

Equipment Use Policy

Version: 06/28/2023

Purpose

The purpose of this policy is to ensure that all property maintained by UF Center for Pharmacogenomics and Precision Medicine is kept in the best possible working condition and to ensure that all applicable UF and College of Pharmacy regulations are followed.

Definitions

“Member” refers to faculty who are members of the UF Center for Pharmacogenomics and Precision Medicine (CPPM) and personnel within their laboratory groups. “CPPM Leadership” refers to the CPPM Director, Associate Director, and Core Genotyping Laboratory Director. “CPPM Staff” refers to all personnel who are, at least in part, employed by the CPPM.

Policy

1. Only Members are permitted to utilize CPPM resources. Non-members are not permitted to use CPPM resources unless they have been provided express written consent by the CPPM Leadership. Approved non-members are similarly required to follow the policies for members outlined in this document.
2. Members must receive required general laboratory training before using any CPPM resources, in addition to equipment-specific training before operating any equipment independently. CPPM Leadership will determine acceptable training for each piece of equipment.
3. When using any equipment, the Member is responsible for providing all disposable supplies required for proper equipment operation unless provided express written consent from CPPM Leadership. This includes pipet tips, plates, tubes, reagents, etc.
4. Members should notify CPPM Staff and confirm equipment availability with CPPM Staff before using any equipment. Members should make every attempt to use equipment during normal business hours (approximately 8:30am-6pm) unless provided express written consent from CPPM Leadership. If utilizing CPPM resources outside of normal business hours, it is the member’s responsibility to properly secure or power down any equipment used and lock all doors to the laboratory.
5. If any problems occur while using any CPPM resources, the member is responsible for notifying CPPM Leadership or CPPM Staff immediately.
6. Those not following the policies outlined above may be billed to recover losses incurred by the CPPM. Repeated failure to follow these policies will result in suspension of access privileges to CPPM resources.