



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

## ADMINISTRATIVE POLICY

# Shared Equipment

Policy Type:  
Operations

Policy Owner(s):  
Operations Manager

Policy contacts:  
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Reviewed: 2/5/2018  
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## POLICY STATEMENT

The MCC manages research space in several University buildings, primarily MCRB and CCRB. These research spaces are shared by PI-led laboratories that share equipment that is often too large and/or too expensive to independently operate. In these situations, the labs need to follow a standard set of guidelines to ensure that shared use is fair and equitable. MCC shared equipment policy outlines the various types of equipment and processes for establishing and maintaining shared management of the equipment needed for their research.

### Definitions

- Shared equipment is any piece of equipment used by more than one laboratory and purchased centrally for the purpose of shared usage

### Permanent Equipment

- Free of charge: provided at no cost to occupants of the MCRB & CCRB
  - Cold room two per floor: used for procedures which require manipulations in the cold, e.g. chromatography, large volume dialysis, centrifugation.
  - Fume hoods (FH): most FH are located in the flexible use bays and must be shared. FH contain solvent and acid storage cabinets. FH's can be moved with appropriate justification.
  - Point of use water: every floor. Millipore water purification system provides HPLC and/or tissue culture grade water.
  - Ice machines: crushed ice on every floor.
  - Managed by RMBS
- Feebased: available as part of user fees for specified cores
  - Autoclaves and glasswashing as part of the glasswashing facility
  - XRAD 320 Irradiators located in B185 & B186 Mayo
  - Film processors: one on floors, 4 and 6 and contain user operated XOmat film developer (operated by RBMS)

### Moveable Equipment

- Cancer Centerpurchased or owned research equipment, e.g. high speed centrifuges, gamma

counter, liquid scintillation counter, spectrophotometer. Policy for use of this equipment is determined by the Operations Manager.

- The cost of maintaining shared equipment (including paying for annual service contracts) is the responsibility of a designated lab or labs who are the primary user(s) of the equipment
  - Exceptions: scintillation counters in MCRB & CCRB
- Primary users of the equipment are defined as a lab or labs that represent the majority of usage during the most recent completed fiscal year.
- Inventory will be maintained regularly by MCC Operations

## Forms & Helpful Links

- Current shared equipment inventory list permanent and moveable

Equipment Name	Equipment Room/Location	Equipment Building	Assigned Responsibility
Beckman LS 6500 Scintillation Counter	725	MCRB	MCC
Autoclaves	483; 525; 683	MCRB	RBMS
MilliQs	425; 525; 625; 725	MCRB	RBMS
Scotsman Ice maker	435; 535; 635; 735	MCRB	RBMS
Konika Minolta SRX101 Film Developer	435B; 635B	MCRB	RMBS
Beckman J221M/E High Speed Centrifuge	525	MCRB	<i>Lab TBD</i>
Beckman J221M High Speed Centrifuge	625	MCRB	<i>Lab TBD</i>
Backup freezers	625 (80°)	MCRB	RBMS
Optima XPN100 Ultra Centrifuge	2240 LER	CCRB	Murphy Lab
Avanti JE Super Centrifuge	3230 LER	CCRB	Largaespada Lab
Cary Series 100 BioMelt UVVIS Spectrophotometer	2220 LER	CCRB	Harki Lab
Beckman LS 6500 Scintillation Counter	2230 LER	CCRB	MCC
MilliQs	2210 LER; 2220 LER; 2230 LER; 2240 LER; 3230 LER; 3240 LER	CCRB	RBMS
Tissue Culture Hoods/ Biosafety Cabinets	2220B; 2230D; 2240D; 3230N; 3230H; 3240F; 3240L; 3240N; 3240R	CCRB	Lab Occupant
Tri Gas N2 Incubators	2220B; 2230D; 2240D; 3230N; 3230H; 3240A; 3240F; 3240L; 3240N; 3240R	CCRB	Lab Occupant
Backup freezers	2230 LER (80°)	CCRB	RBMS