

HPMI Equipment Management Policies and Procedures (Spring 2010)

Two main components make HPMI a major national research center: our people and our equipment. HPMI has acquired many pieces of precision equipment with a value totaling millions of dollars. This equipment must be used with care. To protect our people and our equipment, we have established this equipment management plan. Use of the equipment is part of the **PRIVILEGE** of being an HPMI researcher. Equipment use is not a right. Users have the responsibility to follow this policy to ensure proper use of equipment.

1. General Information

- a. Mr. Ron Cutwright is assigned as the Equipment Director.
- b. Each equipment item is assigned to an HPMI researcher who serves as the equipment manager.
- c. The equipment manager shall train and document HPMI personnel as certified users. The certified user list will be attached to log book and the certification document will be maintained by the Equipment Director.
- d. Users must utilize the equipment use log books and shall keep true and accurate records of all dates and times in which the equipment is in use.
- e. Improper use, failure to keep work space and equipment clean, or misconduct may result in disciplinary action including termination from the program. Gross misconduct or malicious misuse of equipment will result in termination and possible legal prosecution.
- f. Equipment use not related to HPMI projects must be approved by a PI or the equipment director.
- g. Non-HPMI personnel using HPMI equipment must have prior approval. See the request form for training and certification on the resource index of the HPMI website (www.hpmi.net). Requestors must also read and sign the HPMI Policies & Procedures, which contains safety guidelines.

2. Equipment Managers' Responsibilities

- a. Provide training and certification for equipment use.
- b. Ensure a logbook is in place and used for assigned equipment. Conduct random checks and report any noncompliance to the equipment director (Mr. Cutwright).
- c. Post the certified user list in the log book and ensure only trained and certified personnel use the equipment.
- d. Make arrangements with the equipment director if there is need for priority scheduling. Otherwise, schedule on a first-come-first-served basis.
- e. Maintain files of instrument manuals, operating instructions, maintenance and service records for each equipment.
- f. Maintenance: Perform or schedule routine and preventative maintenance and set up and maintain connections between instruments, computers, and printers.
- g. Arrange for repairs and replace consumables and accessories.
- h. Assist in specimen preparation serving as a supervisor/trainer.

3. Certified Users' Responsibilities:

- a. All users **MUST** read and sign the HPMI laboratory policies and procedures before receiving training and certification on equipment usage. Laboratory Safety Training conducted by FSU EH&S must be completed as soon as possible. Lab Safety training is offered at HPMI each semester. A schedule for other general lab safety training offered may be found at

<http://www.safety.fsu.edu/trainingcalendar.html>

- b. Users must read and sign the HPMI policies and procedures, and obtain approval and training from the equipment supervisor and receive a certificate to operate the equipment.
- c. The equipment log book **MUST** be filled out **BEFORE** starting use of the equipment. Every field shall be completed. Noncompliance could result in disciplinary actions, including but not limited to loss of privilege of equipment use or termination from the program.
- d. Certified users may make reservations to use equipment anytime the equipment is available; however, be certain you allot sufficient time to complete your work without encroaching into the time reserved by other scheduled users. Make reasonable time estimates when scheduling.
- e. Users are not allowed to reserve more than two time slots within one week without permission of the equipment director.
- f. Cancellation policy: It is the user's responsibility to cancel reservation one (1) day in advance (2 days for SEM and AFM). Failure to do so may result the user being denied use of the equipment for a specified period.
- g. Time slots will be held 30 minutes, after which equipment manager may reassign the time to another user. If you will be late for your scheduled time, you must contact the equipment manager to hold your time slot.
- h. Use equipment appropriately. Careless operation may result in disciplinary action up to termination of employment.
- i. Clean equipment and area after use.
- j. Report any fault or malfunction in the log book and to the equipment supervisor.
- k. Do **NOT** install any software without the approval of the equipment director.
- l. Direct any questions to equipment manager and/or equipment director.

I certify that I have received, read, understand, and agree to comply with the HPMI Equipment Management Policies and Procedures.

Signature: _____

Print Name: _____

Date: _____