

Goods Inspection System

The Guide to Acceptance Inspection Center for Orderers

[Content]	Page
1. Introduction	2
2. Purpose for inspection of all goods	3
3. Inspection flow	3
4. Inspection details	
Pattern A (Supplier)	4
Pattern B (Bringing in)	5
Pattern C (Going over)	6
Pattern D (Vehicle)	7
Pattern E (Prevention)	8
Pattern F (Photo)	9
Pattern G (Deliver to the Acceptance Inspection Center)	10
List of inspection necessity	12
5. What is necessary for inspection, and other matters	14
Misconduct examples	16

Acceptance Inspection Center
Asset Management Section, Division of Facilities and Asset Management
Shibaura Institute of Technology

1. Introduction

For the purposes of using public and other research funds appropriately and preventing misconduct in research and education, Shibaura Institute of Technology opened the Acceptance Inspection Center in Toyosu and Omiya Campuses on April 1, 2015, with the center staff checking and inspecting goods delivered.

Regardless of the amount expended, the Acceptance Inspection Center inspects all goods that are procured using public research funds and division budgets. (Please see below for details.)

Researchers of other universities have been found to engage in intentional or negligent misuse, resulting in serious outcomes including not only penalties on them but also the suspension of research funds for their universities over the next several years. Please understand that the acceptance inspection system is intended to prevent those results from occurring and protect individual researchers.

The following is an outline of how inspection of all goods is conducted.

Guidelines for management and auditing of public research funds at research institutes (implementation standards)

(Determined by the Minister of Education, Culture, Sports, Science and Technology on February 15, 2007, revised on February 18, 2014, revised on February 1, 2014)
(Omitted)

After formulating the guidelines, in February 2014, based on the discussions at the "Meeting of Experts on Proper Management of Public Research Funds", revisions were made to add new content, and each institution established a management / audit system based on the guidelines. As a result of the progress, the number of fraudulent cases through traders has decreased significantly.

However, fraudulent cases related to rewards, salaries, travel expenses, etc. are on the rise, and research fund fraud still occurs in various forms. (Omitted)

This amendment strengthens fraud prevention measures with the three pillars of (1) strengthening governance, (2) awareness reform, and (3) strengthening fraud prevention system, based on the factors that still cause fraudulent research funds. In order to promote more effective efforts while considering the efforts of each institution, the description of the previous guidelines will be further concreted and clarified.

(Excerpt from the Ministry of Education, Culture, Sports, Science and Technology website)

2. Purpose for inspection of all goods

The introduction of inspection of all goods intends to realize Section 4 “Appropriate management of research costs” of the Guidelines for Management and Auditing of Public Research Costs in Research Institutions (February 2021) and thus prevent misconduct such as fictitious ordering.

3. Inspection flow

(1) Budgets (financial sources) to be inspected

Competitive research funds (scientific research costs, government competitive funds, etc.), education and research budgets for departments, Special funds for education and research budgets, Encouragement of research budgets, and Commissioned research budgets.

* Administrative budgets not included. However, budgets regarded as competitive research funds that require inspection shall be included.

(2) Target of inspection

All goods that fall under (1) above, including consumable supplies less than 200 thousand yen (“Everything to be inspected”).

