EMERGENCY MEASURES RADIO GROUP	**EMERGENCY MEASURES RADIO GROUP**
RAC AMATEUR RADIO EMERGENCY SERVICE	**OTTAWA ARES**

Two Names - One Group - One Purpose

Inventory Management Guidelines
EMRG-305

Version: 1.3

EMRG PUBLIC

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1.0 REVISION SUMMARY

Date of Change	Revision Number	Summary of Changes (Section #, type of change)
unknown	1.0	Create initial document
2004-05-24	1.1	Re-number as EMRG-305 and add classification
2004-11-28	1.2	Update to include purchased or EMRG built equipment
2004-12-07	1.3	Add statement that all equipment has value for EMRG

2.0 PURPOSE OF THIS DOCUMENT

The purpose of this document is to explain how EMRG tracks equipment that is purchased by or donated to EMRG.

3.0 GUIDELINES

3.1 INTRODUCTION

The EMRG equipment tracking guidelines are rules to ensure that equipment owned by EMRG is used for EMRG purposes. Equipment could be donated, built by EMRG or purchased by EMRG. All equipment has value for EMRG, whether it was donated or purchased.

In the case of used radio equipment, this equipment has value to its owner and EMRG appreciates the donation. Using surplus equipment maximizes EMRG's capability while keeping costs low. Many EMRG members work in technical jobs or have a technical background, which allows EMRG to modify or integrate various pieces of surplus equipment, to create useful radio communications solutions.

3.2 INVENTORY PROCEDURE

Any EMRG equipment, purchased, built by, or donated to EMRG, is entered into a database for tracking purposes. This identifies the equipment, where it came from and where it is stored or in use.

Once equipment is ready for use (programming & wiring is complete), an inventory sticker is applied and the equipment will either go into the EMRG storage area at the Fire Dept Alta Vista dispatch or will be installed at a City of Ottawa site.

3.3 DONATED EQUIPMENT

For donated equipment, the agency or company donating the equipment can specify if the equipment donated is for EMRG use only, or if EMRG can;

- release portions of the equipment to the greater amateur radio community. This is tracked in the EMRG database.
- sell unused components to local amateur radio operators, to provide money to buy project parts that must be purchased.
- In some cases, the agency or company donating the equipment may be concerned about the equipment returning to commercial service. If this is a concern, any left over equipment can be returned, or destroyed if EMRG is unable to use it.

Equipment donated for specific projects is identified in the database. The agency or company donating the equipment can request status updates on the project and where applicable, a demonstration of the completed project.