University of Sussex

This is a controlled document
Any printed versions of this document will be classed as uncontrolled

Human Tissue Act
SOP - Equipment Use and Maintenance

SOP Reference:	**SOP/HTA/10**
Version Number V 3.0	**Date: 04/08/2017**
Effective Date: 07/08/2017	**Review by: 01/08/2018**

Reviewed: Dr Georgios Giamas **Designation:** Designated Individual School of Life Sciences **Reviewed:** Dr Robert Fowler **Designation:** Persons Designate School of Life Sciences	**Signature**  	**Date** 11/09/2017 11/09/2017
Authorised By: UoS HTA Coordination Group - Chair	Authorisation not sought due to minimal changes	

Version	Date	Reason for Change
2.0	28/7/2014	To reflect merger of BSMS and SoLS practices for UoS
3.0	04/08/2017	Change to reflect the update in DI

1. Purpose
This standard operating procedure outlines the course to be followed for equipment use, maintenance and in the event of failure.

2. Introduction
All equipment used in the course of research involving human tissue must be operated correctly and maintained to high standards. This is required to ensure the

physical integrity of the tissue and to avoid cross contamination.

3.0 Equipment Use

Health and safety training will be provided to all staff who work within a laboratory setting and all personnel involved in using laboratory based equipment will be trained by a suitably qualified person. Use of equipment must not commence before this training is provided. Access to instruction manuals will be available. Staff will observe the level of personal protection equipment necessary for working within laboratories and with particular pieces of equipment.

4.0 Equipment Maintenance

- Staff responsible for using equipment will ensure that regular maintenance, e.g. cleaning, is carried out.
- All equipment should be calibrated, where applicable, on a regular basis with calibration results stored locally with the equipment service log.
- Regular electrical testing should be carried out as part of the regular laboratory/office schedule.
- Equipment that is the subject of a maintenance contract will be inspected annually by representatives of a certified company. The inspection dates will be co-ordinated centrally in conjunction with the local sites.
- Whether or not equipment is the subject of a maintenance contract, any disintegration in performance or failure should be immediately reported to the senior technician.
- Refrigeration equipment used as storage facilities must be checked on a regular basis and wherever possible be linked to a monitoring system which can be monitored remotely. Wherever possible they should also be linked to an automatic dial out system which will call out key staff in the event of equipment failure.
- Dial out or emergency systems must be tested on a regular basis and records kept of these.

5.0 Equipment Failure

Failure of equipment should be brought to the attention of the senior technician immediately. Staff will try to make interim arrangements within their local laboratory to minimise disruption to sample collection until the equipment can be repaired or replaced.

5.1 Failure of Fridge or freezer

Detailed below are the steps to be followed in the event of fridge or freezer failure, this includes $+4^0$C, -20^0C, -80^0C and liquid nitrogen storage facilities.

- If the problem with the fridge or freezer cannot be immediately rectified, samples must be moved to an equivalent storage facility.
- Samples and consumables stored at +4ºC should be moved to another lockable fridge. They must be located in a separate securable box and clearly

labelled as ‘HTA stocks from fridge no…’ along with the responsible PI’s name.

- Samples and consumables stored at -20ºC can be moved to another lockable freezer (-20ºC or -80ºC). They must be stored in a separate container and clearly labelled as ‘HTA stocks from freezer no…’ along with the responsible PI’s name.
- Samples stored in a failed -80ºC freezer will be moved into spare equivalent freezer (in JMS, GDSC or BSMS buildings). The freezer racks must be clearly labeled with ‘HTA stocks’, the freezer number from which they came along with the responsible PI’s name.
- In the event of a liquid nitrogen failure the Genome Centre contingency plan comes into effect (copies are owned by Teresa Knapp and Graham Frost) and the relevant contingency plan will apply for BSMS premises.
- In all cases, the Person Designate, the senior technician and Designated Individual must be informed.
- Immediate arrangements must be made to repair or replace the failed equipment