# BI Equipment Policy

1. This policy pertains to general equipment rules.
	1. For information on equipment in contact with biohazardous materials, refer to the BI Equipment Policy – Biohazardous.
2. The BI uses an electronic system to track BI equipment usage and user training.
3. BI Users may not use BI equipment without training, advance scheduling or permission from their supervisor or BI staff. BI Users are not permitted to train other BI Users on equipment. Refer to the BI Training Policy.
4. Unauthorized usage of or training on BI equipment without permissions will result in an infraction. Refer to the BI Infraction Policy.
5. BI users must notify BI staff of broken or malfunctioning equipment promptly.
6. BI Users will not troubleshoot BI equipment errors or issues without prior permission from BI staff.
7. Equipment unavailable due to maintenance or malfunction will be marked with signage. Seek additional information from BI staff.
8. Any inspection, preventative maintenance, calibration, repair or certification records that pertain to equipment will be kept on file by BI Staff.

## Equipment Training

1. To use BI equipment, BI Users must be trained on-site by BI staff. Equipment training is subject to instrument and staff-time fees and BI Users should consult with their supervisor prior to requesting training for approval.
2. BI Users are not permitted to train others on BI equipment.
3. Upon completing equipment training with BI staff, BI Users may be required to read and sign-off on applicable Standard Operating Procedures (SOPs), as maintained by BI staff.
4. If a user demonstrates incorrect usage of the instrument or needs constant assistance following training, retraining may be required. Re-training is subject to training fees anew.

## Equipment Scheduling & Usage

1. All equipment usage requires advance scheduling. Scheduling will be explained to BI Users during equipment training sessions.
2. Equipment usage is based on scheduling, logsheets, or tracking devices/software.
3. Equipment usage is subject to fees. Fees can be provided upon request. Usage fees are billing to BI User Supervisors via equipment scheduling times, external tracking system or equipment logsheets.
4. If equipment usage extends past a scheduled time, the BI User must amend the schedule and/or notify BI Staff. If extended usage is not possible due to a conflicting schedule, the BI User must respect the next scheduled usage and end their usage.
5. BI Users are responsible for transferring data while during their scheduled equipment usage. The BI is not responsible for data stored locally on any computers. Data must be transferred virtually (e.g. dropbox, email); USB drives are not permitted on BI computers.

## Fume Hoods

1. All work involving hazardous or malodorous materials should be done in an operational fume hood.
2. Refer to the Fume Hood SOP for operating practices.
3. Fume hoods are not a substitute for personal protective equipment (PPE); wear the appropriate PPE. Refer to the BI PPE Policy.
4. BI users are not authorized to use fume hoods for storage. Refer to the BI Substance Policy.
5. Clean up any spills promptly and keep the chamber clean of chemical residues. Refer to the BI Spill Policy – Hazardous.

## Pipettes

1. Mechanical pipettes will be used for liquid transfer. Oral pipetting is prohibited.
2. Pipette tip or glass disposal should be in accordance with BI Waste Disposal Policies.

## Sharps

1. Sharps include needles, razor blades, scalpel blades, broken glass and glass contaminated with biohazards.
2. The use of needles and other sharp objects should be limited.
3. Handling sharpsproperly is important to prevent accidental needle sticks and cuts.
4. Always discard needles immediately after use in an approved sharps disposal container. Needles should NOT contain liquids; eject liquids into an appropriate waste container prior to disposal.
5. When removing a needle from a syringe, use the special features of the sharps disposal container lid, so that the needle falls into the sharps container. The syringe should be disposed of separately into the appropriate waste channel. If the needle cannot be removed from the syringe, seek assistance from BI staff.
6. Needle recapping or bending is not permitted unless procedures and hazards are captured in a SOP that minimized risks to the user. Such SOPs must be approved by BI Staff. If recapping, use a safe, one-handed method of recapping SOP or a recapping device.
7. Sharps disposal into puncture-resistant sharps containers will be in accordance to the BI Waste Disposal Policies. Dispose of unused, wrapped, capped needles as-is into sharps containers if required.