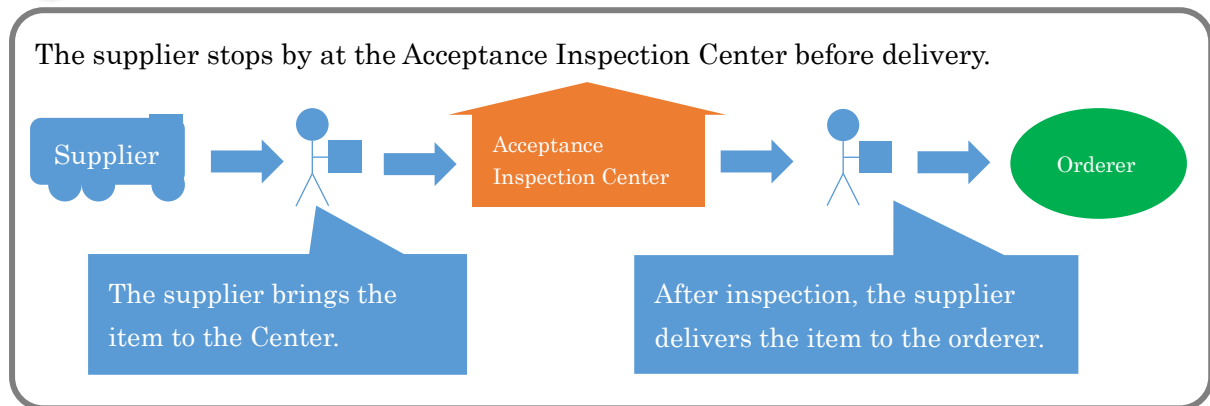
(3) Inspection method

Goods are inspected at the Acceptance Inspection Center in Toyosu and Omiya Campuses. In principle, all goods to be inspected need to be brought to the Center and undergo inspection by the Center staff (with a few exceptions). You cannot get paid for goods that have not undergone acceptance inspection.

4. Inspection details

Goods and supplies procured using the budgets specified in 3(1) must undergo inspection according to the following patterns.

Pattern A (Supplier)



[Inspection method]

Before delivery, the supplier brings the item to the Acceptance Inspection Center to undergo inspection. After inspection, the supplier delivers it to the orderer.

Pattern A (Supplier): Last reception time for inspection is 16:45

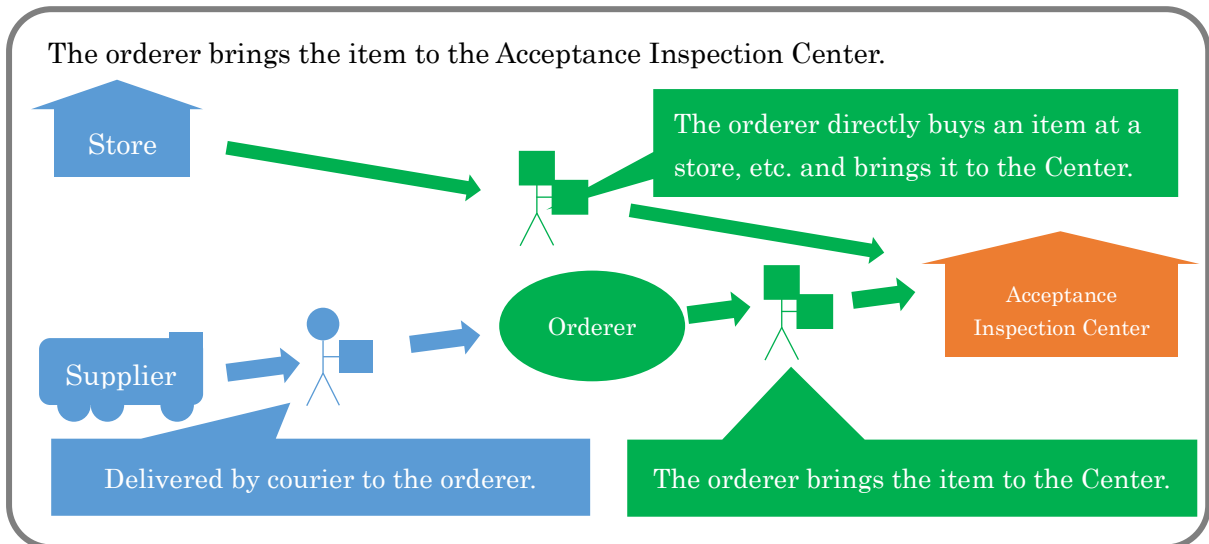
[Note]

Items less than 200 thousand yen continue to be ordered directly by researchers, who have to direct the supplier to stop by at the Acceptance Inspection Center before delivery. If the supplier bypasses the Center and directly delivers an item to the orderer, the orderer is required to bring it to the Center to undergo inspection.

For items ordered by the Asset Management Section that are 200,000 yen or more in value, the original vouchers such as delivery slips and invoices are collected at the Acceptance Inspection Center upon acceptance inspection.

● Pattern B (Bringing in)

Includes cases where the orderer purchases an item through the internet and directly receives it from the supplier via courier or buys an item at a store (including the Co-op) and brings it back to the office.



[Inspection method]

When the orderer directly buys an item at a store or directly receives an item at the office via courier, the orderer brings it to the Acceptance Inspection Center to undergo inspection.

