## 4.4.2 Electrical Equipment & CSA Approval

All electrical equipment used in all University of Waterloo buildings that plugs into a wall receptacle or is wired directly to the building electrical system, regardless of voltage, must be certified by an approved authority. Equipment will have a field approval mark from the Canadian Standards Association (CSA), Electrical Safety Authority (ESA), or an equivalent field approval mark acceptable under the Electrical Safety Code. A listing of equivalent field approval marks indicating that the equipment has been certified by an approved authority are as follows:



This requirement extends to all electrical equipment that is used by the student teams in the Sedra Student Design Centre. This includes equipment that has been purchased by the team using sponsorship funds, equipment that has been donated to the team, and equipment that belongs to team members.

If electrical equipment that does not have a CSA or equivalent approval mark is found in a student team workbay or a shared-used space, it will be immediately be removed and put in a locked storage area. The equipment will only be returned to the team or an individual under the follow circumstances.

- If the equipment is personally owned by an individual on the team (and this can be proven) it will be returned to the owner. The equipment must be taken home immediately so that it will not be used at the University of Waterloo or in the SDC again. If the equipment is not removed but remains in the SDC it will be confiscated and destroyed.
- 2. If the equipment was donated to the team or purchased using sponsorship funds, then the equipment is the property of the University of Waterloo. In this case the equipment will only be returned to the team when it has passed an inspection by the Electrical Safety Authority (ESA) and received a field evaluation agency mark. Any costs, including the inspection cost and cost for modifications, will be paid for by the team before the equipment is returned. If the team chooses not to have the equipment inspected, then it will be destroyed.

When a student team purchases electrical equipment, they must provide evidence of one of the following:

- 1. That the equipment has a CSA or equivalent approval
- 2. That it is reasonable to assume that the equipment will pass an inspection by the ESA with minimal / no modifications required. This also requires that the team has sufficient funds to pay for the inspection (\$500 minimum charge) as well as replacement parts and a second inspection if required.

This evidence is required regardless of the purchase method that is used by the team.

- 1. If a purchase is made by a purchase requisition, the purchase will not be accepted or entered into the procurement system until the team provides evidence of approval.
- 2. Reimbursements for equipment purchased by individuals on behalf of the team will only be processed with evidence of approval.

If equipment is purchased or a reimbursement is made for equipment that does not have a CSA or equivalent approval, the equipment will be removed and put in a locked storage area until it is inspected by the Electrical Safety Authority (ESA) and has received a field evaluation agency mark.