

PROPERTY CLAIMS

Insurance Coverage

Property insurance coverage includes the cost of repair or replacement of property as well as the net cost of business interruption resulting from a loss or incident that is eligible under the terms of NYU's contract with its property insurer. NYU's property insurance coverage has a \$250,000 deductible per incident for W/S. This document contains general information and procedural steps involved in collecting and assembling cost information for losses incurred and expenditures made directly as a result of a loss or incident on or affecting NYU property. Because the information and procedural steps are different for the NYU Insurance Department than they are for other NYU functional units and Departments, this document has been subdivided to address those needs separately.

The forms used in this process are referenced in this section and specimen copies are included in this document along with instructions.

Insurance Department Actions

1. Upon notification of a property loss or emergency expenditure, the Insurance Department shall make arrangements to meet with each applicable functional unit or department that either incurred losses or made emergency expenditures in order to identify the extent of the property loss and/or emergency expenditure. The forms provided in the following pages may be used for guidance in initially determining the scope of losses and expenditures.
2. Instruct each applicable unit or department to complete the "Initial Property Damage Report" form attached hereto.
3. Research losses shall be captured with the specific forms and schedules attached hereto.
4. Instruct each organization to maintain documentation and records for all costs. Refer to the "Prior to a Loss" section below.
5. Review applicable insurance policies to determine the extent of coverage and deductibles for property losses and/or expenditures.
6. Notify applicable insurance companies as to the nature and extent of property damages, losses and expenditures.

7. Obtain from each functional unit, department, and/or building manager an initial estimate for repair costs with an estimated schedule for completion of repair work. The forms in the following pages may be used for estimating costs.
8. Contact the Controller's Office to identify any cash distributions or stipends disbursed to students or staff.
9. Make arrangements with each applicable insurance carrier for an inspection of the damaged facility, building or structure as required.
10. Follow-up with insurance companies on all claims and settlements.
11. Follow-up with M&O Supervisor(s) whose responsibility it is to follow up with each functional unit, department and building manager to insure that contracts and purchase orders have been issued to perform all repair work and the estimated schedule for completion, and that all expenditures have been reimbursed.
12. Follow-up with M&O Supervisor(s) whose responsibility it is to follow up and closeout with each affected organization by verifying that all repair work has been satisfactorily completed

Instructions for all other University Functional or Academic Units or Departments

Emergency expenditures and purchases will include recovery categories such as research material and equipment (e.g. specialized scientific measuring devices) general supplies and equipment relating to university operations (e.g. generators): temporary student, faculty, and/or staff housing, food, clothing, telecommunications, data processing, outside contractor assistance, personnel overtime, student requirements (e.g., books, emergency cash provision, etc.).

Prior to Loss:

Preparing for an emergency before it happens is the most effective way of minimizing the loss and ensuring that all documentation is available to obtain complete reimbursement.

- ◆ Keep invoices and documentation of purchases for at least 3 years
- ◆ Update supply inventories regularly
- ◆ Have staff assigned to the tasks of compiling documents related to the loss, maintaining communication with NYU Insurance Department, photographing/documenting physical loss and required recovery operations.

Notice of Loss:

All property losses must be reported immediately by telephone to the NYU Insurance Department (Salvatore Vitale - NYU ext. 8-2758, email: salvatore.vitale@nyu.edu or Michael Liebowitz - NYU ext. 8-2757, email: michael.liebowitz@nyu.edu) and the Department of Public Safety followed by a written report giving full details and an estimate of the loss, using the Initial Property Damage Report form. See below. Please include in the report:

- ◆ Date, time, and location of incident
- ◆ A concise description of the property loss
- ◆ Estimated amount of the loss
- ◆ The estimated severity of damage
- ◆ Measures taken to protect your property against further loss
- ◆ Name and telephone number of individual at loss site to be contacted by NYU Insurance Department.