Pattern B (Bringing in): Last reception time for inspection is 16:45

[Note]

In principle, the orderer is required to keep the item unopened and unused when bringing it to the Acceptance Inspection Center.

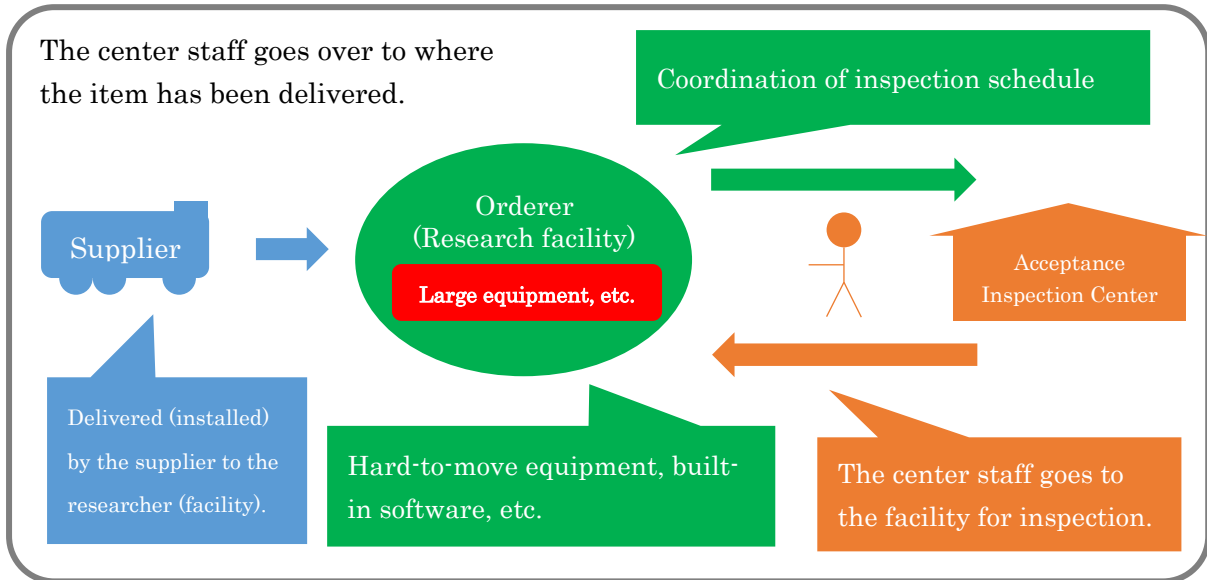
(It is possible to open the outer box of the delivery cardboard to confirm the inclusion of the delivery note.)

If you have to use the item before inspection due to urgent circumstances, be sure to take a photo before use and submit it to the Acceptance Inspection Center when you bring in the item. See “Pattern F (photo)” (page 9) for details.

Faculty members can send items to the Acceptance Inspection Center at Toyosu campus. For details, see “Pattern G (Deliver to the Acceptance Inspection Center)” (page 10).

● Pattern C (Going over)

Items that are difficult to bring to the Acceptance Inspection Center, such as large equipment and built-in software.



[Inspection method]

In consultation with the orderer, the Acceptance Inspection Center staff goes over to where the item has been delivered (such as the research facility) and conducts inspection together with the supplier and orderer.

※Priority will be given to reservations for Going-over inspection made by the day before.
Application deadline of Going-over inspection is 16:00 on that day.

[Note]

