



**Procedure number:**  
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**Effective Date:**  
**“Supersedes” Notification:**  
**Key Function of Origin: TRCL**  
**Procedure Approval Authority:**

## **Puerto Rico Clinical and Translational Research Consortium**

**Procedure Title: Laboratory Equipment Utilization**

**Issuing Date:**

### **I. Overview/Procedure Description:**

Potential equipment users must contact the laboratory manager for authorization and training.

### **II. Area(s) of Responsibility:**

PRCTRC Laboratory Personnel, investigators and/or collaborators.

### **III. Procedure Details:**

Once authorized to use any equipment, the necessary training must be completed. Each piece of equipment has its own operational manual. Also, there are a MSDS manual and a Biosafety manual located in the laboratory, easily accessible to staff. Users will fill the pertinent logs for the use of the equipment. Some equipment (for example: iCycler, NanoDrop, hood) are reserved by date and time, upon availability. All the equipment and laboratory must be clean and orderly at all times. The waste must be discarded in the assigned receptacles for biomedical and regular waste, and sharp containers. Users must wear Personal Protection Equipment (PPE) all the time. No drinking, eating, or smoking is permitted within the laboratory.

### **IV. References:**

OSHA CFR 29 Part 1910, Subpart 1450

Biosafety in Microbiological and Biomedical Laboratories (BMBL)

### **V. Help Page:**

<http://committees.rcm.upr.edu/biosafety.html>

“Programa de Comunicación de Riesgos”

“Manual de Plan de Higiene Química”

The OSHA Lab Standard and the MSC Chemical Safety Manual