Immediately Following a Loss Due to a Declared University Emergency:

1. Take immediate action to minimize the loss (call NYU's Department of Public Safety (8-2222), Insurance Department (8-2758 or 8-2757), and Environmental Services (8-1443), then contact the facility's maintenance office.
2. Protect undamaged property from loss. Separate damaged from undamaged property. Do not dispose of damaged property without permission from a representative of NYU's Insurance Department, regardless of the extent of damage. If necessary, store in dumpster on premises until the Insurance Department's representative gives you permission to discard.
3. Maintain a record of all loss-related expenses. Keep all invoices and receipts for out of pocket expenses. This includes labor for protective measures, cleanup or salvage, repair labor, materials, and all other expenses directly related to the loss. Work with unit financial officer to develop accurate account and budget records.
4. Consult NYU Maintenance & Operations and/or Office of Construction Management to assist you in obtaining initial estimates of the scope and cost of the repairs pursuant to the directions from those administrative units.
5. Define plans for reopening the location and under what conditions. Make arrangements to continue all or part of the operation at other sites, or in temporary facilities.
6. Identify any temporary measures needed to resume operations and the associated extraordinary expenses which would be incurred.

It is important to secure the approval of the insurance company's adjuster on any courses of action to be taken. Therefore, it is imperative that you communicate consistently and quickly with the NYU Insurance Department in developing the University's claim for reimbursement under existing insurance policies.

Claim Preparation:

The NYU Insurance Department will be responsible for identifying specific data required to support each claim. The following types of documentation are typically required to reach a satisfactory settlement with the insurance company:

Facility lease and leases to sub-tenants. Mortgage agreements if they will affect claim settlement.

Invoices/purchase orders or repair quotations to repair or replace damaged property and describing the work performed, the labor rates, hours to be worked, and materials to be used. If parts are used from your supplies, include their costs in the claim presentation.

Inventory records showing quantity damaged, part or equipment number, replacement cost and selling price. Include information on any salvage recovery likely on partially damaged property.

Detailed profit/loss and income/expense statements for periods before, during, and after the loss, or other specific financial records will be required.

Timecards, timesheets or other documentation to support internal labor costs: employee name, hours worked by day, labor rate (identify straight time and overtime), what work is being performed. Classify by location if more than one location is involved. Support for labor rates paid (use most current rate), fringe benefits, special payroll costs, and extraneous personnel costs (meals, etc.) is required. Segregate labor by hourly and salaried personnel. If your unit employs workers from multiple labor unions, separation of labor expense by union is helpful. Charge labor to the work order which describes why the labor is being incurred. Summary reports for all labor expenses, separating hourly from salaried, and straight time from overtime, are also helpful.

Provide documentation supporting whether the property or work performed is to

make temporary or permanent repairs, or to replace damaged equipment or property. Include information on salvage value of any partially damaged parts or equipment.

Detailed contractor work records. If you employ outside contractors to make loss-related repairs, ask the contractor to adhere to the following procedures using the attached contractor check-off sheet:

- Describe work performed in detail. Have the contractor use your purchase and/or capital project request/approval process.
- Identify premium time and to which work order the premium time applies.
- Supply you with invoices twice monthly if possible. This will keep all interested parties current.
- Provide you with a certificate(s) of insurance per guidelines issued by the NYU Insurance Department.

Ensure that an audit trail exists between summary and supporting documents for all expenses submitted.

NYU FORMS & INSTRUCTIONS

General Loss Form

- Initial Property Damage Form

Research Forms/Schedules

- General Instructions for Filling Out Forms
- Investigator-Derived Reagent Report Form
- Commercially Available Generic Supplies Form
- Equipment Loss Report Form
- Questions and Explanations (pertaining to the forms)

A university declared emergency may require a program administrator in conjunction with the unit financial officer to coordinate the development of claim data relating to an occurrence which has caused damage to a location but has also resulted in research losses.