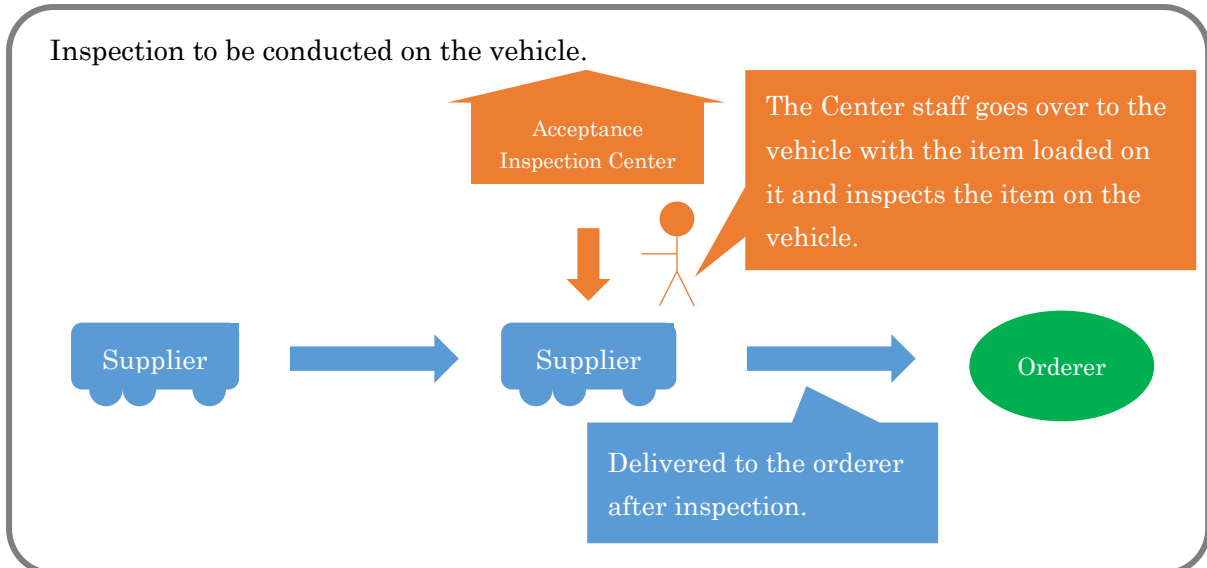
Equipment consisting of components should be inspected after they are assembled to make the equipment operable. When inspecting built-in software, its start-up screen needs to be shown. In the case of built-in parts (such as CPU, motherboard, and graphic card), please bring them to the Center before they are built in the equipment.

Reservations for Going over are handled on a first-come, first-served basis. If you make a reservation on the day of the inspection, we may not be able to accommodate you at your desired time. Early reservations are recommended.

Each Going over inspection appointment lasts 30 minutes. Therefore, when the Acceptance Inspection Center staff has an appointment for a subsequent Going over inspection appointment or when the Acceptance Inspection Center is crowded, they may only inspect items that are difficult to bring to the Acceptance inspection center.

● Pattern D (Vehicle)

Items that cannot be unloaded at the Acceptance Inspection Center for inspection, such as gas cylinders and liquid samples.



[Inspection method]

The item is inspected on the vehicle before it is built into the equipment.

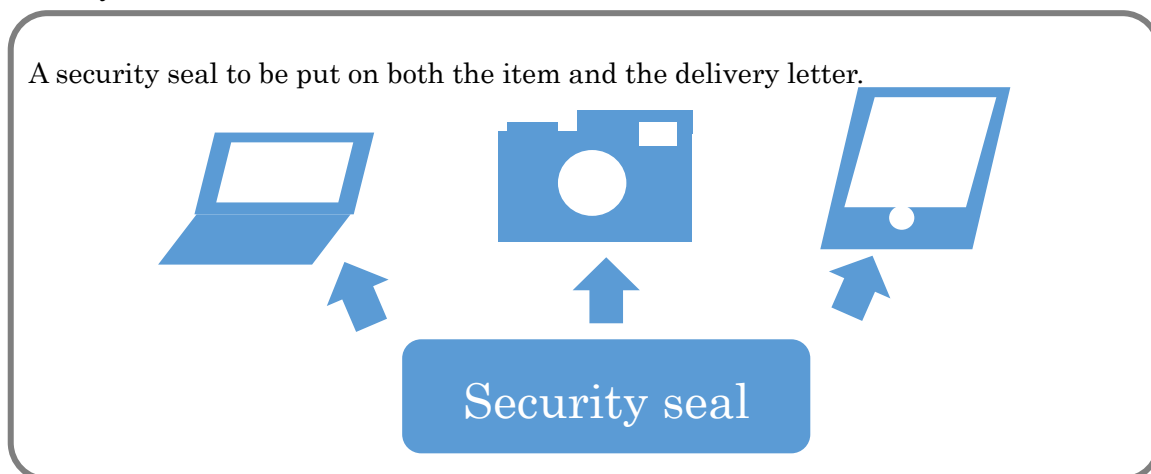
Pattern D(Vehicle): Last reception time for inspection is 16:30.

