

## **Laboratory Equipment Training and Management Policy**

This policy outlines laboratory equipment training and management procedures for the College of Engineering and Computer Science, University of Tennessee at Chattanooga. The main elements covered here are equipment training, maintenance and replacement.

### Equipment training

- Faculty, laboratory instructors and laboratory manager shall identify training needs and examine safety records that may be associated with the laboratory equipment and facility.
- Faculty and/or laboratory instructors shall be responsible for organizing safety orientation for students before the commencement of laboratory equipment training
- Faculty and/or laboratory instructors shall be responsible for identifying specific goals and objectives for equipment training.
- Students shall receive adequate training for all required laboratory equipment, software and accessories according to safe working procedures before the commencement of any laboratory work.
- Faculty and/or laboratory instructors shall be responsible for training students on the proper use of laboratory equipment for their courses.
- Faculty and/or laboratory instructors shall be responsible for keeping training records for all students
- Students are responsible for ensuring that they have received adequate safety orientation and equipment training before using any laboratory equipment.

### Proactive maintenance

- Faculty, laboratory instructors, and/or laboratory manager shall be inspect all laboratory equipment before the start of each semester and before the commencement of each laboratory section to ensure proper working condition.
- Faculty, laboratory instructors, and/or laboratory managers shall ensure that equipment are serviced at least once during the semester.
- The laboratory manager shall be responsible for collecting data and keeping the maintenance records for each equipment in the laboratory.

### Equipment replacement

- Faculty, laboratory instructors, and/or laboratory manager shall ensure that all laboratory equipment are repaired, replaced or discarded at the end of its useful life.
- Laboratory manager shall evaluate ongoing maintenance costs, equipment productivity and quality, equipment downtime, safety issues before repairing old equipment for extended use.
- Old equipment in good condition may be donated or sold at a salvage value to partially cover the cost of replacement.
- The laboratory manager shall keep records on the age and performance of each laboratory equipment.