NEW YORK UNIVERSITY
INITIAL PROPERTY DAMAGE REPORT FORM

Facility (Name & Address): _____

Date of Loss: _____ Time: _____ Date of Report: _____

Describe the cause of loss and extent of damage:

Location of Loss (inside, outside, what room) : _____

Contact at Loss Site: _____ Phone: _____

Discovered by: _____

Date: _____/Time: _____

Estimated Amount of Property Damage Loss: _____ (see below)

Estimated Amount of Business Interruption Loss: _____ (see below)

Check if Notified: ___ Police ___ Fire Department ___ OSHA ___ IDA ___ EPA

Attach photographs, estimates and internal reports, or forward when available.

Protection Used (Sprinklers, Hose, Fire Dept): _____

Extent of Protection Restored _____

Temporary Protection Provided: _____

Other Remarks: _____

Person Completing this Report: _____

Phone: _____

<p>When estimating the Property Damage loss, consider the value and damage sustained in each of the following areas:</p> <ul style="list-style-type: none">◆ Building, improvements and betterments;◆ Machinery & equipment, furniture & fixtures;◆ Stock & supplies (inventory);◆ Demolition and debris removal costs.	<p>When estimating the Business Interruption loss, consider the financial impact of the loss in the following areas:</p> <ul style="list-style-type: none">◆ Estimated time to restore operations to conditions prior to the loss;◆ Lost production which resulted in lost income;◆ Extra expenses incurred to reduce loss.
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Please fax/email the completed form to:

Salvatore Vitale or Michael Liebowitz

New York University

7 East 12th Street

New York, NY 10003-5921

Tel – 212-995-2757 or 2758 Fax 212-995-3555

RESEARCH LOSSES

The following forms and spreadsheets are provided for organizing data for filing claims. The spreadsheets divide lost items into three categories: i). investigator-derived reagents; ii). off-the-shelf supplies and reagents; and iii). equipment. The distinction between investigator derived reagents (IDRs) and off-the-shelf (commercially available) supplies is as follows:

IDRs - These are reagents and other items for which you have significant involvement in the design, collection, processing, or creation. Examples may include antibodies you designed, cell lines you designed, or tissue or serum that you collected from a specific patient population. If generating or collecting the item requires personnel time, it is likely an IDR. We have divided IDRs into 29 categories. If you have lost an item that you feel does not fit into one of these categories, make note of it on the form.

Off-the-shelf items - These are the more generic supplies, chemicals, reagents, and enzymes that are commercially available “off-the-shelf”, and that we could find in vendor catalogues. These are items that are generic and do not require your input and time in the design, collection, processing, or creation.

All items need to be reported. It is possible that a principal investigator may be unsure how to assign valuation, but part of the claim process will be deriving cost data from similar research and/or from other external sources such as Internet searches.

The completed schedules would then be forwarded to the NYU Insurance Department.

Other Critical Instructions

1. If any of the items were damaged by anything other than the present or most recent emergency, this acknowledgment must be noted.
2. If any of the items lost were brought with you to NYU from another institution, your submission must note that occurrence.
3. Do not include any items that were obsolete, spoiled or tainted for reasons unrelated to the present emergency, or items that were likely never to be used.
4. If you have replaced the item lost, please only claim the item that was actually lost. If you replaced the item with something that is an upgrade or improvement, please only list the item that was actually lost.
5. Only claim the amount of material you actually lost. If you lost 1ml, only claim 1ml, even if the minimum you can purchase is 5 ml.
6. If you received a supplemental grant or funds from outside the University to replace the item, please do not claim it.

QUESTION

EXPLANATION

INVESTIGATOR DERIVED REAGENTS

Funding Source

(NIH, Howard Hughes, etc...)

Have you begun replacement?

If you haven't begun, why not (time constraints, etc...)?

Were quantities counted or estimated?

Did you keep a record when you counted or estimated quantities?

What documentation is available to validate the quantities? (lab notebooks, publications, grant apps)

Briefly describe how the item was being used in your lab

Please tell us the entity that originally funded the damaged item.

Answer yes or no. Answer yes if you have either begun or finished replacing the damaged item.

If you haven't replaced the damaged item, please explain why. Potential answers include insufficient funds, lack of time, or won't replace until I need it.