[Note]

The orderer is required to consult with the supplier in advance about the delivery date (time) of a reagent, etc. Be sure to receive it on that date, not causing the supplier to bring it back. To prevent reagents from being taken home for resale and to control inventory, a sticker will be attached to the reagent container for management purposes.

● Pattern E (Prevention)

Designated goods that are procured as Consumable Supplies less than 200 thousand yen (e.g. highly negotiable items, which mean items that can easily be exchanged with money).



[Inspection method]

A security seals (to prevent reselling) are put on both items and delivery letters after they are inspected. Inspection Center will manage the items until their disposal.

[Designated goods (highly negotiable items)]

In “the Guidelines”, MEXT designates the following items as highly negotiable items that should be managed carefully to **prevent reselling**.

https://www.mext.go.jp/a_menu/kansa/houkoku/1343904_21.htm

Item	Detail (example)
PC	Laptop computer, desktop computer, VR computer, or other equipment with the functions of recording & a computer.
Tablet computer	iPad, digital paper, smart phone, wearable device (e.g. Apple Watch), other equipment with the functions of recording & a computer.
Digital camera	Compact digital camera, DSLR digital camera, 360-degree camera, small digital camera, or other equipment that can record a still image.
Video camera	Video camera, drone with video camera, or other equipment that can record a movie (moving image).
TV	TV
Recording equipment (audio/video)	IC recorder, DVD recorder, Blu-ray recorder, or other equipment with the functions of recording (audio/video).

※If the security seal is removed, please contact the Acceptance Inspection Center immediately. The security seal will be reapplied.

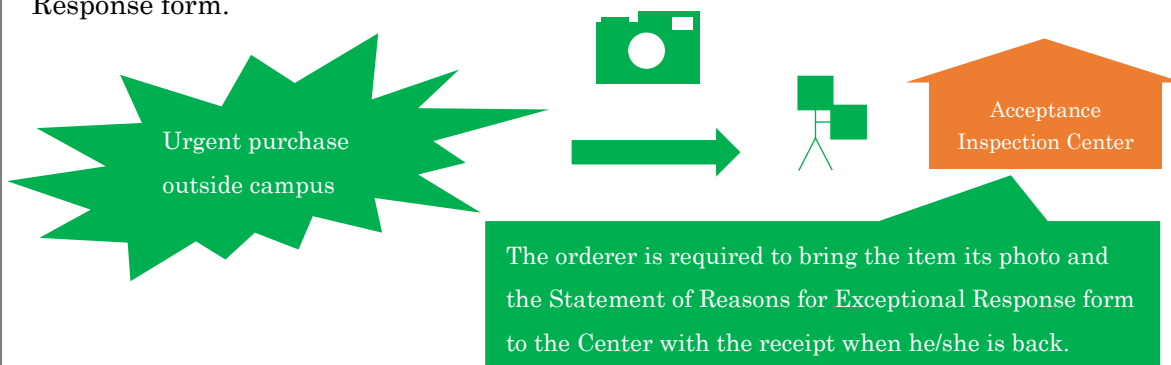
Pattern F (Photo)

Photo-based inspection.

Exceptional emergency response in the case of:

- the orderer procuring an item (consumable) urgently off-campus (e.g. during business trip).
- the orderer being in sudden need of an item at an external research facility.
- the orderer being in need of an item for research purposes outside business hours of the Center.

Please fill in the reason for photo acceptance in the Statement of Reasons for Exceptional Response form.



[Inspection method]

The orderer is required to visit the Acceptance Inspection Center immediately after he/she is back and submit following photo/documents:

- Present the item's photo (data) which he/she took before using the items
- The receipt, delivery notice etc.
- Statement of Reasons for Exceptional Response form

Pattern F(Photo): Last reception time for inspection is 16:00.

