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 H₂)
- 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, Repair and Replacement – 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)
Biosafety Cabinet replacement
Fume hood replacement
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 H₂)
   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