Did you physically count bottles, vials, etc... or did you estimate the quantity lost?

When you were counting or estimating, did you keep a log or a notebook or notes?

If we asked you to provide documentation of the existence of the material, what would you provide? Pages from a lab notebook documenting the creation? Publications that reference the material? The grant application that is related to the material?

Be brief and general here. We aren't asking you to divulge the specifics of your research.

OFF-THE-SHELF SUPPLIES

Cost per Unit to replace(if known)

Pricing Source (Where can we validate the price-- catalogue, PO, invoice...)

Funding Source

(NIH, Howard Hughes, etc...)

Have you begun replacement?

If you haven't begun, why not (time constraints, etc...)?

Were quantities counted or estimated?

Did you keep a record when you counted or estimated quantities?

Make sure to list the price you would actually pay to replace the item.

If the item can be priced in a catalogue, please list the specific catalogue we can find the item in.

Please tell us the entity that originally funded the damaged item.

Answer yes or no. Answer yes if you have either begun or finished replacing the damaged item.

If you haven't replaced the damaged item, please explain why. Potential answers include insufficient funds, lack of time, or won't replace until I need it.

Did you physically count bottles, vials, etc... or did you estimate the quantity lost?

When you were counting or estimating, did you keep a log or a notebook or notes?

EQUIPMENT

If known, serial or model number

Repaired or Replaced (Please Specify)

If replaced, is replacement of like-kind or an upgrade?

It's very important for you to list the serial or model number if known.

Did you have it repaired or did you buy a new one.

Did you purchase exactly what you lost or is the replacement different in some way?

INVESTIGATOR-DERIVED REAGENT REPORT

Use this form to DOCUMENT LOSS of investigator-generated reagents other than animals
 1. Principal Investigator fills out and signs. Copy sent to Insurance Department.

Department	Signature	Date	Request	Unit Definition	Number of Lost Units	Pending Source (NIH, Howard Hughes, etc...)	Have you begun replacement?	If you haven't begun, why not (time constraints, etc...)?	Were quantities counted or estimated?	If quantities were estimated, how did you estimate?	Did you keep a record when you counted or estimated quantities?	What documentation is available to validate the quantities? (lab notebooks, publications, grant apps, etc.)	Briefly describe how the item was being used in your lab
			Non-engineered Cells (non-engineered by PI)										
			1 primary/immun cultures	culture**									
			2 other primary cultures	culture**									
			3 cell lines unique to your lab that cannot be purchased from ATCC	line**									
			Genetically-engineered Cell Lines (all types)										
			4 single inducible or stable cell line	line**									
			5 single EBV transformed lymphoblastoid cell line	line**									
			6 single fibroblast cell line from a skin biopsy	line**									
			7 ES cells targeted by homologous recombination										
			Libraries										
			8 cDNA Library	library**									
			9 genomic library (plasmid, phage)	library**									
			10 large insert genomic library (BAC, PAC, YAC)	library**									
			Proteins										
			11 peptides	peptide**									
			12 bacterially-expressed	protein**									
			13 baculovirus- or similar-expressed	protein**									
			14 purified from biological source (tissue, cells, etc.)	protein**									
			Antibodies										
			15 polyclonal against proteins	antibody**									
			16 polyclonal against peptides	antibody**									
			17 monoclonal	antibody**									
			Viruses										
			18 helper-dependent adenovirus	per type of virus**									
			19 first generation adenovirus	per type of virus**									
			20 rotovirus and lentiviruses	per type of virus**									
			21 baculovirus or similar	per type of virus**									
			22 other	per type of virus**									
			Patient Samples										
			23 sera from patient population	per patient									
			24 tissue (including biopsies) from current patient population	per patient									
			25 nucleic acids (RNA) from patient population	per patient									
			Whole Organisms (non-human and non-vivarium)										
			26 Strains (list organisms)	strain									
			Animal Samples										
			27 Sera	per animal									
			28 Tissue	per animal									
			29 Nucleic Acids (RNA)	per animal									

**regardless of number of frozen vials, etc.