[Note]

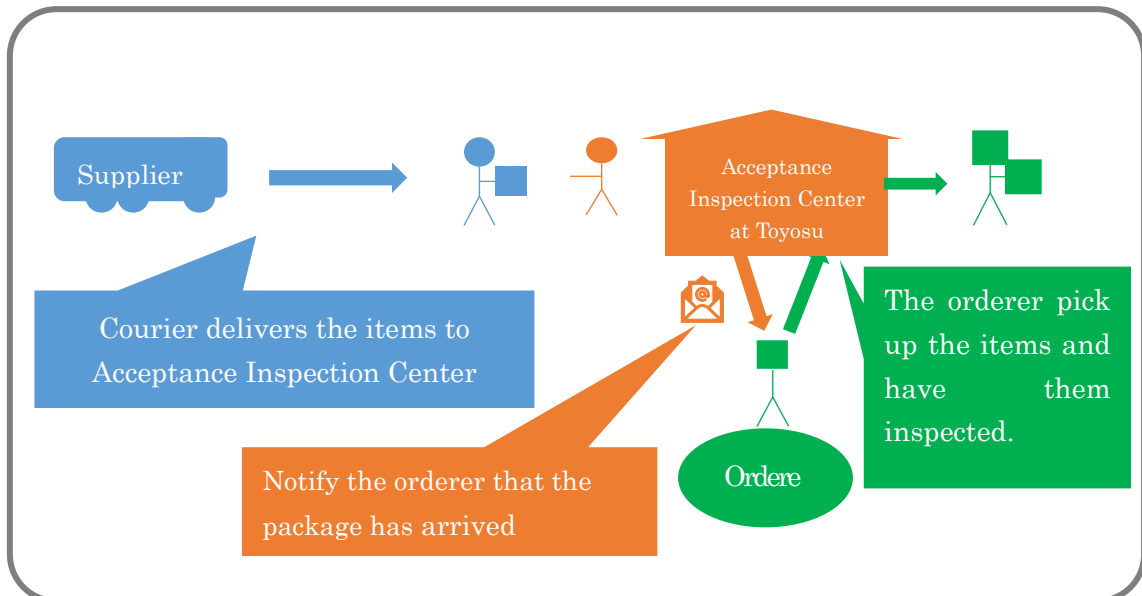
If you procured the items off-campus, be sure to take a pre-use photo of the opened item along with the delivery note and receipt. The Acceptance Inspection Center staff will check its name and quantity of them.

※Please bring both the goods and the photos if you still have goods.

When a student receives an inspection with a photograph, he/she must bring a Statement of Reasons for Exceptional Response Form with "signature" or "name and seal" in order to confirm that he/she has the permission of the person responsible for use (faculty member) in advance.

● Pattern G (Deliver to the Acceptance Inspection Center at Toyosu)

The courier delivers the items to the Acceptance Inspection Center at Toyosu campus.
(*Pattern G is limited to Toyosu Campus only).



【Inspection method】

The items that faculty member ordered can be delivered to the Acceptance Inspection Center at Toyosu campus by marking the packages as “Deliver to the Acceptance Inspection Center at Toyosu campus” Upon receipt of the delivery notice, the orderer shall promptly visit the Acceptance Inspection Center at Toyosu campus to have the package inspected. For items purchased from e-commerce sites recommended by SIT (Amazon Business, Biznet), Acceptance Inspection Center at Toyosu campus staff member will be authorized to unpack the package on behalf of the orderer and will inspect the package upon receipt without the orderer`s presence. If the item falls under the designated items, a security seal will also be affixed.

Pattern G: Last reception time for inspection is 16:00.

(Last reception time for items purchased from e-commerce sites recommended by SIT (Amazon Business, Biznet) is 16:45)

【Note】

The following items cannot deliver to the Acceptance Inspection Center at Toyosu campus:

- Dangerous goods
- Refrigerated goods
- Large equipment, etc.

Please make sure to send the above items to the orderer's laboratory.

Even if the items purchased through SIT recommended e-commerce site, with a high risk of damage (precision equipment, medicine, etc.) will be inspected in the presence of the orderer without being opened in advance.

The Acceptance Inspection Center at Toyosu campus cannot receive any items when they are closed. Please check the Acceptance Inspection Center calendar for the opening days.

 List of inspection necessity

Inspection shall be conducted in a timely and appropriate manner. If you have any question, please contact the Acceptance Inspection Center.

