

## **Lab Equipment Purchase and Maintenance Procedures – DLC, PMD and EHS Responsibilities**

This document is intended to specify the parties responsible for the purchase and maintenance of various items of laboratory and facility equipment that are normally integrated as part of a CRSP or Capital Project. Attempts have been made to categorize all known pieces of equipment, but it is inevitable that new or unanticipated items will arise. If there is a question regarding the responsible party for such items, it is recommended that the project team return to CRSP for guidance.

### Purchase - DLC Responsibility (DLC funded)

- Isolation Air Tables, including rigging expenses
- Inertia Tables, including rigging expenses
- Laminar Flow Tables
- Water Polishers (e.g., MilliQ, Barnstead), in cases where a central building system is present
- Autoclaves – benchtop size
- Pumps associated with specific lab equipment
- Non-vented or indirect vented glove boxes
- Microscopes
- Refrigerators and Freezers, including undercounter models
- Equipment Specific Chilled Water Cooling Systems (e.g., Neslab)
- Ice Machines within a lab
- Non-vented or indirect vented freestanding flammable and acid storage cabinets
- UPS systems
- Undercounter Glasswashers
- Process gas piping connecting equipment from the point of the nearest distribution shut-off
- Gas dewars and cylinders
- Necessary exhaust abatement systems equipment (e.g., scrubbers)
- Keypad or pushbutton type locksets on doors

### Purchase - Project Responsibility (Project Funded)

- Fume Hoods (purchase and ASHRAE 110 commissioning)
- Biosafety Cabinets and glove boxes directly connected to the building's exhaust system (initial certification)
- Autoclaves larger than benchtop size
- Controlled Environment Rooms (cold rooms, warm rooms)
- Water Polishers (e.g., MilliQ, Barnstead), in cases where a central building system isn't present
- Ice Machines in common areas available for general laboratory use
- Gas monitors (e.g., toxic gas, oxygen depletion, flammable gases including H<sub>2</sub>)
- Gas manifolds and regulators
- Direct vented gas cabinets
- Card Reader Security system provided is compliant with MIT Card Office standards.
- Flammable and acid storage integrated into fume hood bases
- Special localized exhaust hoods (SLEV) such as canopies, snorkels, slot hoods, enclosures.
- Process gas piping distribution from source of gas to shut-off valve closest to the equipment being served
- Special voltage requirements for DLC supplied equipment such as -80 freezers and centrifuges

Maintenance and Repair – DLC Responsibility (DLC Funded)

- Water Polishers (e.g., MilliQ, Barnstead)
- Fans associated with individual Laminar Flow Hoods
- Biosafety Cabinet annual certification and testing and repairs (internal filters and fans)
- Autoclaves
- Pumps associated with specific lab equipment
- Equipment Specific Chilled Water Cooling Systems (e.g., Neslab)
- UPS systems
- Gas and Vapor Monitors (e.g., toxic gas, oxygen depletion, flammable liquids/gases including H<sub>2</sub>) routine calibrations and repairs
- HEPA filters on laminar flow exhaust hoods and bio safety cabinets
- Security systems and devices
- Keypad and pushbutton type locksets on doors.

Maintenance and Repair – Facilities Responsibility (DoF/EHS Funded)

- Fume Hood Certification and Repair
- Biosafety Cabinet – external fans and filters only.
- Steam Services to and from Large Autoclaves
- Controlled Environment Rooms (cold rooms, warm rooms)

Ice Machines

EHS Provided Services

- Fume Hood annual certification
- Gas and Vapor Monitors (e.g., toxic gas, oxygen depletion, flammable liquids/gases) – Annual calibration