
PEDIATRICS: COLLABORATIVE USE EQUIPMENT POLICY

1. PURPOSE

This policy establishes clear expectations and guidelines for the use, care, and financial responsibilities associated with laboratory equipment within the department. Its goals are to promote equitable access, maintain equipment reliability, and ensure that all users contribute appropriately to the associated operational and maintenance costs.

2. SCOPE

This policy applies to all faculty, staff, trainees, and lab personnel who use equipment designated as collaborative use within departmental laboratory spaces. Collaborative use equipment has four levels of access:

- Access with owner approval – Use permitted only after receiving approval from the owning lab
 - Advance scheduling may be required as determined by owning lab
- Access following required training – Use permitted once all required training has been completed
- Access with cost-sharing – Use permitted with an agreed-upon financial contribution
- Core-managed access – Equipment accessed through an established core facility

3. COLLABORATIVE USE EQUIPMENT ETIQUETTE

3.1 General Expectations

All individuals using collaborative lab equipment must:

- Treat equipment respectfully and operate it only within approved parameters.
- Follow all posted standard operating procedures (SOPs).
- Use equipment for its intended purpose only.
- Ensure they are properly trained before use.

3.2 Scheduling & Access

- Equipment requiring reservations must be booked in advance through the lab designated scheduling system.
- Users must adhere to their reserved time slots.
- Cancellations should be made promptly to free the equipment for others.
- Access to certain equipment may require prior approval or email request.

3.3 Cleanliness & Resetting Equipment

After each use:

- Clean the equipment and surrounding workspace following posted guidelines.
- Reset equipment to its default settings.
- Dispose of waste materials according to safety protocols.
- Report spills, contamination events, or damage immediately.

3.4 Proper Reporting

- Any malfunction, irregular performance, or safety concern must be reported to the equipment owner or designated point of contact within 24 hours.
- Users must not attempt unauthorized repairs or adjustments.

4. COST SHARING

4.1 When Cost Sharing Applies

- Cost sharing may be implemented when:
 - Multiple labs have mutually agreed to share major equipment.
 - A PI or division requests access to another PI's equipment beyond casual or occasional use.
 - Equipment is jointly purchased or maintained for multi-lab use.

4.2 Cost-Sharing Agreements

- Cost-sharing arrangements must be agreed upon by all participating labs in writing.
- Agreements should specify:
 - Percentage or amount each lab will contribute.
 - Frequency of contributions (monthly, annually, per use, etc.).
 - Responsibilities for consumables, reagents, and specialized accessories.
 - Departments may create cost-sharing templates to standardize agreements.

4.3 Consumables

- Unless otherwise stated in a written agreement:
 - Each user or lab is responsible for providing their own consumables.
 - Consumables integral to equipment function (e.g., filters, printer paper, minor supplies) may be divided proportionally based on usage.

5. MAINTENANCE & REPAIRS

5.1 Routine Maintenance

- Routine maintenance (e.g., calibration, preventative care) is typically the responsibility of the **owning lab** unless a cost-sharing agreement specifies otherwise.
- For collaborative use equipment managed by the department, routine maintenance will be supported through departmental budgets or shared cost pools (i.e., General Equipment Core).

5.2 Repairs

Responsibility for repair costs follows these principles:

- **If equipment is damaged due to normal wear:** Costs fall to the equipment owner or shared maintenance pool.
- **If damaged due to misuse or negligence:** The lab or individual responsible for the misuse must cover repair or replacement costs.
- **If equipment is part of a cost-sharing agreement:** Repair costs are divided according to the agreement terms unless misuse is identified.

5.3 Downtime & Reporting

- Users must not operate equipment known to be out of service.
- The point of contact will communicate downtime, repair timelines, and return-to-service notices to all users.

6. TRAINING REQUIREMENTS

- Individual labs/equipment owners will establish training requirements and grant permissions for use.
- Users must complete required equipment-specific training before using shared equipment.
- Training records must be kept by the equipment owner or departmental administrator.
- Unauthorized users are not permitted to operate shared equipment.

7. NON-COMPLIANCE

Failure to follow this policy may result in:

- Loss of equipment access.
- Financial responsibility for repairs.
- Review by departmental leadership.