[Inspection necessity] ○=Necessary ×=Unnecessary △=Partially necessary

Item			Inspection method (example)
Chemical		○	Put special labels on containers after inspection at the Center. (Excluding those that cause deterioration or danger of chemicals due to opening of the sealing film, or recycling containers that need to be returned, etc.) In absence of the orderer, the item should be brought back because the department office cannot store it.
Experimental organism		○	Direct delivery to the research facility on the condition that the orderer is present (prior confirmation with the supplier). After delivery, the Center staff goes over to the facility to inspect the item.
Software (not built-in software)		○	Direct delivery to the research facility on the condition that the orderer is present (prior confirmation with the supplier). After delivery, the Center staff goes over to the facility to inspect the item. The downloadable version is inspected on the PC screen, etc., after installation.
Subscription fee		○	Inspect the first issue delivered. In the case of advance payment, inspect the application form (with the catalogue attached, if any).
Equipment repair		○	Inspect the repaired item based on the repair report.
Electric book		○	<u>Inspect the software installed on the device (PC, etc.) for confirmation of delivery (download) by going over (Pattern B) or bring in (Pattern C).</u>
Travel expense (business trip, accommodation)		×	
Labor cost, reward	Document organization, experiment assistance	×	
	Part-timer employment	×	
	Gift, book coupon	×	Submit a gift list to the accounting department.
Academic papers / Collection of academic papers	△	<u>Inspection necessary</u>	
Academic meeting materials (proceedings, etc.)		<ul style="list-style-type: none"> - When buying a collection of papers alone. - Even if a conference fee includes the price of collections of papers, buying more volumes separately than the specified limit is subject to inspection. - For electronic treatises whose viewing period is only the academic conference, bring photo of the screen and 	

		documents of its payment details. <u>Inspection unnecessary</u> - Manuscript submission fee; article processing charge. - When a conference fee includes the price of collections of papers. * If the price of collections of papers is charged separately from the annual membership fee, inspection is necessary.
Annual membership fee	×	When the price of collection of papers is charged along with the annual membership fee, inspection is necessary if it is not included in the annual membership fee.
Outsourcing	Book, publication, copy, image development	○ Inspect all delivered items. *Please consult with Acceptance Inspection center before distributing.
	Translation, proofreading, audiotyping, correction, etc.	○ Inspect the deliverable. If the printing volume is large, PC screen for acceptance inspection is also OK.
	Program development, data analysis, website production cost	○ Inspect the deliverable. (Includes the website renewal cost.) Bring documents that show the specifications and work instructions.
	Survey	○ Inspect the deliverable such as reports and questionnaire results.
	Processing cost	○ Inspect the drawing, item, work report, etc. Bring documents that show the specifications and work instructions.
Stamp, postcard, Letter Pack, SIM card	×	Inspection unnecessary for communications and transportation costs.
Rental fee (experimental equipment, etc.)	○	For an item that is replaced regularly, confirm the actual one at the time of contract conclusion and renewal. Photo-based inspection for external rental.
Meeting-related cost	×	Inspection is unnecessary for the venue rental fee and conference food and drink cost.
Maintenance cost	△	Software maintenance involving version upgrades require acceptance inspection. Equipment maintenance does not require acceptance inspection at the time of payment, but the actual equipment will be checked on an irregular basis.
Participation fees for training and seminars Museum entrance fees, etc.	×	If the participation fee/entrance fee is separate from the cost of materials, etc., the cost of materials must be inspected.
Equipment usage fees for off-campus facilities	△	Acceptance inspection is required when experiments using the equipment result in deliverables. Equipment usage fees for training, etc. do not require acceptance inspection. (No deliverables will be generated.)

5. What is necessary for inspection, and other matters

Other than the item to be inspected, the following documents are necessary for inspection.

If the item is **Consumable Supply** less than 200 thousand yen, the orderer places an order by herself/himself, and the following documents ((2) Necessary documents) will be required for inspection. All the necessary documents and the delivered item should be brought into the Center.

In principle, **the Asset Management Section** will place orders for **Equipment /Fixture** costs 200 thousand yen or more. And the Asset Management Section will designate the delivery destination to the user (in the case of delivery by courier service, to a laboratory or experimental room under the user's jurisdiction), and the user must bring the items to the Inspection and Receiving Center for inspection.

(1) Necessary items

- All goods procured
 - When you procured more than one, please get all of them to be inspected.
 - In the case of software, bring in its package. In the case of downloaded software, bring in the note PC with the software installed.

When repairs have been made, prepare a repair report and repaired items.

Repaired items alone will not be accepted for inspection.

(2) Necessary documents

- Less than 200 thousand yen (Consumable supplies)
 - Delivery slip or receipt

The name on the necessary documents should be “Shibaura Institute of Technology, Your Name.” Your name only or “上様” is not accepted.

