



OMNI Major Equipment Use Policy

Category	Research
Type	Policy
Approved by	RIC
Date Takes Effect	1 July 2020
Sponsor	Research Infrastructure Manager
Responsible Officer	OMNI Operations Manager
Review Date	1 June 2022

Purpose

To ensure the safe and appropriate operation of equipment in the Otago Micro and Nanoscale Imaging (OMNI) units and to minimise the likelihood of damage to this equipment through operational error and reduce the risk of equipment downtime and associated costs.

Organisational Scope

All staff, students, and external customers using equipment in the OMNI units.

Definitions

OMNI units	Confocal Microscopy Electron Microscopy Flow Cytometry Histology
Major equipment	Equipment with a purchase value greater than \$200,000

Content

1. Policy statement

- (a) Users must undergo supervised training of all major equipment in OMNI and demonstrate competency prior to using the equipment unsupervised. Training and approval will be provided

by the appropriate OMNI staff member or someone delegated by the OMNI Operations Manager to perform this task.

- (b) Users must request further training or assistance from appropriate OMNI staff if they do not feel competent to use the major equipment unsupervised and if they have not used the equipment for more than three months.
- (c) Users may request that an OMNI staff member operate the instrument on their behalf if competency cannot be achieved in the time available, but this will be dependent on staff availability and may incur charges for staff time.
- (d) If major equipment is damaged through operator error, the user must notify the appropriate OMNI staff member as soon as practical.
 - i. In the first instance, the cost of repairs will likely be covered by OMNI and further training will be provided by OMNI staff once the repair has been made.
 - ii. If damage occurs a second time as the result of the same, or similar, operator error, the cost of repairs will be the responsibility of the users host department.
 - iii. If agreement cannot be reached between the OMNI Operations Manager and the Head of Department regarding responsibility for the cost of repairs, the HSD Associate Dean of Research will mediate the decision.
- (e) Unsupervised use will not be permitted until OMNI staff are confident competency has been adequately demonstrated.
- (f) If a user repeatedly missuses the equipment they will be banned from using it until further evidence of competency can be proved.
- (g) Appropriate booking and usage forms (whether electronic or hard copy) are to be completed if required. If users do not record their usage times then OMNI may charge for the whole booking.
- (h) OMNI may charge users who are 'no shows' and have not provided any adequate reason.

Related Policies, Procedures and Forms

- OMNI User Induction and Training Record Form

Contact for further information about this Policy

If you have any queries regarding the content of this policy, procedure or guideline or need further clarification, please contact the OMNI Operations Manager at omni@otago.ac.nz