



4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

None.

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6.0 FORMS

None.