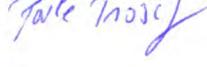


Rule/Guideline

Rules for use of common equipment

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1. Purpose and scope

LSF administered equipment is made available to many different research groups at ISTA. In order to ensure the proper use of this equipment, general rules have been established.

The rules in this document apply to all shared equipment owned and maintained by LSF. All users working with shared equipment must be verbally informed of these rules, which is done at the regular Newcomer introduction. They must also read and accept these rules in PPMS before booking LSF equipment.

2. Roles

LSF (Lab Support Facility)	Scientific support unit that provides shared equipment to Life Scientists and Physical Scientists
User	Person using LSF equipment
SuperUser	Experienced user of a certain equipment

3. Responsibilities

LSF (Lab Support Facility)	<ul style="list-style-type: none">Purchasing shared equipmentProviding rules for the use of shared equipmentOffering equipment trainingsGranting booking access in PPMSProviding user manualsResolution of equipment problems
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LSF R07 V01.1 RulesCommonEquip

User	<ul style="list-style-type: none">• Following the rules for the use of shared equipment• Booking of equipment (if required)• Receiving required trainings (safety trainings and equipment trainings)• Reporting equipment incidents
SuperUser	<ul style="list-style-type: none">• Providing equipment trainings to users• Granting booking access in PPMS

4. Description

The LSF is responsible for the purchase, installation and maintenance of all LSF common equipment. When users indicate a need for new equipment, the LSF must assess the total demand from the various interested groups. Only equipment requested by two or more groups can be purchased by the LSF. Normally, the requested equipment is included in the



annual LSF investment budget proposal and can be purchased in the following year. Installation and maintenance are always carried out by the LSF, independently of the users.

The LSF provides equipment in designated rooms (common equipment rooms). LSF equipment is marked with an LSF sticker (*Figure 1*).

Figure 1: The LSF sticker

The LSF is also responsible for training the users if the use of the equipment requires training. Some equipment provided by the LSF is relatively complex to use and requires the expertise of an experienced user to provide meaningful training. Each group using a complex piece of equipment should nominate a SuperUser who will be responsible for training group members and trouble-shooting on that particular instrument. For groups that only occasionally use complex equipment, SuperUsers from different groups can perform this function. SuperUsers are designated by the group leader and notified to LSF.

When using laboratory equipment, the instructions in the user manual for approved use and hazards to personnel have to be followed. Safety features of equipment must not be removed or disabled.

LSF R07 V01.1 RulesCommonEquip

LSF must ensure that the relevant user manuals are readily available for all equipment. The manufacturer's or supplier's user manuals must be followed. The user manuals apply as standard operating instructions.

Short manuals are available for some equipment. These are written by the LSF and cover the basic operation of the equipment. Where available, the quick reference guides are considered the standard operating instructions.

The complete list of all common equipment is available at LSF pages (<https://lsf.pages.ist.ac.at/equipment-manuals/>).

There are three classes of equipment in terms of booking and training:

- A. No training or booking required – this equipment does not appear in PPMS
- B. No training required, but booking required – this equipment is always visible in PPMS
- C. Training and booking required – this equipment only becomes visible in PPMS once a person has been trained and the rights to use the equipment have been granted

5. Booking time on shared equipment

Some equipment requires time slots to be booked in advance. This is indicated by the sign in *Figure 2*, which must be present on any piece of equipment with this requirement.



Figure 2: Sign indicating that booking via the PPMS system is necessary

To book equipment visit the LSF PPMS site (<https://ppms.ist.ac.at/?LSF>).

6. Equipment training

LSF and SuperUsers are responsible for training people on the equipment that requires it. Training requests can be sent via PPMS using the Training request forms (<https://ppms.ist.ac.at/req/?all=true&pf=7>) or via the LSF tracker (lsf@ist.ac.at). SuperUsers will only be notified of the training request if it is submitted via PPMS.

7. Safety trainings and other additional trainings

Safety training (e.g. Biosafety Level 2 training, Radiation Safety training, Liquid Nitrogen Handling, Electromagnetic Field Safety training, Laser Safety training, Histology training) or additional training courses (Cell Culture training, etc.) is required to use or access some of the equipment. For information on when, where and how to access these training courses, contact LSF via the LSF Tracker (lsf@ist.ac.at) or check the LSF Homepage (<https://lsf.pages.ist.ac.at/> or <https://lsf.pages.ist.ac.at/lsf-trainings/>).

8. Reporting equipment incidents

Any equipment malfunction should be reported immediately. This should be done in one of the three ways described below:

- Use the "Report an Incident" option on the PPMS homepage (<https://ppms.ist.ac.at/?LSF>)
- Use the "Report an Incident" option below the booking calendar for the relevant piece of equipment in PPMS
- Send a ticket to the LSF Tracker (lsf@ist.ac.at).

9. Accessories

Consumables (e.g. tips, vials, plates, etc.) and the reusable bottles for centrifuges (e.g. Nalgene bottles, etc.) must be purchased by the users of the equipment.

General Personal Protective Equipment (PPE) such as disposable gloves, goggles, etc. is not provided by the LSF. Specialized PPE (e.g. -70°C freezers, cryo-storage tanks, LN-retrieval tanks) is provided by the LSF as specified in the *General Laboratory Guideline* and explained in the relevant training sessions. Each user must ensure that the shared PPE is in good condition before starting work.

10. Questions about equipment, various requests and other inquiries

For any equipment queries and requests, please contact LSF via the LSF tracker (lsf@ist.ac.at).

11. Appendix

Not applicable

12. Abbreviations

PPMS	Platform Pilot Management System
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13. Further applicable documents

LSF R02 General Laboratory Guideline

14. History

Version	Changes
V01.0	New document
V01.1	New document owner, add roles and responsibilities, Figure 2 updated, Figure 3 deleted, text and formatting changes, users must read and accept rules in PPMS