(3) Location of the Acceptance Inspection Center

■ Toyosu Campus

Research Building 1F.

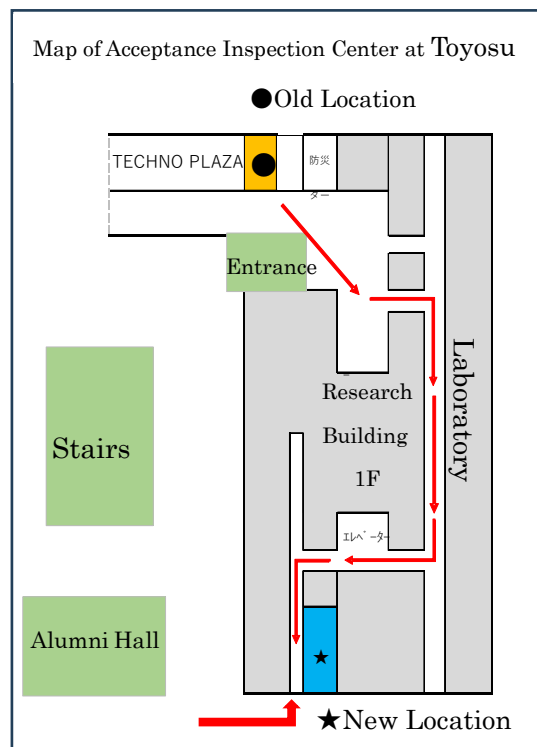
Phone: 03-5859-7300

※The Acceptance Inspection Center at Toyosu has relocated on April 1st. Please refer to the Map on the right.

■ Omiya Campus

Building No.5, 1F

Phone: 048-720-6560



(4) Business hours

Monday to Friday 9:00–17:00

Reception hours

検収パターン	受付時間
Pattern A (Supplier)	9 : 00～16 : 45
Pattern B (Bringing in)	9 : 00～16 : 45
Pattern C (Going over)	See page 6 for details
Pattern D (Vehicle)	9 : 00～16 : 30
Pattern F (Photo)	9 : 00～16 : 00
Pattern G	See page 10 for details

* Except for summer/New Year holidays and during the SIT entrance exam period.

* Business hours may change during the summer shift period.

* The Center staff may leave seat for a short while to inspect large equipment, etc.

* Please check opening dates on calendar of the Acceptance Inspection center.

Inspection is conducted on a day (during the contract delivery period) when you receive the item from the supplier. If you can't undergo inspection on that delivery date, you must complete inspection **within 5 days** from the delivery date. If the contract delivery deadline is set on a non-working day like Saturday, Sunday or holiday, the next working day is regarded as the contract delivery deadline. This also applies to repair and maintenance services.

Examples of Misconduct

We at METI received from University A an investigation report about inappropriate use of research funds and confirmed that the university was engaged in accounting fraud in research projects subcontracted by METI.

So we have decided to suspend the provision of subsidies to University A for a certain period of time and restrict researchers involved in the fraud from applying for all research funds awarded by METI for a certain period of time. We also made University a return part of the funds they had fraudulently received and will ask them to return the remaining funds.

(Excerpt from the METI materials)

Misconduct examples

1. Fictitious ordering

Collude with the supplier to pretend to order consumable supplies, and have the supplier charge the price. Money paid is stocked for future research funds to be used by the relevant researchers.

2. Cheat on volume

Collude with the supplier to pretend to order more consumable supplies than necessary, and have only the necessary number of them delivered. The rest processing is the same as above.

3. Excessive ordering

Order an extra amount of expensive consumable supplies and have them delivered. Extra supplies will be diverted separately.

4. Unintended use

Purchase an item (fixture, consumable, etc.) that is not included in the original research plan and have the supplier charge the cost under the name of an item that is in line with the research purpose. Pretend to receive an item necessary for research and get paid.

5. Diversion of receipts

Research funds do not include costs for entertainment. So replace a receipt for entertainment expenses (club, karaoke, golf, etc.) with a receipt for private dinner, etc. and charge the expenses under the category of meeting expenses.

6. Abuse of reimbursement for out-of-pocket expenses

Exploit the reimbursement for out-of-pocket expenses for a small number of supplies and rare components. Submit a receipt used for another purpose as if you spent your own money for consumable supplies necessary for your research.